



## Business License Guide

### Saratoga Business License Requirements

All businesses located or conducting business in Saratoga, either for profit or non-profit, are required to obtain a business license from the City of Saratoga. Some, but not necessarily all, of the conditions that would require you to have a business license are:

- You have a Fictitious Business Name certificate
- You have a State Board of Equalization Resale Permit
- You have a listing in the commercial directory of the Yellow Pages, Business White Pages, newspaper, local business guide, real estate multiple listing books, business website, or other similar listings
- You have a home-based business
- You are a construction contractor, handyman, landscaper, housecleaner, or come into the City to perform some other service
- You have a non-profit business in Saratoga (Note: non-profits are not assessed a business license tax, however, non-profits are required to register with the City and renew their license each year. Non-profits are subject to business license processing fees.)
- You own commercial and/or residential properties for lease in Saratoga
- Your company manages the commercial and/or residential property leasing responsibilities for the owner of properties in Saratoga
- You operate a vehicle over the streets of Saratoga for the purpose of pick-up or delivery
- You are an independent contractor working in Saratoga

### Business License Application

To apply for a business license, fill out an application and drop it off at the Community Development Department or mail it to: Business License, City of Saratoga, 13777 Fruitvale Avenue, Saratoga, CA 95070. Applications are available online at [www.saratoga.ca.us/buslicense](http://www.saratoga.ca.us/buslicense) or at City Hall.

All applicants must complete the Business Information, Business Owner Information, Workers' Compensation Declaration, Affidavit, and Business License and Tax sections of the application. Construction contractors should also include their contractor's license number, class, and expiration date in the Building Contractors section of the application.

### Regulatory Permits

Some Saratoga businesses are subject to regulatory permits. For example, massage establishments must obtain regulatory permits to operate in Saratoga. Regulatory fees are assessed after obtaining a business license and paid in addition to the processing fees and business license tax. Information about business regulation fees can be found in the City's Fee Schedule, which is available online at [www.saratoga.ca.us/feeschedule](http://www.saratoga.ca.us/feeschedule).



# SARATOGA

California

**City of Saratoga**  
13777 Fruitvale Avenue  
Saratoga, CA 95070  
[www.saratoga.ca.us/buslicense](http://www.saratoga.ca.us/buslicense)  
408.868.1260

## Zoning & Planning

The Community Development Department's Planning Division reviews business license applications to determine if the business is in line with permitted uses for the business location. For more information, call the Community Development Department at 408.868.1222, or visit the Planning Counter Monday through Thursday and every other Friday from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

## Other Business Regulations

In addition to a Saratoga business license, you may be subject to other requirements. This section contains contact information for some of the regulation agencies that you may need to contact or register with.

### Alcoholic Beverage License

*For businesses that plan to sell alcoholic beverages.*

San Jose Field Office  
100 Paseo de San Antonio, Room 119  
San Jose, CA 95113  
408.277.1200 | [www.abc.ca.gov](http://www.abc.ca.gov)

### Fictitious Business Name

*All businesses are required to register a Fictitious Business Name with the County Clerk.*

County Clerk-Recorder's Office  
70 West Hedding Street – East Wing, First Floor  
San Jose, CA 95110  
408.299.5665 | [www.clerkrecorder.org](http://www.clerkrecorder.org)

### California Contractors State License Board

*A contractor's license is required for all building contractors.*

Oakland Branch  
1515 Clay Street, Suite 1105  
Oakland, CA 94612  
1.800.321.2752 | [www.cslb.ca.gov](http://www.cslb.ca.gov)

### Internal Revenue Service

*Information on federal employee withholdings, self-employment tax, sole proprietorship, partnership and corporate taxes, and employer identification numbers.*

San Jose Branch  
55 S. Market Street  
San Jose, CA 95113  
1.800.829.4933 | [www.irs.gov](http://www.irs.gov)

### California Department of Consumer Affairs

*Licensing information for more than 100 business and 200 professional categories.*

1625 North Market Boulevard, Suite N 112  
Sacramento, CA 95834  
1.800.952.5210 | [www.dca.ca.gov](http://www.dca.ca.gov)

### Santa Clara County Environmental Health Permits

*Environmental Health Department permits are required for businesses that sell food or operate a public pool or spa.*

1555 Berger Drive, Suite 300  
San Jose, CA 95112  
408.918.3400 | [www.ehinfo.org](http://www.ehinfo.org)

### California Employment Development Department

*Information on state employee withholdings and payroll taxes.*

San Jose Field Office  
906 Ruff Drive  
San Jose, CA 95110  
1.800.745.3886 | [www.edd.ca.gov](http://www.edd.ca.gov)

### Santa Clara County Fire Inspections

*Information about annual fire inspections.*

14700 Winchester Boulevard  
Los Gatos, CA 95032  
408.378.4010 | [www.sccfd.org](http://www.sccfd.org)



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408.868.1260

## California Franchise Tax Board

*All businesses in California must submit an annual tax statement to the Franchise Tax Board.*

San Francisco Field Office  
121 Spear Street, Suite 400  
San Francisco, CA 94105  
1.800.338.0505 | [www.ftb.ca.gov](http://www.ftb.ca.gov)

## California Secretary of State

*For information about forming a corporation and filing articles of incorporation.*

1500 11<sup>th</sup> Street  
Sacramento, CA 95814  
916.653.6814 | [www.sos.ca.gov/business](http://www.sos.ca.gov/business)

## Seller's Permit

*Businesses in California that sell tangible property are required to have a Seller's Permit.*

California Board of Equalization Field Office  
250 South Second Street  
San Jose, CA 95113  
408.277.1231 | [www.boe.ca.gov](http://www.boe.ca.gov)

## Workers' Compensation Insurance

*Employers in California are required to provide workers' compensation insurance.*

San Jose Office  
100 Paseo de San Antonio, Room 241  
San Jose, Ca 95113  
408.377.1246 | [www.dir.ca.gov/DWC/Employer.htm](http://www.dir.ca.gov/DWC/Employer.htm)

## Business Resources

This section contains information about resources for Saratoga's business community.

### Better Business Bureau

*Private, non-profit organization that monitors and reports on the business practices of companies.*

1112 S. Bascom Avenue  
San Jose, CA 95128  
408.278.7400 | [www.sanjose.bbb.org](http://www.sanjose.bbb.org)

### Saratoga Chamber of Commerce

*Serves the Saratoga business community through a variety of services and programs.*

14460 Big Basin Way  
Saratoga, CA 95070  
408.867.0753 | [www.saratogachamber.org](http://www.saratogachamber.org)

## Disability Access Requirements and Resources

*Information on complying with disability access laws that apply to all California building owners and tenants with buildings open to the public.*

[www.saratoga.ca.us/accessrequirements](http://www.saratoga.ca.us/accessrequirements)

## California Water Board Implementation – SB205

*SB205 was signed into law in 2019 and requires certain regulated business entities to demonstrate enrollment with stormwater permits before being issued or renewing a business license.*

[www.saratoga.ca.us/SB205](http://www.saratoga.ca.us/SB205)