

# Business Information/Contacts

## Fictitious Business Names Statements:

The Santa Cruz County Clerk files and maintains Fictitious Business Name Statements filed in Santa Cruz County.

## Business Licenses:

Businesses located in or conducting a portion of their business within any of the four (4) cities in Santa Cruz County should contact that city regarding the requirements for a business license.

<b>City of Capitola</b>	420 Capitola Avenue, Capitola	(831) 475-7300
<b>City of Santa Cruz</b>	809 Center Street, Room 101, Santa Cruz	(831) 420-5070
<b>City of Scotts Valley</b>	1 Civic Center Drive, Scotts Valley	(831) 440-5678
<b>City of Watsonville</b>	250 Main Street, Watsonville	(831) 768-3450

## Business Permits:

Businesses operating in the unincorporated areas of Santa Cruz County should contact the County Planning Dept., Room 400, or call 831/454-2580, regarding requirements for operating a business in those areas of the county.

It is recommended that you contact the County Planning Department to determine if a permit is required prior to the operation of your business. Home-based businesses may require a Home-Occupation permit. The most common businesses that require special permits from County Departments are as follows:

<b>Business Type</b>	<b>County Department</b>	<b>Phone</b>	<b>Address/Room</b>
Security Company	Sheriff's Office	831/454-7603	5200 Soquel Ave. Santa Cruz, CA 95060
Food Establishments	Environmental Health	831/454-2022	Room 312
Hazardous Materials/Waste (Storage/Use)	Environmental Health	831/454-2022	Room 312
Kennels	Environmental Health	831/454-2022	Room 312
Public Pools/Spas/Camps	Environmental Health	831/454-2022	Room 312

**Taxi Cab Permits** are managed by city police departments. You should check with the city regarding a business license.

**Day Care Licenses:** The California Dept. of Social Services licenses and monitors family child care homes and child care centers. For more information contact:

### **California Child Care Licensing Program**

2580 N. First Street, Suite 300, MS 29-08 San Jose, CA 95131

Phone: (408) 324-2148 FAX (408) 324-2160

<http://www.cclcd.ca.gov/PG411.htm>

### **Santa Cruz County Economic Development Coordinator**

Barbara Mason - County of Santa Cruz Planning Department

701 Ocean St, 4th Floor, Santa Cruz, Ca 95060

(831) 454-2728 Desk (831) 454-2580 Office (831) 454-2131 Fax

[barbara.mason@co.santa-cruz.ca.us](mailto:barbara.mason@co.santa-cruz.ca.us)

<http://www.sccoplanning.com/PlanningHome/EconomicDevelopment.aspx>

## Zoning Regulations:

Before commencing business you should contact the Zoning Department, Room 400 or call (831) 454-2580, to make sure your location is zoned to do your particular type of business. Zoning regulations for the unincorporated areas are obtained from the County Planning Dept., at 701 Ocean Street, Room 400, Santa Cruz, CA 95060. Apply at the Zoning Counter. (831) 454-2580.

**Sellers/Resale License:**

State Board of Equalization  
 Telephone: (408) 277-1231 or (800) 400-7115  
 250 South Second Street, San Jose, Ca 95113  
[www.boe.ca.gov](http://www.boe.ca.gov)

**Contractor's License:**

State Board of Contractors  
 9821 Business Park Dr., Sacramento, CA 95827  
 P.O. Box 26000, Sacramento, Ca 95826  
 (800) 321-2752 / [www.cslb.ca.gov](http://www.cslb.ca.gov)

**State Website:** The Secretary of State website, [CalGOLD.ca.gov](http://CalGOLD.ca.gov), will provide information on State permits and business requirements, business resources, information on service mark, trademark and trade name, information regarding corporation, Limited Liability Companies, Limited Liability Partnerships, and Limited Partnerships.

**Small Business Administration:**

For Small business assistance, you may contact your local Chamber of Commerce.

Aptos Chamber of Commerce	(831) 688-1467	Capitola Chamber of Commerce	(831) 475-6522
Santa Cruz Chamber of Commerce	(831) 457-3713	Scotts Valley Chamber of Commerce	(831) 438-1010
Watsonville Chamber of Commerce	(831) 724-3900	US SBA Answer Desk	(800) 268-2678
US SBA Technical Support Line	(202) 205-6400	for SBA's computer bulletin board	

**Corporations/Limited Partnership(s)/Limited Liability Companies:**

Secretary of State (916) 657-5448  
 1500 11<sup>th</sup> Street [www.sos.ca.gov](http://www.sos.ca.gov)  
 Sacramento, CA 95814

**Non-Profit:**

If an organization or business wishes to obtain a Non-Profit Status, contact the Registry of Charitable Trusts: California Attorney General, Registry of Charitable Trusts, PO Box 903447, Sacramento, CA 94203-4470.  
 Telephone: (916) 445-2021; <http://rct.doj.ca.gov/MyLicenseVerification/Search.aspx?facility=Y>

**Tax Information:****Internal Revenue Service – Federal**

Call toll free: (800) 829-3676. **(Forms only)** (800) 829-4477 *(Telex tax information)*

**Franchise Tax Board – State**

96 N 3<sup>rd</sup> Street  
 San Jose, CA 95113  
 Monday thru Friday 8 a.m. to 5 p.m.  
 Call Toll free: (800) 338-0505 **(Forms)**  
 or (800) 852-5711 *(Telex tax Information)*

**Employment Tax Information:**

For information on Disability Insurance Tax, State Withholding Tax, and Unemployment Tax Contact:  
 California Employment Tax District Office Telephone: (831) 464-6307  
 2045 40<sup>th</sup> Ave.,  
 Santa Cruz, CA 95062

**Copyright/Patent/Trade Marks/Service Marks****Copyright Office – Federal**

Copyright Office - Library of Congress  
 101 Independence Ave., SE  
 Washington D.C. 20559-6000  
 (877) 476-0778 (toll free)  
[www.copyright.gov](http://www.copyright.gov)

**Patent/Trade Marks/Service Marks**

Crystal Park 2  
 SE 2121 Crystal Drive  
 Arlington, VA 22202  
 800/786-9199 (toll free) and 571/272-9950 (TTY)  
[www.uspto.gov](http://www.uspto.gov)

**Additional Resources:**

- \* California Codes Online (i.e. Business and Professions Code): [www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)
- \* Governor's Office of Business and Economic Development <http://business.ca.gov/>
- \* SCORE - Santa Cruz County provides guidance for new small business owners: 831/621-3735; [santacruzcounty.score.org](http://santacruzcounty.score.org)
- \* Central Coast Small Business Development Center – Cabrillo College: <http://www.centralcoastsbdc.org/>
- \* Santa Cruz County Clerk: <http://www.sccoclerk.com/busin.htm>