

**ESTABLISHING A NEW BUSINESS**  
(A guide to frequently requested contacts)

**BUSINESS LICENSE:** Contact South San Francisco Finance Department 877-8505 or the Planning Division 877-8535.

**FICTITIOUS BUSINESS NAME:** If a name has been invented for the business you must register it with the County Clerk, 555 County Center, Special Services, Redwood City, 94063 (650) 363-4712.

**RESALE LICENSE:** California State Board of Equalization, 121 Spear Street, Suite 460, San Francisco, 94105-1584 (415) 356-6600

**HIRING EMPLOYEES:** Employment Development Department, Job Services Office, 550 Quarry Road, San Carlos, 94070 (650) 737-2605.

**FOOD SALES:** (markets, restaurants, catering trucks, etc.) Environmental Health Services, 455 County Center, 4<sup>th</sup> floor, Redwood City, 94063 (650) 363-4305.

**IMPORT-EXPORT:** U.S. Commercial Service (415) 705-2300 or U.S. Customs Office (415) 744-7741 or Bureau of Export Administration (408) 271-7300 ext. #13.

**INTERNAL REVENUE SERVICE:** Federal Tax Information (800) 829-1040 or (510) 839-5711.

**STATE FRANCHISE TAX BOARD:** Bank and Corporation Tax Information (800) 852-5711

**GENERAL ADVICE:** U.S. Small Business Administration, 211 Main Street, San Francisco, (415) 744-6820. State Department of Trade and Commerce Agency (916) 322-5665. State Office of Small Business (916) 322-5060.

**EMPLOYER TAX INFORMATION:** San Mateo Employment Tax District, 951 Mariners Island Blvd., #310, San Mateo, (650) 358-4101.

**SMALL BUSINESS ADVOCATES TELEPHONE HOTLINE:** (800) 303-6600.

**SOUTH SAN FRANCISCO CHAMBER OF COMMERCE:** 213 Linden Avenue 588-1911.