

Starting a Business in Campbell

If you are going to do business in Campbell, apply for your license at the City Clerk's Office, 70 N. First Street, Campbell, Phone: 866-2117. License rates and permit requirements vary according to the type of business and number of employees. Licenses are issued for one year at a time, and are renewable in the same month each year which the license was originally obtained. Renewal notices are issued annually, and if payment is not received in a timely manner, a penalty is imposed.

The Santa Clara County Fire Department conducts annual inspections of each Campbell business, and the Public Works and Building Departments additionally require proof of business license prior to issuing permits.

- A. **Charities and Public Utilities Exempt from Fees.** If your business is conducted for the benefit of charitable purposes and no profit is derived, you may be eligible for a waiver of fees. Proof of non-profit status is required, and in some cases, the application must be reviewed by the Police Department and receive City Council approval prior to issuance of a license.
- B. **Permit Procedure - Designated Activities.** Written application for activities, business and trades enumerated in Sections 5.08.010 and 5.28.010 of the Campbell Municipal Code must be filed with the Chief of Police, accompanied by an application fee for processing costs, which will be in addition to the prescribed license fee. This permit is subject to City Council approval.
- C. **Non-transferability.** No license may be transferred or assigned, nor shall such license be construed as authorizing any person other than the licensee engaged in the licensed business.
- D. **Denial and Revocation.** The City may deny an application for a permit or revoke an existing license if it is determined that (1) operations are contrary to the public health, safety, peace, and welfare of the neighborhood or City as a whole, or constitute a public nuisance or violation of applicable law; (2) the application contains misrepresentation of a material fact by the applicant; (3) the establishment/proposed establishment creates an undue misallocation of police and safety personnel; or (4) the permit would result in an undue concentration of live entertainment establishments. Applicants may appeal decisions of denial/revocation to the City Council.

1. **COUNTY PERMITS.** If you are operating a business in the unincorporated area of the County, there is no requirement for a business license]per se. However, special permits from the Health Department or the County Clerk are required for certain types of business, i.e., auctioneering, door- to-door selling, massage parlors, secondhand dealers, taxi service, private security services, kennels, quarries, and

automobile wreckers and junk yards. For information, contact **County Planning and Development, Central Permits, Phone: 299-4132.**

2. **STATEMENT OF FICTITIOUS BUSINESS NAME.** Most businesses are required to file a Statement of Fictitious Business Name with the **County Clerk's Office, 70 W. Hedding, San Jose, Phone: 299-2968** or the **Campbell Express, 334 E. Campbell Avenue, Campbell, Phone: 374-9700.** A fictitious business name is defined as a name that does not include surnames of all owners of a business or, in the case of a corporation, does not include the corporate name.

3. **ZONING REQUIREMENTS.** You should contact the **Campbell Community Development Department Planning Division Phone: 866-2140** to make certain that your business location is zoned for your particular type of business. If you plan to operate a business from your home, you will need to obtain a Home Occupation Permit from the Planning Division, in addition to your business license. Home Occupations are permitted for limited types of businesses and contain various requirements and restrictions.

4. **RESALE NUMBERS.** Every person engaged in the business of selling tangible personal property must apply to the **California State Board of Equalization, 250 S. Second Street, San Jose, Phone: 277-1231** for a Sellers Permit.

5. **EMPLOYEE RELATED REQUIREMENTS.** If you plan to hire employees, there are several requirements to be aware of: (1) file a Form SS-4 with the **Internal Revenue Service Phone: 1-800- 829-1040.** The IRS will assign an Employee Identification Number to your business; and (2) file a Form DE-1 with the **State Department of Benefit Payments, Employment Tax District Office, 904 Ruff Drive, San Jose, Phone: 277-9400.** After filing, you will be responsible for withholding and payment of State Payroll Tax, Unemployment, and Disability.

6. **FOOD VENDORS.** If you are going to be selling food, you will need to obtain a permit from the **Santa Clara County Environmental Health Service, 250 S. Second Street, San Jose, Phone: 299-6060.**

7. **CHAMBER OF COMMERCE.** It is not required, but you may be interested in registering with the **Campbell Chamber of Commerce, 1628 W. Campbell Avenue, Campbell, Phone: 378- 6252.**

8. **SMALL BUSINESS ADMINISTRATION.** Frequent day-long workshops for potential business owners are offered by the **Small Business Administration, Phone: (415) 744-6820.**

9. **PUBLIC LIBRARIES.** The libraries in the South Bay Area have formed a cooperative network. In an attempt to provide comprehensive business information

services to users, they have defined major subject areas of business and economics, and have agreed to accept responsibility for maintaining and developing specific business areas. The **County Library in Campbell is located at 77 N. Harrison Avenue, Phone: 866-1991.**

10. SANTA CLARA COUNTY DEPARTMENT OF WEIGHTS AND MEASURES. Santa Clara County Ordinance Code Sections A34-75 through A34-77 permits the Department of Weights and Measures to register commercially used weighing and measuring devices required to be tested and certified by the County Sealer. If you use or are planning to use such device(s), you are required to register your device(s) with **The Department of Weights and Measures, 1553 Berger Drive, San Jose, Phone: 299-4701.**