

Business Resources

Doing Business in Poway

City of Poway

www.poway.org

City Business Certificates & Regulatory

Licenses.....858-668-4401

Customer Services

www.poway.org/business

City Building/Sign Permits.....858-668-4600

Development Services

Building Services.....858-668-4645

Bids and Contracts.....858-668-4668

purchasing@poway.org

Poway Community Resources

Poway Chamber of Commerce.....858-748-0016

13381 Poway Road

Poway, CA 92064

www.poway.com

EDCO - Trash/Recycling Service...858-748-7769

www.edcodisposal.com

Poway Business Park Association

info@powaybusinesspark.com

San Diego County

www.sdcounty.ca.gov

Fictitious Business Name.....619-237-0502

San Diego County Recorder

1600 Pacific Hwy. #260

San Diego, CA 92101

or

9225 Clairemont Blvd.....858-505-6262

San Diego, CA 92123

www.sdarcc.com

Agriculture Weights & Measures....888-878-3722

www.sdcawm.org

Health Permit/Food Handlers

License.....800-253-9933

Public Health Department

5500 Overland Avenue

San Diego, CA 92123

www.sdcounty.ca.gov/deh

State and Federal

Federal Employer ID #.....800-829-1040

www.irs.gov

State Tax ID #.....888-745-3886

www.edd.ca.gov

Seller's Permit.....858-385-4700

California Board of Equalization

15015 Avenue of Science, Suite 200

San Diego, CA 92101

www.boe.ca.gov Go to e-reg to apply online.

Small Business

Administration.....800-827-5722

US Small Business Administration

www.sbaonline.sba.gov

North American Industry Classification

System (NAICS) Code.....888-756-2427

www.census.gov/eos/www/naics/

California Southern Small Business

Development Corporation.....619-232-7771

www.casouth.com

Better Business Bureau.....858-496-2131

5050 Murphy Canyon, Suite 110

San Diego CA 92123

www.bbb.org

State Contractor License800-321-2752

Department of Consumer Affairs

www.cslb.ca.gov



City Hall Hours of Operation

Mon - Thurs: 7:30 a.m. - 5:30 p.m.

Fri: 8:00 a.m. - 5:00 p.m.

Closed every other Friday

City Hall

13325 Civic Center Drive

Poway, CA 92064



DOING BUSINESS IN POWAY:

**Business Certificates,
Conditional Use
Permits, and Regulatory
Licenses**



City Hall
13325 Civic Center Drive
Poway, CA
92064

Phone: 858-668-4400
www.poway.org

Business Certificate

Every company/person doing business in a commercial building in the City of Poway must obtain a valid Business Certificate. Contractors who are based in another City and are performing a contracted job in the City of Poway are also required to obtain a City of Poway Business Certificate.

The initial application processing fee is \$115 and \$20 for renewal. Applications take 7-10 days for approval. Certificates are valid for 2 years.

Required Information:

- Federal Employer Identification Number
- State ID / State Tax Identification Number
- North American Industry Classification System (NAICS) Code
- Fictitious Business Name

Depending on your business you may also need the following:

- Resale ID / Seller's Permit
- Health Permit
- Contractor's License
- Subleasing Business Certificate Information
- Zoning Verification
- Building Permit/Regulatory License/Other Permits

Apply/renew in person at City Hall: Customer Services, or by mail, 13325 Civic Center Dr., Poway CA 92064

If you plan on doing business out of your own home, then you **do not** need a Business Certificate. However, you will need a Home Occupation permit which can also be obtained at www.poway.org/business.

Effective January 1, 2018 State law SB-1186 adds a State fee of \$4 on every application or renewal of a local business certificate (or equivalent instrument). The purpose is to increase disability access and compliance with construction-related accessibility requirements, and to develop educational resources for businesses in order to facilitate compliance with Federal and State disability laws. For more information, see State Law SB-1186.

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Regulatory Licenses

Some businesses require regulatory licensing. The complete list of businesses and fees can be found online at www.poway.org/business or is available at City Hall.

Apply in person at City Hall. Plan ahead by scheduling a LIVESCAN appointment (fingerprinting) with Customer Service at (858) 668-4401.

Licenses are valid for one year.



Zoning

The City of Poway has established various zoning regulations for the location and operation of commercial activities. Please contact the Development Services Department to verify zoning regulations for a specific location before signing lease agreements or purchasing commercial property, and before applying for a business certificate.

For more information, contact the City of Poway Development Services Department at (858) 668-4600. A complete online zoning map is available at www.poway.org/business.

Conditional Use Permit

A Conditional Use Permit (CUP) is a permit that requires approval by the City Council for certain types of businesses. In some cases, a CUP may require conditions within specific zoning districts to allow a business which ordinarily would not be permitted to operate.

There is a public hearing process that precedes the consideration of a CUP. Applications are available at City Hall, Development Services Department, Planning Division.

Signs

Businesses must submit a Sign Permit application indicating plans for proposed signs (both temporary and permanent) to the Development Services Department, Planning Division. City staff will review the application to verify compliance with applicable regulations.

Business signs that require an approved sign permit in Poway include: special event signs, permanent signs, permanent window signage, and temporary advertising signage. A building permit(s) for a sign may also be required.

Become a Poway Vendor

Our Purchasing Division maintains a list of vendors interested in doing business with the City. Please complete a request form online by going to the Administrative Services drop-down menu, then Purchasing; or email purchasing@poway.org for more information.