Business Resources

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
13177 Quate Ct., Suite E
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.sdcountry.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.sdcountry.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.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 License ....800-321-2752
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

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](http://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.**

### Doing Business in Poway

#### Regulatory Licenses

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

Apply in person at City Hall. Plan ahead by scheduling a LIVSCAN 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](http://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](mailto:purchasing@poway.org) for more information.

If you have further questions, contact:
Craig Ruiz - City of Poway
Economic Development Administrator
858-668-4509 or cruiz@poway.org