

## Business Resources

## Doing Business in Poway

### City of Poway

[www.poway.org](http://www.poway.org)

City Business Certificates & Regulatory

Licenses.....858-668-4401

*Customer Services*

[www.poway.org/business](http://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](mailto:purchasing@poway.org)

### Poway Community Resources

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

13177 Quate Ct., Suite E

Poway, CA 92064

[www.poway.com](http://www.poway.com)

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

[www.edcodisposal.com](http://www.edcodisposal.com)

Poway Business Park Association

[info@powaybusinesspark.com](mailto:info@powaybusinesspark.com)

### San Diego County

[www.sdcounty.ca.gov](http://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](http://www.sdarcc.com)

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

[www.sdcawm.org](http://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](http://www.sdcounty.ca.gov/deh)

### State and Federal

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

[www.irs.gov](http://www.irs.gov)

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

[www.edd.ca.gov](http://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](http://www.boe.ca.gov) Go to e-reg to apply online.

Small Business

Administration.....800-827-5722

*US Small Business Administration*

[www.sba.gov](http://www.sba.gov)

North American Industry Classification

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

[www.census.gov/eos/www/naics/](http://www.census.gov/eos/www/naics/)

California Southern Small Business

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

[www.casouth.com](http://www.casouth.com)

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

5050 Murphy Canyon, Suite 110

San Diego CA 92123

[www.bbb.org](http://www.bbb.org)

State Contractor License .....800-321-2752

Department of Consumer Affairs

[www.cslb.ca.gov](http://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](http://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 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](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](mailto:cruiz@poway.org)