



USEFUL INFORMATION

CITY OF MANTECA, 1001 W. CENTER ST., MANTECA, CA 95337

Phone (209) 456-8730 • Fax (209) 923-8930 • www.ci.manteca.ca.us • bus-license@ci.manteca.ca.us

Type of Service	Documents Required	Name of Department
Vendors	Consolidated Seller's Permit. A copy is required at the time of business license submittal.	California State Board of Equalization 3321 Power Inn Road, Suite 210 Sacramento, CA 95826-3889 Phone: (916) 227-6700 http://www.boe.ca.gov/
Food Establishments	Health Permit. A copy is required at the time of business license submittal.	San Joaquin County Environmental Health Department 600 E. Main Street Stockton, CA 95202 Phone: (209) 468-3420 http://www.sjgov.org/ehd/
Corporations, Partnerships, Limited Liability Company	Business Entities. A copy is required at the time of business license submittal.	California Secretary of State 1500 11 th Street Sacramento, California 95814 Phone: (916) 653-6814 http://www.sos.ca.gov/
Hazardous Waste	General Industry Safety & Health License. A copy is required at the time of business license submittal.	State of California Department of Public Health- Medical Waste Management Program P.O. Box 997377 MS 7405 Sacramento, CA 95899-7377 Phone: (916) 449-5671 http://www.cdph.ca.gov/certlic/medicalwaste
Hazardous Waste Transporter	General Industry Safety & Health License. A copy is required at the time of business license submittal.	State of California Department of Public Health (Medical Waste Management Program & Transportation) P.O. Box 997377 MS 7405 Sacramento, CA 95899-7377 Phone: (916) 449-5671 http://www.cdph.ca.gov/certlic/medicalwaste



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Type of Service	Documents Required	Name of Department
California Department of Consumer Affairs Boards/Bureaus (See Attachment "B")	State Licenses. <i>A copy is required at the time of business license submittal.</i>	California Department of Consumer Affairs Department of Consumer Affairs Consumer Information Division 1625 North Market Blvd, Ste N 112 Sacramento, CA 95834 Phone: (800) 952-5210 http://www.dca.ca.gov/about_dca/entities.shtml
Non-Profit Organizations	Section 501© (3) Forms. <i>A copy is required at the time of business license submittal.</i>	Internal Revenue Service 4643 Quail Lakes Dr. Stockton, CA 95207 Phone: (209) 942-1910 http://www.irs.gov/charities/index.html
Courier Service	Provide a list of Products & Items that need to be transported.	
Alcohol and Tobacco	Need to determine what permits are required by the Community Development Department.	Alcohol and Tobacco Tax and Trade Bureau 3310 G Street, NW Suite 300 Washington, D.C. 20220 Phone: (202) 453-2000 www.ttbquestions@ttb.treas.gov
Remodeling Work to Business	Need to determine what permits are required by the Community Development Department.	City of Manteca, Community Development Department, Building Division 1001 W. Center St. Manteca, CA
Contractors	Contractor's License. <i>A copy is required at the time of business license submittal.</i>	California Contractor's State License Board 9821 Business Park Drive Sacramento, CA 95827 Phone: (800) 321-CSLB https://www.cslb.ca.gov



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Type of Service	Documents Required	Name of Department
Home-Based Business	Home Occupation Application & Business License. See Chapter 17.25 Home Occupation Permit standards to verify if your business qualifies for a home based business.	City of Manteca, Community Development Department, Planning Division 1001 W. Center St Manteca, CA 95337 Phone: (209) 456-8500
Alcohol Establishments	Need to determine what permits are required by the Community Development Department.	Alcohol Beverage Control (ABC) Department 31 E. Channel St Ste 168 Stockton, CA 95202 Phone: (209) 948-7739 http://www.abc.ca.gov/
Fictitious Business Names	Any business name that does not include the last name of all the individuals who own the business, or a business name that suggests the existence of additional owners, such as the words company or association, is considered a fictitious business name.	San Joaquin County Recorder's Office 44 N. San Joaquin Street, Ste 260 Stockton, CA 95202 Phone: (209) 468-3939 http://www.sjgov.org/Recorder/
New Signage	New business signs	City of Manteca, Community Development Department, Planning Division 1001 W. Center St. Manteca, CA 95337 Phone: (209) 456-8500
Hair or Nail	Cosmetology License. A copy is required at the time of business license submittal.	Board of Barbering & Cosmetology 2420 Del Paso Rd, Ste 100 Sacramento, CA 95834 Phone: (800) 952-5210 Fax: (916) 575-7281 http://www.barbercosmo.ca.gov/



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Type of Service	Documents Required	Name of Department
Federal Tax ID Number	An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity.	Federal Tax ID Number IRS Federal Tax Service 4643 Quail Lakes Drive Stockton, CA 95207 Phone: (209) 942-1910
Temporary-Based Business	Temporary Use Permit Application & Business License.	City of Manteca, Community Development Department, Planning Division 1001 W. Center St Manteca, CA 95337 Phone: (209) 456-8500
Adult & Child Care Services	Adult & Child Care License. A copy is required at the time of business license submittal.	Department of Social Services Community Care Licensing Division Adult & Child Care Services San Joaquin County Human Services Agency P.O. Box 201056 333 E. Washington Street Stockton, CA 95202 Phone: (209) 468-1000 http://www.dss.cahwnet.gov/cdssweb/default.htm



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Door to Door Solicitors Concealed Weapons Taxi drivers Tow Truck Drivers Card Room Dealers Second Hand Dealers Alarm Permits Limousine Service Massage Establishments Massage Technicians Oversize Vehicle Oversize Disabled Vehicle Dance Hall Permit Daily Dance Permit Sound Amplification Permit	In addition to other city department approvals the business license is also required to be reviewed and approved by the Manteca Police Department.	Manteca Police Department 1001 W. Center St. Manteca, CA 95337 Phone: (209) 456-8108

Please be advised that not all businesses will be granted a business license. This business license does not cover all other permits that may be required from other agencies. The business owner is responsible to obtain all necessary permits from other agencies.