

BUSINESS LICENSE & FICTITIOUS NAME FILING - SAN DIEGO COUNTY

SCORE San Diego

Business License (Business Tax Certificate): With the exception of businesses in unincorporated areas, all businesses are required to have a business license.

Here is a step by step procedure on how to obtain your license:

1. **Cities in SD County requiring licenses:** <http://www.sdcountry.ca.gov/cs/businesslicenses.html>
2. **Fictitious Business Name (DBA):** Is required if the business name is anything other than the owner's legal name; to obtain this, a statement must be filed with the County Recorder's Office. Choose a name that gives you flexibility, but hopefully tells what you do. To search go to: <http://arcc.co.san-diego.ca.us/services/fbn/search.aspx>

For a Complete Explanation of the Fictitious Business Name in the County of San Diego:
http://arcc.co.san-diego.ca.us/services/fbn_info.aspx

Even if you are not in an incorporated city the Fictitious Business Name Certificate **will be required** to open a checking account, incorporate, obtain a resale license and other permits and licenses.

3. Publish a **Fictitious Business Name Statement** once a week for 4 consecutive weeks to allow for objections to the use of the name. Usually the publisher's price will include proof of publication filed with the County Recorder and a confirming certificate mailed to you. To find a local publisher search the Internet with these key words: *publishing fictitious business name San Diego*
4. If a **fictitious name is not needed**, skip to Step 5 below. If not, you may register (if not done by the publisher in #3) your Fictitious Business Name at one of the County Clerk's Offices below:

SAN DIEGO RECORDER/CLERK - MAIN OFFICE
County Administration Center
1600 Pacific Highway, Suite 260
San Diego, CA 92101
(619) 237-0502

EL CAJON BRANCH OFFICE
200 S. Magnolia Ave.
El Cajon, CA 92020
(619) 237-0502

CHULA VISTA BRANCH OFFICE
590 3rd Ave.
Chula Vista, CA 91910
(619) 237-0502

SAN MARCOS BRANCH OFFICE
141 E. Carmel St.
San Marcos, CA 92078
North County (760) 630-1219
(619) 237-0502

KEARNY MESA BRANCH OFFICE
9225 Claremont Mesa Blvd.
San Diego, CA 92123
(619) 237-0502

You may also **FILE BY MAIL**:

Because of its importance, the Recorder/County Clerk strongly recommends that you register a Fictitious Business Name in person whenever possible. They CANNOT accept responsibility for any filing attempted by mail.

TO FILE BY MAIL complete an official Fictitious Business Name filing form in black ink only.

Filing forms are available at their offices or [online](#). If you cannot access the form online you may call their office and one will be mailed to you. Send your completed form, along with your payment to:

San Diego Recorder/County Clerk
P.O. Box 121750
San Diego, CA 92112-1750
Attn: FBN

5. **Take the Fictitious certificate** (if needed) to the **Business License** section of the City Treasurer's Office of the City you will be doing business in to obtain your business license. City Treasurer's offices are located at: <http://www.sdcounty.ca.gov/cs/businesslicenses.html> for Carlsbad, Chula Vista, Coronado, Del Mar, El Cajon, Encinitas, Escondido, Imperial Beach, La Mesa, Lemon Grove, National City, Oceanside, Poway, San Marcos, San Diego, Santee, Solana Beach and Vista.

OTHER LICENSES & PERMITS

- TAX ID NUMBER (EIN): It is suggested that an EIN be obtained even though it is needed only if you hire employees or incorporate. <http://www.simplefilings.gov-id.com/Federal-EIN/> By having the EIN you will avoid sharing your social security number when creating 1099's and other documents to clients and resources.
- RETAIL SALES TAX NUMBER: A sales and use tax number may be obtained from the State Board of Equalization (BOE) if you are going to be selling a product at retail and collecting sales tax that was not paid to your vendor. Also, wholesale resources will require your resale number. Go to <http://www.boe.ca.gov/sutax/sutprograms.htm> .
San Diego Office - 1350 Front Street, Ste 5047, 92101, (619) 525-4526
San Marcos Office - 334 Via Vera Cruz, Ste 107, San Marcos, 92069, (760) 510-5850

FOR MORE INFORMATION go to our Documents at: https://www.score-sandiego.org/library_downloads.asp and Links in our Library at: https://www.score-sandiego.org/library_downloads2.asp