

STARTING A BUSINESS IN BURLINGAME

BUSINESS RESOURCE GUIDE



CITY OF BURLINGAME
COMMUNITY DEVELOPMENT DEPARTMENT
ECONOMIC DEVELOPMENT DIVISION



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INTRODUCTION

Burlingame's Community Development Department - Economic Development Division has prepared this Business Resource Guide in cooperation with various City Departments and Burlingame's Chamber of Commerce as a means of clarifying the start-up process for businesses in Burlingame. The Business Resource Guide provides vital information to channel a business through permit and licensing requirements. In addition, the Business Resource Guide provides information on local, county, state, and federal permit and licensing requirements. Contact information is also included in order to assist in developing and sustaining a successful business in Burlingame.

As a foundation for this guide, the Burlingame Community Development Department - Economic Development Division is dedicated to promoting a healthy local economy and vibrant business environment. Its mission is to provide services and resources to the business, real estate, and development communities with the purpose of retaining, attracting, and expanding business and encouraging employment opportunities for residents, stimulating the local economy and expanding local retail sales, transient occupancy, and commercial property tax bases, while maintaining a positive balance among growth, social equity, and the economic vitality of the City.

The Community Development team endeavors to assist businesses in meeting their needs for workers, real estate spaces, financing, City permit processing, technical assistance, and other value-added information. The information contained in this document is accurate to the best of our knowledge. Please check with the agencies or websites provided for updated information.

Please direct any questions about the Business Resource Guide or requests for additional copies to:

Community Development Department
Economic Development Division

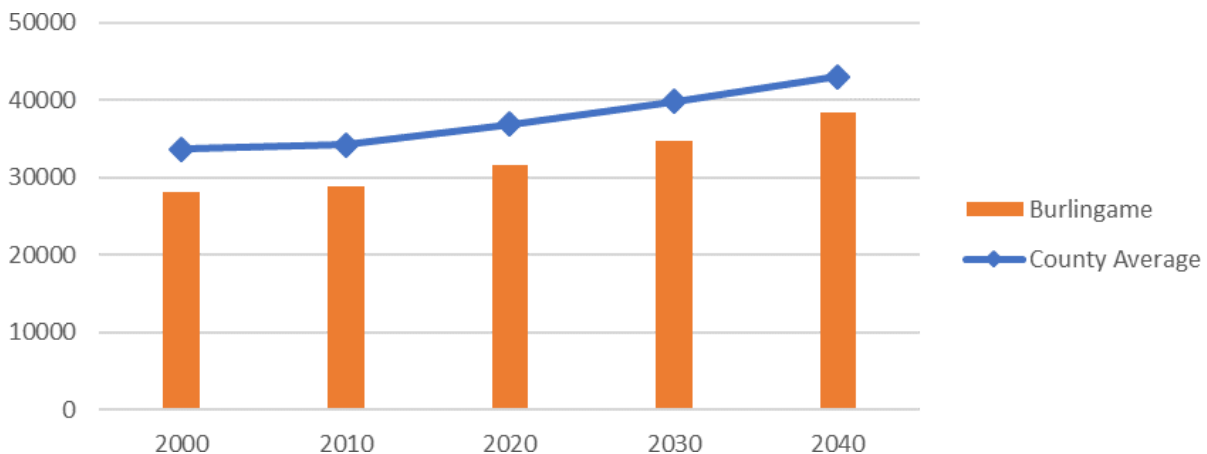
501 Primrose Road
Burlingame, CA 94010
Tel: 650.558.7264
Fax: 650.696.3790
www.burlingame.org



City of Burlingame Community Profile

The City of Burlingame is an American suburban city of approximately 29,000 residents in San Mateo County, California. It is located on the San Francisco Peninsula and has a significant shoreline on San Francisco Bay. The City is named after Anson Burlingame, who was an attorney and a diplomat to China. The City is known for its high residential quality of life and excellent educational system, offering eight public schools (one preschool, five elementary schools, one intermediate school, and one high school) and twenty-four private schools (ranging from preschools to high schools). The public schools in Burlingame are in the Burlingame Elementary School District or the San Mateo Union High School District. Burlingame is often referred to as the City of Trees, having over 18,000 trees. Industrial growth was spurred in the 1960s and 1970s by proximity to the San Francisco International Airport. Twelve hotels are situated along the San Francisco Bayfront, providing over 3,700 rooms for visitors to the Bay Area to use as a base from which to explore the greater Bay Area region and Silicon Valley.

The region as a whole is projecting population growth in the coming decades and a share of this growth will occur in Burlingame. The Association of Bay Area Governments' population projections predict an increase from 28,806 residents in 2010 to 31,700 in 2020, a further increase to 34,800 in 2030, and finally an increase to 38,400 in 2040. This amounts to about a 10 percent population increase each decade between 2010 and 2040.



Source: ABAG Projections 2013

Burlingame has the privilege of having three main business districts: Downtown Burlingame (centered around the Burlingame Avenue corridor), the Broadway Business District, and Burlingame Plaza, each featuring unique, upscale shops and restaurants, grocery stores, and personal services that attract locals and visitors alike. Burlingame has developed a reputation as a city that values its historic character while also keeping up with the times. The City is well-situated to benefit from and help shape new technologies and markets originating from the Silicon Valley. The City is home to major employers including Virgin America Airlines, Mills-Peninsula Medical Services, Lalouh Marketing, and Guittard Chocolate Company, among others. The City also hosts such major tax generators as ABC Supply, All Natural Stone, Apple, Tesla Motors, and Fiat of Burlingame, to name a few.

The City operates under the City Council/City Manager form of government. The City Council has five Council members elected at-large. They serve four-year overlapping terms, with a new Mayor selected annually by the Council from their ranks for a one-year term. City Council elections are held in November of odd-years.

Burlingame Community Development Department – Economic Development Division

The Community Development Department – Economic Development Division, along with the City Council's Economic Development Subcommittee and the City Council, provides leadership and direction for the community within the development areas to spur economic growth and employment opportunities. The division also helps resolve public safety and planning issues affecting individual business and residents, helps organize and set up public workshops, and aids business associations in advertising for their business districts. The following list includes local, regional, and statewide business partners:

- Broadway Merchants Association
- Burlingame Chamber of Commerce
- California Association of Local Economic Department (CALED)
- Downtown Burlingame Business Improvement District

Burlingame Business Associations

Burlingame has an active Chamber of Commerce and two district business associations that are each dedicated to serving the business community by addressing public safety and planning issues affecting individual businesses and organizing public events or joint advertising for their districts. The following list provides contact information for business associations that are known to be active at present:

Broadway Merchants Association

1169 Broadway
Burlingame, CA 94010
Tel: 650.343.8758

<http://visitbroadwayburlingame.com>



Burlingame Chamber of Commerce

417 California Drive
Burlingame, CA 94010
Tel: 650.344.1735 Fax: 650.344.1763
Email: info@burlingamechamber.org
www.burlingamechamber.org



BURLINGAME
CHAMBER of COMMERCE

Downtown Burlingame Business Improvement District

P.O Box 563
Burlingame, CA 94011
Tel: 650.515.0597
Email: burlingamebid@gmail.com
www.burlingamedowntown.org



I. PERMIT AND LICENSE REQUIREMENTS

The City of Burlingame has various requirements and regulations for operating a business. It is the business owner's responsibility to obtain all necessary approvals, permits and licenses, and to pay all taxes and fees associated with their particular business. To effectively monitor current economic conditions locally, regionally, and statewide, the Community Development Department - Economic Development Division staff participates in industry research, seminars, and workshops to stay abreast of best practices and innovations within economic development for the benefit of the City and its stakeholders.

The City's regulations are incorporated in the "Burlingame Municipal Code: Burlingame, California". The Burlingame Municipal Code is an excellent source for information on business licenses and regulations, building codes, definition of terms, zoning classifications, business license fees, and signage regulations. An electronic copy of the Burlingame Municipal Code and the Ordinance List can be viewed on the City's web page at: <http://qcode.us/codes/burlingame/>

A. Business Licenses

For your convenience, the Finance Department – Business License and Water Office of the City of Burlingame administers Business License applications, in some cases subject to Planning Commission approval of location and activity. In order for a business to engage in any business activity, businesses must get a license from the City. A state licensed contractor cannot "pull" building permits without having first obtained a business license.

You will need a new Business License if you are:

- Starting or opening a new business
- The new owner of an existing business
- Opening an additional location for your current business
- Moving your business or contract operation to a new location within the city

Depending on the kind of business you plan to operate, several approvals and/or permits are required prior to issuing your new Business License. These include those from the Planning Division (compliance with applicable zoning regulations) and may include Building and Safety, County Health Department, Police and the Central County Fire Department. Please see the Planning Division for important information about addressing assignments and land use regulations. You may also contact the Finance Department staff to discuss these requirements. A completed new business license application form, with all of its required permits and initial payments, must be submitted within 30 days from the date of commencement of business activity. However, it is strongly recommended that you contact the Planning Division to verify zoning compliance before signing a lease agreement on property acquisition. All contractors doing business in Burlingame must have an active business license before applying for building permits. Shortly after the issuance of a new business license and occupying the space, the Central County Fire Department will conduct an inspection of the business premise. There is a fee for the standard inspection and free for subsequent periodic inspections for specialized permits. For more information on Fire inspection, please call 650.558.7600. Depending on the kind of business you have, this process may take a few days to several weeks. Please stop by Burlingame City Hall or call for further information:

Burlingame Finance Department
Business License and Water Office

501 Primrose Road
Burlingame, CA 94010

Tel: 650.558.7212 Fax: 650.685.6138

Office Hours: Mon-Fri. 8 am-5:00 pm

https://www.burlingame.org/departments/finance/business_license.php

B. City Zoning and Use Permits

Zoning

It is critical that new businesses, including home-based businesses, check with the Planning Division about zoning regulations applicable to a particular location. Please have an exact street address and square footage for the building available. A copy of the floor plan is also required. Some businesses may only require Planning Division approval; some approvals may include a fee. All zoning fees, in addition to business license fees, are charged separately one time. For more information, please visit: https://www.burlingame.org/departments/planning/forms_applications_and_fees.php#

For commercial and industrial areas, the zoning ordinance specifies what types of businesses can operate in each of the areas and regulates where on a property a building can be placed. The zoning ordinance information can be found at <http://qcode.us/codes/burlingame/view.php?topic=25&frames=on>
To speak to a Planning staff member, please contact the Planning Division at 650.558.7250.

Conditional Use Permit

Businesses requiring a Conditional Use Permit should pursue a public hearing before the City's Planning Commission, which has the power to approve, set conditions, or deny an application. Planning Division staff is available to review your business proposal and to provide guidance regarding the approval process required. Application guidelines or information on Use Permits can be found at: https://www.burlingame.org/departments/planning/residential/conditional_use_permits_and_variances.php

Home Occupation Permit

In some cases, businesses may be allowed to operate in residential districts. These businesses are known as home-based businesses. Home-based businesses must be limited operations with little or no impact on surrounding residential neighborhoods (no employees; limited customer visits; no onsite product sales, shipping or storage; no signs). The application for the Home Occupation Permit can be found at: https://www.burlingame.org/departments/finance/home_business.php Planning Division staff is also available to review your proposal and to provide guidance regarding any applicable approval process.

Building Permits

If you're starting a business in an older existing building and plan to make modifications to the structure to accommodate a new business, a building permit may be required to ensure life-safety and compliance with the building codes. For additional information, please contact the Building Inspection Division at 650.558.7260 or visit the website: <https://www.burlingame.org/departments/building/index.php>

Encroachment Permits

If upgrades are required to water and/or sewer facilities, or construction or modification will be performed in the public right of way, an encroachment permit will be required from the Engineering Division. All applicants are also required to submit a Certificate of Insurance prior to the issuance of a permit. Information regarding encroachment applications and Certificates of Insurance can be found at this website: https://www.burlingame.org/departments/public_works/encroachment_permit.php. For additional information or questions, please contact the Public Works Department at 650.558.7230 or visit the website: https://www.burlingame.org/departments/public_works/index.php

C. Guidelines for Signage

New sign installation, the transfer of existing signage to a new building, or the modification of a sign requires a sign permit. Sign applicants should submit their signage application to the Building Division for review. Compliance with the Burlingame Municipal Code section addressing size requirements may be accomplished by incorporating the address in the signage. Please review the municipal code for size specifics: <http://qcode.us/codes/burlingame/> For sign permits, call 650.558.7260 or visit the website:

<https://www.burlingame.org/departments/planning/signs.php>

D. Park and Recreation Facilities Use Permit

Any person or business that plans to host and/or operate an event that involves the use of park and recreation facilities requires a permit. This includes any use of athletic fields, bocce ball courts, tennis courts or picnic areas where employees, family members or the public attend for free or an admission fee is charged. For further information on permit applications, please check out: https://www.burlingame.org/parksandrec/facilities/facilities_and_rentals/index.php or contact the Burlingame Parks and Recreation Department.

Burlingame Parks and Recreation Department
850 Burlingame Avenue
Burlingame, CA 94010
Tel: 650.558.7300
<https://www.burlingame.org/parksandrec/>

E. Air Quality Permits

The Bay Area Air Quality Management District is the regional public agency that regulates stationary sources of air pollution in the Bay Area. The Air District issues air quality permits for equipment that emits air pollutants. Typical businesses that need permits include refineries, industrial and manufacturing facilities, auto body shops, gasoline service stations, and coating operations and printers. Generators larger than 50 hp must obtain an Air District permit as well. Visit the Air District's website to apply for or determine whether your business may require a permit, <http://www.baaqmd.gov/Divisions/Engineering.aspx>

Bay Area Air Quality Management District
939 Ellis St.
San Francisco, CA 94109
Tel: 415.771.6000 Fax: 415.928.8560
<http://www.baaqmd.gov/>

F. Environmental Health

Inspection and approval may be required for business licenses. If your business uses hazardous materials or produces hazardous waste, you will need to check with the Environmental Health Division. Contact information:

Environmental Health Division
2000 Alameda de las Pulgas, Suite 100
San Mateo, CA 94403
Tel: 650.372.6200 Fax: 650.627.8244
Email: envhealth@smcgov.org
<http://www.smchealth.org>

G. Entertainment Permits

Any person or business that plans to host and/or operate an event that involves public entertainment requires the possession of an entertainment permit. This includes any kind of amusement arcade or location where entertainment is offered to the public, free or charged for admission. For further information and application, contact the Burlingame Police Department:

Burlingame Police Department
1111 Trousdale Drive
Burlingame, CA 94010
Tel: 650.777.4100
https://www.burlingame.org/departments/police_department/entertainment_permit.php

H. Burglar Alarm Permits

Burlingame City Ordinance No. 1480 requires that all residents and business owners with burglar alarm systems in Burlingame obtain an alarm permit at a cost of \$32. The alarm ordinance was enacted to reduce the number of false alarms and ensure that the Police Department is available to respond to emergencies when they arise. By having an alarm permit, you can avoid being charged for the first two false alarms; those who do not have alarm permits must pay a \$150 penalty fee when a false alarm occurs. Contact information:

Burlingame Police Department

1111 Trousdale Drive
Burlingame, CA 94010
Tel: 650.777.4100

https://www.burlingame.org/departments/police_department/alarm_permit.php

I. Central County Fire Department

The Central County Fire Department serves the communities of Burlingame, Hillsborough, and Millbrae from six fire stations that are strategically placed to provide the most efficient response times. If your business uses or stores hazardous materials, contact the fire department to ensure that you meet all safety requirements, and make sure to review the County of San Mateo Health System's requirements regarding inventories and prevention plans.

Central County Fire Department Headquarters

1399 Rollins Road
Burlingame, CA 94010
Tel: 650.558.7600

<https://ccfd.org/>

J. Residential Parking Permits

The City of Burlingame's Residential Parking Permit Program is enforced in certain residential neighborhoods adjacent to commercial districts or areas with timed parking zones next to commercial areas. Only neighborhood residents with City issued permits and their visitors may park on these streets for extended periods during restricted parking hours. These permits are issued by the Burlingame Police Department. For additional information, see

https://www.burlingame.org/departments/police_department/residential_parking_permit.php or call at 650.777.4100.

K. Employee Parking Permits

To aid employees in finding parking without being subject to time restrictions, employees are able to purchase an Employee Parking Permit from the Finance Department. This permit is good in the long term parking areas on the outskirts of the downtown areas. For more information contact the Finance Department.

Burlingame Finance Department **Business License and Water Office**

501 Primrose Road
Burlingame, CA 94010
Tel: 650.558.7212 Fax: 650.685.6138
Office Hours: Mon-Fri. 8 am-5:00 pm

<https://www.burlingame.org/residents/parking/downtownemployeeparking.php>

L. Fictitious Business Name Statement

Every business that uses a name other than its owner(s) name, or other than its name upon incorporation, must file a fictitious business name statement. Please conduct a microfiche index search to make certain that you are the only user of the fictitious name you have chosen for your business before you file the statement or you can search using the Online Services of this agency:

San Mateo County Clerk

555 County Center

Redwood City, CA 94063

Tel: 650.363.4500 Fax: 650.363.1903

<https://www.smcacre.org/fictitious-business-names>

M. County of San Mateo Health System

The goal of the County of San Mateo Health System is to increase the quality and longevity of people's lives by preventing health issues before they occur, protecting the public's health, providing services for vulnerable populations, and partnering to build healthy communities. All businesses that utilize or store hazardous materials need to submit a Hazardous Material Business Plan to the San Mateo County Environmental Health Department. Businesses should also submit an Injury Illness Prevention Plan in case unwarranted hazardous materials are released in the environment. The business and prevention plans help firefighters, health officials, planners, public safety officers, and others to prevent or lessen damage to the health and safety of people and the environment when a hazardous material is released.

County of San Mateo Health Administration

225 37th Avenue

San Mateo, CA 94403

Tel: 650.573.3935 Fax: 650.573.2116

Email: info@smhealth.org

<http://www.smchealth.org/>

N. State Licenses

Many commercial operations, such as automotive repair dealers, building contractors, barbers, and other service type businesses, require state licensing. There is a penalty if licenses are not applied for in advance. Contact information:

California State Department of Consumer Affairs

1625 N. Market Blvd, Suite N 112

Sacramento, CA 95814

Tel: 800.952.5210

Email: dca@dca.ca.gov

<http://www.dca.ca.gov>

Governor's Office of Business and Economic Development

1325 J Street, Suite 1800

Sacramento, CA 95814

Tel: 916.322.0694

Email: gobizpermits@gov.ca.gov

<https://business.ca.gov/>

O. Federal Identification Number

All employers and most businesses are required to obtain an Employer Identification Number (EIN) from the Internal Revenue Service. An application form (#SS-4) can be obtained from this agency:

U.S. Internal Revenue Service

1900 Ofarrel Street
San Mateo, CA 94403
Tel: 650.615.6815
<http://www.irs.gov>

P. State Sales and Use Tax Permit

Under the California Sales and Use Tax Law every person, partnership, or corporation intending to engage in selling tangible personal property must obtain a valid Seller's Permit. Wholesalers and retailers must secure a permit. For convenience, some employers may use the State Board of Equalization Form BT-400 to apply for a seller's permit and to register with the Employment Development Department at the same time. If your firm has more than one location on different premises within the city, you need a separate permit for each location. In some instances, a single consolidation permit will cover multiple business outlets. To register as a seller, the proprietor, partner, or office of business may contact:

State Board of Equalization

455 Golden Gate Avenue, Suite 10500
San Francisco, CA 94105
Tel: 415.557.3000 Fax: 415.557.0287
<http://www.boe.ca.gov>

Q. State Employer Registration Form

Employers are required to register with the California Employment Development Department (EDD) within 15 days after becoming subject to the California personal income tax withholding provisions, the Unemployment Insurance Code, or both. A new employer package is available at:

California Employment Development Department Employment Tax Office

745 Franklin Street, Suite 400
San Francisco, CA 94102
Tel: 888.745.3886
<http://www.edd.ca.gov>

II. UTILITIES

Each utility type is billed and provided by a different company. A security deposit may be required with a new business. For a list of service providers for gas, electric, and telephone service in your area, please visit the California Public Utilities Commission at <http://www.cpuc.ca.gov/>. Contacts for local utilities services are listed below.

A. Garbage and Recycling Services

The City of Burlingame contracts with Recology San Mateo County for residential and commercial solid waste collection services. Recology manages municipal solid waste disposal and recycling services that meet the needs of the communities they serve. Some services include urban street and commercial facility cleaning, landscaping, waste collection and waste recycling. Recology also provides consulting services for businesses interested in learning how to more efficiently manage their waste.

Rethink Waste is a joint powers authority of 12 public agencies in San Mateo County and provides waste reduction and recycling programs. Through their BizSMART program, Rethink Waste collects recycling, compost, and garbage for businesses, property owners and managers. Through this program, Rethink Waste also collects construction and demolition debris as well as unusable materials. The City of Burlingame greatly encourages "green building" as its practice of building, focusing on sustainability. The San Mateo County RecycleWorks Program provides businesses that incorporate green practices with rebates and incentives. To learn more about the rebates and incentives, please visit their website at <https://www.smcsustainability.org/>

As of July 1, 2012, California requires all businesses that generate four or more cubic yards of garbage per week and multi-family dwellings with five or more units to recycle. The specific statutory language for the law (Assembly Bill 342) can be found in the State's Public Resources Code: PRC Division 30, Part 3, Chapter 12.8, Section 42649.

Recology San Mateo County

225 Shoreway Road
San Carlos, CA 94070
Tel: 650.595.3900

<https://www.recology.com/recology-san-mateo-county/>

Rethink Waste

610 Elm Street, Suite 202
San Carlos, CA 94070
Tel: 650.802.3500

Email: info@rethinkwaste.org

<http://www.rethinkwaste.org/>



B. Water, Sewer and Energy Services

In order for businesses to have their water turned on, they need to fill out an Application for Commercial Utility Services form and return it to the City's Water Utility Office located at City Hall to complete the process. The form can be returned in person, or via fax or email. No deposit is required. The application will cover accounts for both water and sewer services. Be aware that meters are read every 60 days and billed immediately afterwards. A 1.5% penalty is assessed on bills not paid within 30 days.

Finance Department Water Utility Office

501 Primrose Road
Burlingame, CA 94010
Tel: 650.558.7210
Fax: 650.685.6138
Email: waterdept@burlingame.org
https://www.burlingame.org/departments/finance/water_sewer_utility_billing.php

Pacific Gas & Electric Co.

275 Industrial Road
San Carlos, CA 94070
Tel: 800.468.4743 (Business Customer Services)
<http://www.pge.com>

Peninsula Clean Energy

Tel: 866.966.0110
Email: support@peninsulacleanenergy.com
<https://www.peninsulacleanenergy.com>

Through a partnership with PG&E and the Bay Area Water Supply and Conservation Agency (BAWSCA), the City offers combined water and energy rebates. To determine if you qualify, check the City web page: <https://www.burlingame.org/departments/sustainability/rebates.php>

PG&E continuously offers rebates to support energy efficiency in businesses. Rebates for businesses may include occupancy sensors for lights, HVAC motors and pumps, and high efficiency water heaters to name a few. Visit PG&E to learn more and apply for featured business focused rebates, https://www.pge.com/en_US/residential/save-energy-money/savings-solutions-and-rebates/how-to-apply/how-to-apply.page

San Mateo County Energy Watch provides energy efficiency services to businesses. San Mateo County Energy Watch is a joint program between PG&E and the City/County Association of San Mateo County (C/CAG). Energy efficiency services available to businesses include no-cost energy audits, special incentives, and benchmarking. For more information, visit <http://www.smenergywatch.com/customers/businesses>

Peninsula Clean Energy (PCE) is San Mateo County's electricity provider. Electricity users may choose to purchase electricity from PG&E or PCE. PCE provides cleaner electricity at competitive rates. PG&E's electricity mix is about 30% renewable energy while PCE's is at least 50% renewable energy. PCE offers two rates: ECOplus, the default rate with 50% renewable energy; and ECO100, the opt-up option with 100% renewable energy. ECOplus costs about 5% less than PG&E and ECO100 is about 5% more. ECO100 is the easiest way a business can purchase and use 100% renewable energy without the hassle of installing on-site solar power.

PCE customers will continue to receive their gas, grid maintenance, and billing services from PG&E. The only perceivable difference for PCE customers is that the PG&E bill will include a PCE line item. For more information, visit <https://www.peninsulacleanenergy.com/>

C. Hazardous Waste Disposal

San Mateo County Department of Environmental Health has a "Very Small Quantity Generator Program" designed to provide an inexpensive hazardous waste disposal option to companies, non-profits, and other organizations. This program is available to businesses disposing up to 27 gallons or 220 pounds or less of hazardous material. Please visit the web site for more information: <http://smchealth.org/VSQG>

III. CITY OF BURLINGAME BUSINESS ASSISTANCE

A. Site Referral for Expansion or Relocation

The Community Development Department – Economic Development Division has developed a network of real estate brokers and developers as well as an internal information database that can be utilized to help businesses find spaces to lease or purchase. By using this network, we can help businesses expand within or relocate to Burlingame. If you have any questions or require assistance on the City permit process, you may reach the Economic Development Division at 650.558.7264 or via email at economicdevelopment@burlingame.org

B. Available Space for Businesses

Burlingame Commercial Properties Via LoopNet

LoopNet is a commercial real estate information service provider offering a suite of products and services tailored to the national, regional, and local needs of the commercial investments industry. Listings on LoopNet include all commercial real estate property categories such as commercial office spaces for lease, hotels and motels, multifamily apartments, retail space, industrial, research and development, and land for sale. LoopNet is also your resource for commercial real estate market research. You can explore their website at <http://www.loopnet.com/> or contact their client services offices at 888.567.7442.

C. Real Estate Information

Burlingame Residential Properties Via Zillow

Zillow is an easy-to-use residential real estate information service provider that can help workers and families find and relocate to a home that meets their needs. Listings on Zillow include real estate property categories such as apartments for rent, homes and condos for sale, listings of real estate agents and property managers, and residential real estate research data such as home values and mortgage rates. You can visit their website at: <http://www.zillow.com/>.



D. Business Loans

Below market-rate loans, commercial real estate loans, cash flow loans, unsecured lines of credit, and equipment financing are available for businesses located in Burlingame or planning to locate here. Assistance with loan packaging is available through these Burlingame financial institutions:

Bank of America

400 El Camino Real
Burlingame, CA 94010
650.653.5858
www.bankofamerica.com

Bank of the West

149 Park Road
Burlingame, CA 94010
650.347.1261
www.bankofthewest.com

Boston Private Bank & Trust Co.

1440 Chapin Avenue
Burlingame, CA 94010
650.375.6000
<https://www.bostonprivatebank.com>

Chase

1430 Chapin Avenue
Burlingame, CA 94010
650.348.2456

1188 El Camino Real
Burlingame, CA 94010
650.401.3559
www.chase.com

Citibank

210 Primrose Road
Burlingame, CA 94010
650.513.2849
<https://online.citibank.com/US/Welcome.c>

City National Bank

1450 Chapin Ave.
Burlingame, CA 94010
650.696.6400
<https://www.cnb.com/index.asp>

Comerica Bank

1351 Howard Ave.
Burlingame, CA 94010
650.343.2623
<https://www.comerica.com/pages/default.aspx>

Compass Bank

1801 El Camino Real
Burlingame, CA 94010
650.697.1371
<https://www.bbvacompass.com>

First Republic Bank

1155 California Dr.
Burlingame, CA 94010
650.579.2888
<https://www.firstrepublic.com>

San Francisco Federal Credit Union

1811 El Camino Real
Burlingame, CA 94010
415.775.5377
<https://www.sanfranciscofcu.com>

Sterling Bank and Trust

1210 Broadway
Burlingame, CA 94010
650.685.6430
<https://www.sterlingbank.com>

Union Bank of California

1410 Howard Ave.
Burlingame, CA 94010
650.340.1053

1887 El Camino Real
Burlingame, CA 94010
650.697.3454

<https://www.unionbank.com>

United Health Credit Union

1860 El Camino Real
Burlingame, CA 94010
650.231.1300
<https://www.unitedhealthcu.org>

U.S. Bank

1423 Burlingame Ave.
Burlingame, CA 94010
650.373.2560
<https://www.usbank.com/index.html>

Wells Fargo Bank

1145 Broadway
Burlingame, CA 94010
650.348.4662

1435 Burlingame Ave.
Burlingame, CA 94010
650.342.0864
<https://www.wellsfargo.com>

E. Sustainability

Burlingame is dedicated to building green and pursuing sustainable and environmentally-friendly goals. The Public Works Department, the Finance Department, and the Sustainability Coordinator from the City Manager's Office coordinate on monitoring compliance and seeking resource-conserving design strategies, technologies, and materials. The Sustainability Coordinator is responsible for continuing the implementation of the City's Climate Action Plan and is the City liaison to the citizen-based Citizens Environmental Council (CEC). For more information on the City's sustainability activities and priorities, visit the City's website, <https://burlingame.org/departments/sustainability/index.php>

The City encourages businesses to implement environmentally friendly practices in their business operations to conserve resources, save money, and create healthier and more attractive working environments. Such practices include energy and water efficiency, recycling and composting, using less toxic products, and using public transportation. In addition, businesses should ensure that they comply with applicable environmental regulations, such as the San Mateo County Single-Use Carry-Out Bag Program (adopted by the City in March 2013), which requires retail establishments to charge 25 cents as of January 1, 2015 for use of recycled paper or reusable bags; and the San Mateo County Polystyrene Ban Ordinance (adopted by the City in May 2011), which bans the use of polystyrene-based disposable food service ware.

The Bay Area Commuter Benefits Program (per Senate Bill 1339) requires all employers with 50 or more full-time employees in the Bay Area to provide a commuter benefits option to their employees. Commuter benefit options include providing a pre-tax benefit for transit expenses, transit subsidy to reduce transit expenses, transit service such as a shuttle or vanpool, or an alternative option that reduces single occupancy commute trips. The program is intended to reduce air pollution and traffic congestion by promoting transit use over single-occupant vehicle commute trips to work. In addition, the program provides tax savings for employers and employees. To learn more and/or register for the program visit, <https://commuterbenefits.511.org/>

For assistance in learning how implementing sustainability actions can save your business energy, water, and costs please contact the City's Sustainability Coordinator, Sigalle Michael, at smichael@burlingame.org or by phone at 650-558-7274.

F. San Mateo County/Silicon Valley Convention & Visitors Bureau

Designated the official destination marketing organization for the County of San Mateo, the Convention and Visitors Bureau offers a variety of brochures and literature about the latest activities and events in Burlingame and the San Mateo County. They also assist organizations and event planners with facility referrals and local services.

San Mateo County/Silicon Valley Convention & Visitors Bureau

111 Anza Blvd., Suite 410
Burlingame, CA 94010
Tel: 650.348.7600 Fax: 650.348.7687
Email: info@smccvb.com
<https://www.smccvb.com/>

G. Burlingame Public Library Services for Businesses

The Burlingame Public Library, in partnership with the Chamber of Commerce and other organizations, is dedicated to providing local businesses and entrepreneurs a wide range of services including conference rooms that include web conferencing features and overhead projectors, technology/media labs, online sources, employee training and more. The library also offers a variety of printed literature on startups, small business operations, and finance. Under certain circumstances, the Burlingame Public Library is able to purchase books relevant to your business needs that can be checked out with a Peninsula Library System card.

The Burlingame Library provides online resources for businesses such as AtoZ Database (free email marketing, mailing list and sales leads), Business Insights Global (source for company profiles, brand information, investment reports), and Safari Tech Books (currently IT and popular technology ebook titles that can be viewed online). A Peninsula Library System card may be needed to use some of these services, so please check in with the library to learn more about accessing these services. Visit the library's online resources at <https://www.burlingame.org/library/> or contact the library.

Burlingame Main Library

480 Primrose Road
Burlingame, CA 94010
Tel: 650.558.7400
<https://www.burlingame.org/library/>

Easton Branch

1800 Easton Drive
Burlingame, CA 94010
Tel: 650.340.6180



IV. WORKFORCE DEVELOPMENT & TRAINING

The City of Burlingame is just as dedicated to its residents' success as it is to its businesses' success. In an attempt to address the needs of Burlingame business owners who want to help their employees develop more work skills or are interested in working with organizations that can aid a business in finding employees to help with their operations, listed below are several workforce development organizations that can be of great service. These organizations have effective networks within the community and are equipped to respond to changes in economic conditions.

A. Community Gatepath

For more than 90 years in Silicon Valley, Community Gatepath has provided children and adults with disabilities training and education that prepare them for the workforce. Community Gatepath also helps connect businesses to a skilled workforce ready to work in office, retail, and other sectors of the economy.

Community Gatepath

350 Twins Dolphin Drive, Suite 123
Redwood City, CA 94065
Tel: 650.259.8500
<http://www.gatepath.com>

B. Nova Job Center in San Mateo County

Nova Job Center in San Mateo County can be a great source for employment and training opportunities. Nova Job Centers can assist businesses with recruitment and hiring, training and retention, and offer programs for young adults between the ages of 16 and 24 who live or attend school in San Mateo County. For job seekers, services include workshops and training programs and aid in finding employment opportunities.

Nova Job Center (San Mateo)

1777 Borel Place, Suite 500
San Mateo, CA 94402
Contact Lisa Yassa, Talent Management Specialist:
Tel: 650.581.0051
Email: lyassa@novasanmateo.org
<http://www.novaworks.org>

C. San Mateo County BHRS Training and Workforce Development

The BHRS Workforce Development and Education program specializes in training and educating a workforce ready to serve health centers and businesses dedicated to meeting the needs of behavioral health consumers and families in San Mateo County. Individuals who participate in the program will learn about prevention and early intervention efforts, current health policies, and developing best practices for treatment mental health conditions.

San Mateo County Health System BHRS Workforce Development and Education

225 37th Avenue
San Mateo, CA 94403
Contact Katy Davis, BHRS Workforce & Education Training Coordinator
Tel: 650.372.3214
<http://www.smchealth.org/bhrs/wet>

D. Phase2Careers

Phase2Careers is dedicated to preparing and empowering the “Over-40” worker to find career opportunities in an ever-changing economy. Since 2010, Phase2Careers has provided job search workshops and panels, staffing and employment roundtables, mixers and job fairs, small business workshops, and technology training. In partnership with Burlingame’s Main Library, employers will be able to set up employer roundtable panels to interface with job seekers and Peninsula recruitment mixers that allow the opportunity for workers and employers to network. Businesses will also be able to promote their companies through targeted onsite recruitment events.

Phase2Careers

225 37th Avenue

Tel: 650.483.1704

<https://www.phase2careers.org/>

E. United Association Local 467

Over the past few decades, the United Association’s training programs have produced a stable, skilled workforce responsible for building and maintaining piping systems, steamfitters, and HVAC services from industrial and residential facilities to Biotech Research facilities. They also have expertise working on airports, office buildings, educational institutions, storage facilities, and more. The UA Local 467 provides a five-year apprenticeship that not only educates and trains, but also aids in connecting their skilled workers to the market.

UA Local 467 Training Center

1519 Rollins Road

Burlingame, CA 94010

Tel: 650.692.0442

Fax: 650.692.7620

<https://ualocal467.org/>

F. San Mateo Adult School

San Mateo Adult School serves over 10,000 students annually and is dedicated to educating adults in communities from San Bruno, Millbrae, Burlingame, Hillsborough, San Mateo, and Foster City. The San Mateo Adult School is committed to providing resources to serving those traditionally underserved and those disadvantaged economically or academically.

San Mateo Adult School

789 E. Poplar Ave.

San Mateo, CA 94401

Tel: 650.558.2100

Fax: 650.762.0232

<https://sanmateoadulted.org/>

V. OTHER ASSISTANCE PROVIDERS

LOCAL

A. Burlingame Chamber of Commerce

Founded in 1913, the Burlingame Chamber of Commerce is a non-profit voluntary association that has functioned as an advocacy organization for Burlingame businesses and residents at the local, regional, and state levels. Working with City government, the Chamber sponsors programs and philanthropic activities, benefiting the business community, brings businesses together for community causes, and develops increased civic interest. Members are provided with concrete services and resources such as legislative information, chamber mixers, and aid in marketing businesses to the community. For information on membership, contact:

Burlingame Chamber of Commerce

417 California Drive
Burlingame, CA 94010
Tel: 650.325.2818 Fax: 650.325.0920
<http://www.burlingamechamber.org/>

B. Renaissance Entrepreneurship Center

Renaissance Entrepreneurship Center is a non-profit small business development organization that provides training on business assessment, marketing, finance, sales, and counseling for low-income businesses and business owners. For more information on enrollment please contact Renaissance Entrepreneurship Center at the telephone number listed below.

Renaissance Bayview

India Basin Plaza
1325-B Evan Avenue
San Francisco, CA 94124
Tel: 415.647.3728
<http://www.rencenter.org>

Renaissance SOMA

275 5th Street
San Francisco, CA 94103
Tel: 415.541.8580
Email: info@rencenter.org
<http://www.rencenter.org>

C. Service Corps of Retired Executives (SCORE)

Retired business professionals volunteer to provide free counseling to individuals starting small businesses. Counseling and workshops are available at a minimal cost. Silicon Valley Score has 60 counselors who have the “real world” experience required to provide information and direction that can make the difference between success and failure. Visit the main website at: <http://www.score.org>

The Bay Area chapters nearest to Burlingame are listed below:

East Bay SCORE

492 9th Street, Suite 350
Oakland, CA 94607
Tel: 510.273.6611
Fax: 510.273.6015
<https://eastbay.score.org>

San Francisco SCORE

455 Market Street, 6th Floor
San Francisco, CA 94105
Tel: 415.744.6827
Fax: 415.744.6750
<http://www.sfscore.org>

D. GreenCitizen Electronic Recycling

GreenCitizen is a Burlingame-based local e-waste recycling business that provides recycling services for businesses and residents. Their services include, but are not limited to, business recycling pickup, drop-off recycling, data destruction and shredding. You can contact them at:

GreenCitizen Electronic Recycling

1831 Old Bayshore Highway, Suite 2
Burlingame, CA 94010
Tel: 415.287.0000

<http://www.greencitizen.com>

COUNTY

E. County Clerk-Recorder's Office

The County Clerk-Recorder's Office handles Fictitious Business Names Statement filing, provides forms and offers guidance to new business owners. You can contact them at:

County Clerk-Recorder's Office

555 County Center
Redwood City, CA 94063
Tel: 650.363.4500
Fax: 650.363.1903

<http://www.smcare.org>

F. San Mateo County/Silicon Valley Film Commission

The San Mateo County/Silicon Valley Film Commission can provide assistance to businesses interested in filming in the San Mateo County area. The commission can clarify what permits may be required by cities and unincorporated towns within San Mateo County, San Mateo County requirements, and State of California requirements. You can contact the commission at:

San Mateo County/Silicon Valley Film Commission

111 Anza Blvd.
Burlingame, CA 94010
Tel: 650.348.7600 or 800.288.4748
Fax: 650.348.7687
Email: info@smccvb.com

http://www.smccvb.com/site/main/film_scouts_producers

If you are interested in filming in Burlingame, you will want to also contact the City of Burlingame Public Works Department and Police Department:

Burlingame Public Works Department

501 Primrose Road, 2nd Floor
Burlingame, CA 94010
Tel: 650.558.7230
<http://www.burlingame.org>

Burlingame Police Department

1111 Trousdale Drive
Burlingame, CA 94010
Tel: 650.777.4100
<http://www.burlingame.org>

REGIONAL

G. Small Business Administration (SBA)

The SBA offers general and technical assistance to new and established businesses. Services include loan programs, business counseling, management training, conferences, referrals, and reference libraries. They can be contacted at:

Small Business Information Center

455 Market Street, Suite 600
San Francisco, CA 94105
Tel: 415.744.6820
Email: answerdesk@sba.gov
<https://www.sba.gov/>

H. Silicon Valley Small Business Development Center

The Silicon Valley Small Business Development Center (SVSBDC) offers many services to businesses around Santa Clara and San Mateo Counties. The SVSBDC will guide businesses through risky situations and provide assistance in overcoming business dilemmas. The SVSBDC contact information is below:

San Mateo SBDC

1700 Hillsdale
Building 10, Room 491
San Mateo, CA 94402
Tel: 650.574.6402
<http://sanmateosbdc.org>

San Francisco SBDC

25 Taylor Street, 6th floor
San Francisco, CA 94102
Tel: 415.937.7232
Fax: 415.398.4589
<http://www.sfsbdc.org>

I. AnewAmerica

AnewAmerica is a non-profit organization dedicated to serving entrepreneurs and microbusiness owners in the San Francisco bay area. They provide resources and services that assist women, minorities, and low to moderate income individuals interested in starting or expanding their businesses.

AnewAmerica (Berkeley Office)

1918 University Avenue, Suite 3A
Berkeley, CA 94704
Tel: 510.540.7785
Fax: 510.540.7786
<http://www.anewamerica.org/>

AnewAmerica (Oakland Office)

1470 Fruitvale Avenue, Suite 5
Oakland, CA 94601
Tel: 510.532.5240
Fax: 510.532.5216
<http://www.anewamerica.org/>

J. WorkingSolutions

Working Solutions is a non-profit Community Development Financial Institution (CDFI) that provides business coaching and access to micro-loans for low-income individuals, women, and minorities. For additional information, contact:

WorkingSolutions

1500 Mission Street
San Francisco, CA 94103
Tel: 415.655.5473
Email: info@workingsolutions.org
<http://www.workingsolutions.org>

K. Nor-Cal Financial Development Corporation (Nor-Cal FDC)

Nor-Cal FDC, established in 1978, has helped hundreds of business owners obtain financing from banks and grants for small businesses throughout the San Francisco Bay Area and Silicon Valley. It specializes in helping businesses formatted in non-traditional guidelines.

Nor-Cal FDC
300 Frank H. Ogawa Plaza
Oakland, CA 94612
Tel: 510.452.1199
<http://www.nor-calfdc.org>

STATE

L. California Chamber of Commerce

The California Chamber of Commerce is the largest broad-based business advocate working at the state and federal levels. It serves as a resource center for California businesses and employers. It keeps businesses informed on the latest policies and legislation that affect businesses, provides human resource products and services, and can help businesses address compliance issues.

California Chamber of Commerce Customer Service Center
1215 K Street, Suite 1400
Sacramento, CA 95814
Tel: 800.331.8877 Fax: 916.341.0875
Email: customer.service@calchamber.com
<http://www.calchamber.com>

M. Incorporation and Trademarks

If you plan on incorporating your business, you must file articles of incorporation with the California Secretary of State. If you are seeking more information on establishing a Trademark, contact:

California Secretary of State's Office
1500 11th Street, 3rd Floor
Sacramento, CA 95814
Tel: 916.653.6814
<http://www.sos.ca.gov>

N. California Government Online Desktop Website (CalGOLD)

In 1997 the California Environmental Protection Agency established the California Government Online to Desktop Website (CalGOLD) to assist business owners with information on business permits and requirements. It provides up-to-date information about local, regional, state, and federal agencies that issue business permits and licenses. Note that CalGOLD does not issue permits or licenses. If you have any questions, you can explore the website or contact their staff at:

CalGOLD/CalEPA
1001 I Street
P.O. Box 2815
Sacramento, CA 95812-2815
<http://www.calgold.ca.gov>

O. Secretary of State's Business Programs Division

The State's Business Program Division is responsible for processing applications for incorporations, limited partnerships, non-profits, and other businesses. For more detailed information, please contact the division at:

Secretary of State's Business Program Division

1500 11th Street
Sacramento, CA 95814
Tel: 916.657.5448

<http://www.sos.ca.gov/business>

P. Franchise Tax Board

The Franchise Tax Board (FTB) is responsible for administering two of California's major tax programs: Personal Income Tax and the Corporation Tax. You can contact the FTB at:

Franchise Tax Board

121 Spear Street, Suite 400,
San Francisco, CA 94105
Tel: 800.852.5711

<http://www.ftb.ca.gov>

Q. California Contractors State License Board

The California Contractors State License Board is responsible for licensing and regulating contractor's in various license classifications.

California Contractors State License Board

9821 Business Park Drive
Sacramento, CA 95827
Tel: 800.321.2752

Office Hours: Monday-Friday 8:00 am-5:00 pm

<http://www.cslb.ca.gov>

R. California Department of Health Services, Food & Drug Branch

The CA Department of Health Services, Food & Drug Branch is responsible for issuing permits to food manufacturers and wholesalers. The department's mission is to make sure food and drugs are healthy and safe for California residents.

CA Department of Health Services, Food & Drug Branch

1500 Capitol Avenue, MS 7602
P.O. Box 997435
Sacramento, CA 95899
Tel: 916.440.7880

<https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/DFDCS.aspx>

S. California Air Resources Board Business Assistance

The California Air Resources Board (ARB) consists of twelve members appointed by the Governor. The California ARB is responsible for setting and enforcing emission standards, identifies and sets control measures for toxic air contaminants, and monitors air quality levels to meet the Federal Clean Act Amendments of 1990 that help improve the environment and ensure healthy individuals. To aid small businesses struggling to comply with California's air quality regulations, the California ARB provide compliance resource such as training courses, assistance with permitting, and financial programs among other resources.

California Air Resources Board Business Assistance

1001 I Street
Sacramento, CA 95814
Email: helpline@arb.ca.gov
<https://ww2.arb.ca.gov/>

T. State Department of Social Services – Community Care Licensing

The Community Care Licensing (CCL) Program is a division within the California Department of Social Services. The division is responsible for monitoring child care and adult care centers in California to ensure compliance with state laws and regulations. The CCL division can assist in licensing process and clarify any questions you may have about child or adult care regulations. If you plan to operate a care center in Burlingame, be sure to contact your regional office at:

Child Care Regional Office

851 Traeger Avenue, Ste. 360
San Bruno, CA 94066
Tel: 650.266.8800
Fax: 650.266.8847
<http://www.cdss.ca.gov/inforesources>

Adult and Senior Care Regional Office

851 Traeger Avenue, Ste. 360
San Bruno, CA 94066
Tel: 650.266.8800
Fax: 650.266.8841
<http://www.cdss.ca.gov/inforesources>

FEDERAL

U. U.S. Food and Drug Administration

The U.S. Food and Drug Administration (FDA) regulates products sold in the U.S., issues product approvals and recalls and monitors products on the market for public safety. The FDA also attempts to make medicines and foods more effective, safe, and affordable.

U.S. Food and Drug Administration

10903 New Hampshire Avenue
Silver Spring, MD 20993
Tel: 888.463.6332
<http://www.fda.gov>

V. Internal Revenue Service

The Internal Revenue Service (IRS) issues federal tax identification numbers to all kinds of businesses.

Internal Revenue Service

450 Golden Gate Avenue
San Francisco, CA 94102
Tel: 415.553.8990
<http://www.irs.gov>

W. Alcohol and Tobacco Tax and Trade Bureau National Revenue Center

The Alcohol and Tobacco Tax and Trade Bureau National Revenue Center (TTB) handles the federal permit applications, collects alcohol, tobacco, firearms and ammunition excise taxes, and regulates this industry.

Alcohol and Tobacco and Trade Bureau National Revenue Center

1310 G Street, NW, Box 12

Washington, DC 20005

<http://www.ttb.gov>

X. Trade Adjustment Assistance for Firms (TAAF)

Sponsored by the U.S. Department of Commerce and administered by the Economic Development Administration, the Trade Adjustment Assistance for Firms is a federal program that provides financial assistance to import-impacted U.S. manufacturers and assistance in developing and implementing projects to regain global competitiveness.

Western TAAC Office

University of Southern California

3716 South Hope Street, Ste. 200

Los Angeles, CA 90007

Tel: 213.821.1403 Fax: 213.746.8722

Email: wtaac@usc.edu

<http://www.taacenters.org>

Y. National Fire Sprinkler Association (NFSA)

The National Fire Sprinkler Association (NFSA) was established in 1905 to promote and improve methods of fire protection. The association provides resources and support to organizations and businesses in the sprinkler industry, educates authorities having jurisdiction on fire protection issues, and is dedicated to getting property protecting fire sprinklers installed in all buildings. To learn about tax benefits and deductions for installing fire sprinkler systems, contact:

National Fire Sprinkler Association

514 Progress Drive, Suite A

Linthicum Heights, MD 21090

Tel: 1.800.683.6372

<http://www.nfsa.org>

VI. City Departments

Building Division...	650.558.7260
City Clerk...	650.558.7203
City Council	council@burlingame.org
City Manager	650.558.7204
Code Compliance	650.558.7208
Finance and Water Utility Department (Water and Business License).....	650.558.7210
Human Resources.....	650.558.7206
Parks and Recreation	650.558.7300
Planning.....	650.558.7250
Police: Non-emergency.....	650.777.4100
Parking Meter Hotline	650.777.4196
Public Works.....	650.558.7230
Engineering	650.558.7230
Reporting Potholes and Street Debris.....	650.558.7670
Street Sweeping Schedule.....	650.558.7670
Treatment Plant.....	650.342.3727

Other City Service Providers

PG&E	800.743.5000
Central County Fire Department, (main number non-emergency).....	650.558.7600

For further information regarding the City of Burlingame check our website:
<http://www.burlingame.org>



Community Development Department
Economic Development Division
City of Burlingame

501 Primrose Road, Burlingame, CA 94010
www.burlingame.org
650.558.7264