



Professional & Business
License Handbook

August 1999

6th Edition

State of California
Governor Gray Davis

California Trade and Commerce Agency

Employment Development Department

Preface

The *California Professional & Business License Handbook* is available as a public service under the Business License Information Act of 1979, but does not carry the force of law. It is also important to indicate that not all business activities, professions or vocations are regulated by the state. Local or federal business requirements are not included in this handbook. The failure to satisfy a permit, license, or registration requirement shall not be excused for the reason that the requirement does not appear in this handbook (Government Code, Section 15372.5). It is also vital to remember that regulations and statutes change or are amended from time to time. Therefore, **businesses and individuals should contact the appropriate state office for current information before paying any fees or meeting any requirements listed in the handbook.**

Acknowledgments

As with any publication of this magnitude, its completion is not the work of a few individuals but many who spent countless hours in a collaborative effort to bring a quality product to its fruition. We recognize the dedicated work of all the individuals representing more than fifty agencies in this publication.

The following individuals in the California Office of Small Business were involved in the completion of this project: Denise Arend, Director; Patrick Valenzuela, Deputy Director; Max Cheeseman, Administrative Manager; Dan Apodaca, Advocacy Coordinator; Fran Kennedy, Assistant Advocacy Coordinator; Ronalee Wilkerson, Advocacy Specialist; Jamila Crockett, Advocacy Assistant; Ellen Fishman, Associate Development Specialist; and Debbie Nelson, Associate Government Program Analyst.

The Employment Development Department's Labor Market Information Division was very instrumental in providing support and assistance. This was truly an example of collaborative efforts. Gratitude is extended to those who were involved in the project: Dave Owens, Gil Velazquez, and a special acknowledgment to Charley Cartwright, Graphic/Publishing Specialist, for her unwavering task of producing a cover that exceeded expectations. We would also like to recognize Theresa Speake and Karen Sanders, from EDD's Marketing and Constituent Services Office, for their assistance.

About This Handbook

The **California Professional & Business License Handbook**, 6th Edition, is a reference guide. State licenses, permits*, registrations, or certifications required by law to do business in California are included. This information is constantly updated, therefore, contact the applicable department for additional details.

This *Handbook* is a good starting point in identifying State requirements. State agencies, departments, and offices responsible for processing and monitoring State mandated licensing requirements are included with addresses and phone numbers. Because this *Handbook* is designed to assist individuals and businesses to understand California licensing requirements, all readers are encouraged to contact local city or county offices with regard to local licensing requirements.

For ease of use, this Handbook has been organized into four areas:

Table of Contents

This section guides the reader through the major departments within California, underwhich, shows the respective licenses and requirements by profession and/or vocation.

Alphabetical Listing of State Entities

This section is an alphabetical listing of State entities and their respective summaries of licenses, permits, and registering requirements.

Additional Information and Resources

This section includes: List of Additional Key State Entities; General Legal Structures for Doing Business in California; and Additional Professional and Business Resources.

Index

This section cross-references the particular licenses, permits, certifications and registrations by subject, profession, or vocation.

- * For additional permit information on developmental projects contact the California Office of Permit Assistance (COPA) at (916) 322-4245.

Failure to satisfy a permit, license, or registration requirement shall not be excused for the reason that the requirement does not appear in this *Handbook* (Government Code, Section 15372.5). City, county, and federal business requirements are not included in this *Handbook* and should be obtained from the appropriate sources.

Table of Contents

Preface	3
Acknowledgments	3
About This Handbook	4
Alphabetical Listing of State Entities with Summaries of Professional and/or Vocational Licenses, and Related Requirements to do Business in California	27
Air Resources Board	27
(Permit Review, Technical Assistance, Policy Guidance)	
Alcoholic Beverage Control, Department of	27
ABC Permits	27
Common License Types, Privileges, and Fees	31
Type 01, Beer Manufacturer (Large Brewery)	31
Type 02, Winegrower (Winery)	31
Type 20, Off Sale Beer & Wine (Package Store)	31
Type 21, Off Sale General (Package Store)	31
Type 23, Small Beer Manufacturer (Brew Pub or Micro-Brewery)	31
Type 40, On Sale Beer (Bar, Tavern)	32
Type 41, On Sale Beer and Wine — Eating Place (Restaurant)	32
Type 42, On Sale Beer and Wine — Public Premises (Bar, Tavern)	32
Type 47, On Sale General — Eating Place (Restaurant)	32
Type 48, On Sale General — Public Premises (Bar, Night Club)	32
Type 49, On Sale General — Seasonal	32
Type 51, Club	33
Type 52, Veteran’s Club	33
Type 57, Special On Sale, General	33
Type 59, On Sale Beer and Wine, Seasonal	33
Type 60, On Sale Beer, Seasonal	33
Type 61, On Sale Beer, Public Premises (Bar, Tavern)	33
Type 67, Bed and Breakfast Inn	33
Type 70, On Sale General — Restrictive Service	33
Type 75, On Sale General, Brew Pub	34
Special Event Permits	34
Temporary Beer and/or Wine License (Identified as “One Day Beer and/or Wine License,” Form ABC-281)	34
Daily On Sale General License (Form ABC-281)	34
Catering Authorization (Form ABC-218)	34
Event Authorization (Form ABC-218)	35

Alcohol and Drug Program, Department of	37
Driving-Under-the-Influence (DUI) Program	37
Narcotic Treatment Program License	37
Residential Facilities for Recovery and Treatment Services for Persons With Problems Related to the Use of Alcohol and Other Drugs	38
Boating and Waterways, Department of	38
For Hire Vessel Operator’s License (Vessels Carrying Paid Passengers)	38
Yacht and Ship Broker’s License	39
Yacht and Ship Salesperson’s License	39
Chiropractic Examiners, Board of	40
Chiropractor	40
Satellite Office, Chiropractic (Registration)	40
Corporation, Chiropractic (Certificate of Registration)	40
Referral Service, Chiropractic (Registration)	40
Coastal Commission, California	41
(Permit Review, Technical Assistance, Policy Guidance)	
Conservation, Department of	42
Recycling Center Certification	42
Surface Mining and Reclamation Act (SMARA Compliance)	42
Well Permits	42
Consumer Affairs, Department of	43
Accountancy, State Board of	43
Certifications of CPAs, Partnerships, Corporations, and Fictitious Names	44
Acupuncture Board	44
Acupuncture License	44
Architectural Examiners, Board of	45
Architectural License	45
Athletic Commission	45
Judge, Amateur	45
Judge, Professional	46
Manager, Professional (Boxing or Martial Arts Events)	46
Matchmaker	46
Matchmaker, Assistant	46
Referee, Professional	47
Seconds	47
Sparring Partner (Boxer and Martial Arts Fighter)	47

Ticket Seller	47
Timekeeper	47
Automotive Repair, Bureau of.....	48
Automotive Repair Dealer Registration (Includes Auto Body/Collision Repair)	48
Brake/Lamp Adjuster	49
Inspection/Maintenance Smog Check Test or Test and Repair Station License	49
Lamp Brake Official Station License	49
Barbering and Cosmetology Program	50
Apprentice	50
Barber	50
Barber or Cosmetology Instructor	51
Cosmetologist	51
Electrologists	51
Establishment License	52
Esthetician	52
Manicurist	52
Behavioral Sciences, Board of	53
Clinical Social Worker Associate (Registration)	53
Clinical Social Worker (License)	53
Marriage, Family, and Child Counselor Intern (Registration)	53
Marriage, Family, and Child Counselor (License)	53
Psychologist, Educational (License)	54
Cemetery and Funeral Programs	54
Cemetery Licensing	54
Cemetery Broker	54
Cemetery Salesperson License (Original)	55
Certification of Authority (License to Operate a Cemetery)	55
Crematory License (Crematory as a Separate Entity)	55
Cremated Remains Disposer	55
Funeral Licensing	56
Embalmer Apprentice Registration	56
Embalmer License	56
Funeral Director Certificate of Qualification (Manager)	56
Original Funeral Directors License (Establishment)	56
Contractors State License Board	57
Contractors, Licences, Certifications, and Registrations	57
Contractors	58
Hazardous Substance Removal Certification	59
Home Improvement Certification	59

Home Improvement Salesperson Registration	60
Court Reporters Board of California	60
Certified Shorthand Reporters License	60
Dental Examiners, Board of	61
Additional Office Permit (Dental Office)	61
Conscious Sedation Permit (Dentist)	61
Dental Assistant, Registered	61
Dental Hygienist, Registered	61
Dental License (Dentists)	62
Extended Functions (Dental Auxiliaries)	62
Extramural Dental Facility Permit	62
Fictitious Name Permit (Dental Practice)	62
General Anesthesia Permit (Dentist)	63
Mobile Dental Clinic	63
Oral and Maxillofacial Surgery Permit	63
Special Permit (Dentist)	64
Electronic and Appliance Repair, Bureau of	64
Combination Electronic/Major Home Appliance Repair Registration	64
Electronic Repair Registration	64
Major Appliance Repair Registration	65
Service Contract Administrator Registration	65
Service Contract Seller Registration	66
Geologists and Geophysicists, Board of Registration for	66
Engineering Geologist, Certified	66
Geologist, Registered	66
Geophysicist, Registered	67
Hydrogeologist, Certified	67
Guide Dogs for the Blind, Board of	67
Guide Dog School License	67
Instructor (Guide Dogs)	68
Hearing Aid Dispensers Examining Committee	68
Hearing Aid Dispensers	68
Home Furnishings and Thermal Insulation, Bureau of	68
Bedding Retailer	68
Custom Upholsterer	69
Furniture and Bedding Manufacturer	69
Furniture and Bedding Retailer	69
Furniture and Bedding Wholesaler	69
Furniture Retailer	70
Importer	70

Sanitizer	70
Supply Dealer (For Furniture and Bedding Manufacturers)	70
Thermal Insulation Manufacturer	71
Landscape Architect Technical Committee	71
Landscape Architect, Licensed	71
Medical Board of California	71
Contact Lens Dispenser, Registered	71
Fictitious Name Permit (Physicians and Surgeons)	72
Medical Assistant	72
Optician Certificate, Registered Dispensing	72
Physician and Surgeon (M.D.)	73
Research Psychoanalyst	73
Spectacle Lens Dispenser, Registered	73
Nursing Home Administrator Program	74
Nursing Home Administrator License	74
Optometry, Board of	74
Branch Office License (Optometry Offices)	74
Diagnostic Pharmaceutical Agent Certification (Optometry)	75
Fictitious Business Name Permit, Optometric Practice	75
Optometry Certificate	75
Optometric Corporation, Certificate of Registration as an	75
Optometry (Statement of Licensure)	76
Therapeutic Pharmaceutical Agent Certification (Optometry)	76
Pharmacy, Board of	76
Clinic Permit	76
Exemption Certificate (Manufacturers of Dangerous Drugs or Medical Devices, or Veterinary Food-Animal Drug Retailers)	77
Hypodermic and Syringe Permit	77
Intern	77
Medical Device Retailer	78
Medical Device Warehouse	78
Non-Resident Pharmacy	78
Out-of-State Distributor	79
Pharmacist License	79
Pharmacy License	79
Pharmacy Technician	80
Veterinary Food-Animal Drug Retailer	80
Wholesale Drug Permit	80
Physical Therapy Board of California	81

Physical Therapist	81
Physical Therapist Assistant	81
Physical Therapist Certified to Perform Electromyography Testing (Electroneuromyographer and Kinesiological Electromyographer)	82
Physician Assistant Committee	82
Physician Assistant	82
Physician Assistant, Physician Approval to Supervise	82
Podiatric Medicine, Board of	83
Podiatric Medicine, Doctor of	83
Podiatric Medicine, Doctor of (Fictitious Name Permit)	83
Podiatric Medicine, Doctor of (Limited License)	84
Private Postsecondary and Vocational Education, Bureau for	84
Private Postsecondary Educational Institution	84
Professional Engineers and Land	
Surveyors, Board for	85
Engineer In Training (E.I.T.), Registration for	85
Geotechnical Engineer	85
Land Surveyor	85
Land Surveyor In Training (L.S.I.T.)	85
Engineer (Agricultural, Chemical, Civil, Control Systems, Corrosion, Electrical, Fire Protection, Industrial, Manufacturing, Mechanical, Metallurgical, Nuclear, Petro- leum, Quality, Safety, Traffic)	86
Structural Engineer	86
Psychology, Board of	86
Psychological Activity, Registration to Engage in	86
Psychological Assistant Registration	87
Psychologist License (Clinical)	87
Registered Nursing, Board of	87
Clinical Nurse Specialist	87
Nurse Anesthetist	87
Nurse Midwife	88
Nurse Practitioner	88
Nurse, Registered	88
Psychiatric/Mental Health Nurse	88
Public Health Nurse	89
Respiratory Care Board	89
Respiratory Care Practitioner License	89
Security and Investigative Services, Bureau of	89

Alarm Agent	89
Alarm Company Operator	90
Alarm Company Operator Qualified Manager	90
Baton Permit	90
Baton Training Facility and Baton Instructor	91
Firearms Permit	91
Firearms Training Facility and Firearms Instructor	91
Locksmith License	92
Private Investigator	92
Private Patrol Operator	92
Repossessor, Employee	92
Repossessor Agency and Repossessor Qualified Manager	93
Security Guard Registration	93
Speech — Language Pathology and Audiology Board	93
Speech — Language Pathology or Audiology License	93
Structural Pest Control Board	94
Applicator License (Structural Pest Control)	94
Branch Office Registration (Structural Pest Control)	94
Company Registration (Structural Pest Control)	94
Field Representative’s License (Structural Pest Control)	95
Operator’s License (Structural Pest Control)	95
Veterinary Medical Board	95
Registered Veterinary Technician	95
Veterinarian	95
Vocational Nursing and Psychiatric Technicians, Board of	96
Licensed Vocational Nurse	96
Psychiatric Technician	96
Corporations, Department of	97
Financial Services Division	97
California Finance Lenders	97
California Residential Mortgage Lender and Servicer	97
Check Seller, Bill Payer, and Prorater	97
Consumer Finance Lender	98
Escrow Agent	98
Personal Property Broker	98
Health Plan Division	99
Health Care Service Plans, License	99

Securities Regulation Division	99
Agent Securities Salesperson (Registration)	99
Broker Dealer’s Certificate	100
Franchise Registration	100
Investment Advisors Certificate	101
Securities by Permit, Qualification of	101
Emergency Medical Services Authority	102
Emergency Medical Technician I (EMT-I) Certification,	102
Emergency Medical Technician II (EMT-II) Certification	102
Emergency Medical Technician Paramedic License	102
Employment Development Department	103
Tax Branch	103
Registration	103
Employment Tax Customer Service Offices (ETCSOs)	103
Energy Commission, California	105
(Permit Review, Technical Assistance, Policy Guidance)	
Equalization, State Board of	105
Aircraft Jet Fuel Tax	105
Alcoholic Beverage Tax	106
Childhood Lead Poisoning Prevention Fee	107
Cigarette and Tobacco Products Tax	107
Emergency Telephone Users Surcharge	108
Energy Resources Surcharge	108
Hazardous Substance Tax Environmental Fee	108
Hazardous Substance Taxes -	
Disposal Fee, Generator Fee, Facility Fee, Activity Fee	108
Insurance Tax	109
Integrated Waste Management Fee	109
International Fuel Tax Agreement License	109
Interstate User Diesel Fuel Tax License	110
Motor Vehicle Fuel License Tax	110
Occupational Lead Poisoning Fee	110
Oil Spill Prevention and Administration Fee	111
Property Taxes Appraiser Certification	111
Sales and Use Tax Permit	111
Supplier Diesel Fuel Tax License	112
Timber Yield Tax Registration	112
Tire Recycling Fee	112
Underground Storage Tank Maintenance Fee	112
Use Fuel Tax Permit	113
Vendor’s Use Fuel Tax Permit	113

Film Commission, California	114
Motion Picture Location Permits for State-Owned and Operated Property	114
Financial Institutions, Department of	114
Banks	114
Business and Industrial Development Corporations	114
Credit Union	115
Foreign Bank Branch Office	115
Foreign Bank Agency Office	115
Foreign Bank Representative Office	116
Industrial Loan	116
Payment Instruments (Money Orders)	116
Transmitter of Money Abroad	117
Travelers Checks	117
Trust Company	117
Agency Office, Approval (Savings and Loan Association)	117
Association Certificate of Authority (Savings and Loan Association).....	118
Conversion: Federal to State Association,	
Approval of Savings and Loan Association	118
Organizing Permit (Savings and Loan Association)	118
Fish and Game, Department of	119
Anchovy Reduction	119
Anchovy Take Permit	119
Aquaculture Registration	119
Bay Shrimp Permit.....	119
Commercial Boat Registration	120
Commercial Aircraft Registration	120
Commercial Fish Business (Multifunction)	120
Commercial Ocean Enhancement Stamp	120
Crayfish Permit	121
Dredging Permit: Regular	121
Dredging Permit: Special	121
Dungeness Crab Vessel Permit.....	121
Finfish Trap Permit	122
Fish Importer License	122
Fish Processor's License	122
Fish Wholesaler's License	122
Fisherman's Retail License	123
Fishing License, Commercial	123
Fishing License, Commercial Junior.....	123
Fur Agent License	123
Fur Dealer License	124
Game Breeder-Class I License	124
Game Breeder-Class II License	124
General Gill/Trammel Net Permit.....	124
Golden, Spot, and Ridgeback Prawn Trawl Permit.....	125
Guide License (Nonresident)	125

Guide License (Resident).....	125
Herring Fresh Fish Market Permit	125
Herring Gill Net Permit (Resident or Nonresident)	126
Herring Ocean Waters Permit	126
Hunting Club License, Commercial	126
Kelp Harvesting License	126
Licensed Domesticated Game Bird Club License	126
Live Fresh Water Bait License	127
Lobster Crewmember Permit	127
Lobster Operator Permit	127
Marine Aquaria Collector Permit.....	127
Marine Aquaria Receiver’s License	128
Market Squid Boat Owner’s Permit	128
Market Squid Vessel Permit	128
Pacific Mackerel Permit	128
Passenger Fishing Boat License, Commercial	129
Pink Shrimp Trawl (Individual or Vessel).....	129
Salmon Stamp, Commercial	129
Salmon Stamp, Junior Commercial Fishing	129
Salmon Stamp, “John Doe” Commercial Fishing	130
Salmon Vessel Permit	130
Sardine Permit	130
Sea Cucumber Permit (Dive or Trawl).....	131
Sea Urchin Crewmember Permit	131
Sea Urchin Diving Permit	131
Scientific Collecting Permit	131
Shark and Swordfish Permit, Drift Gill Net	132
Shrimp and Prawn Trawl Permit	132
Sport-Caught Fish Exchange Permit	132
Squid Light Boat Owner’s Permit.....	132
Student Scientific Collecting Permit	133
Swordfish Permit	133
Tidal Invertebrate Permit	133
Trap Permit	133
Trapping Permit: Junior	133
Trapping Permit: Nonresident	134
Trapping License: Resident	134
Department of Fish and Game Offices	134

Food and Agriculture, Department of135

Animal Industry, Division of135

Animal Health Branch135

Livestock into California, Permit for	
Movement of	135
Swine, License to Feed Garbage to	135
Vessel and Aircraft Garbage Collector, License as	136

Veterinary Biologics, License for the Production of	136
Division of Inspection Services.....	136
Agricultural Commodities and Regulatory Services Branch	136
Commercial Feed License	136
Fertilizing Materials License	137
Fertilizing Materials Registration	137
Products Requiring Registration: Livestock Drugs Manufactured as Over-the-Counter Products	137
Restricted Livestock Drug License	138
Egg Quality Control Branch	138
Container Exchange License (Eggs)	138
Egg Handlers	138
Livestock Identification, Bureau of	139
Annual Out-of-State Permit	139
Brand Registration	139
Cattle Movement Permit	139
Dairy Exemption Certificate	139
Feedyard Registration	140
Mobile Slaughter Registration	140
Marketing Services, Division of	140
Dairy Marketing Branch	140
Milk Handler's License	140
Market Enforcement Branch	141
Processors of Farm Products	141
Produce Dealers	141
Measurement Standards, Division of	141
Container Tares and Cab Cards	141
Weighing and Measuring Devices - Certificate of Type Approval	142
Weights and Measures Registration of Device Repairmen	142
Weighmaster, Fixed and/or Non-Fixed Locations.....	142
Meat and Poultry Inspection Branch	143
Collection Center License	143
Custom Exempt Registration	143
Custom Livestock Slaughter Establishment and Meat Processing License	143
Inedible Kitchen Grease Transporter License	143

Inedible Permit	144
Livestock Meat Inspector License	144
Obtain Specimens from Official Meat Inspection	144
Establishment, Application and Permit to	144
Pet Food Slaughter, Pet Food Importer, Dead Hauler, Pet Food Processor License.....	144
Poultry Meat Inspector License	145
Poultry Plant License	145
Processing Inspector License	145
Renderer License	145

Milk and Dairy Foods Control Branch146

Agricultural Food Products Permit (Milk Products)	146
Brand Registration for Dairy Containers (Permissive).....	146
Butter Cutting and Wrapping Permit	146
Butter Distributors Permit (Out-of-State Importer)	147
Butter Grader’s License	147
Dairy Inspector, Registered	147
Diabetic and Dietetic Frozen Milk Products	147
Frozen Milk Products Plant License	148
Imitation Ice Cream or Imitation Ice Milk	148
Limited Packaging Permit	148
Market Milk Permit	148
Milk and Cream Testers License	149
Milk Inspection Certificate of Proficiency	149
Milk Products Permit to Manufacture Products with a Temporary Definition and Standard	149
Milk Products Plant License	150
Milk Testing Technician’s License	150
Modified Milk License, Modified Sterilized Milk License, Modified Sterilized Cream License	150
Nonfat Milk Solids Tester’s License	150
Oleomargarine License	151
Pasteurizer’s License	151
Products Resembling Milk Products, Manufacturer’s Permit	151
Products Resembling Milk Products, Registration of.....	151
Sampler’s and Weigher’s License	152
Semi-Frozen (Soft Serve) Milk Products Plant License	152
Vitamin and Mineral Permit	152

Plant Industry, Division of153

Pest Exclusion Branch153

Importation Permit, Insect, Plant Pests, Plant Materials and Soil	153
Nursery Stock, License to Sell	153
Seed, Authorization to Sell	153

Forestry and Fire Protection, Department of	154
Foresters License, Professional (Issued by Board of Forestry)	154
Timber Operator/Limited Timber Operator License	154
Transportation of Minor Forest Products	155
Fire Marshal, State	155
Automatic Fire Extinguishing Systems License	155
Fire Extinguisher Servicing Concern License, Portable	156
Fire Extinguisher Servicing, Portable Certificate of Registration	156
Building Materials Listing	157
Fireworks License and Registrations Various	157
Fireworks Operator License	158
Flame Retardant Chemicals/Fabrics Registration	158
Flame Retardant General/Limited Applicator Registration	158
Gasoline Vapor Recovery Systems Certification	159
Franchise Tax Board, State	159
Reporting Business Income	159
Estimated Tax Payments	160
Obtaining California Tax Assistance	160
General Services, Department of	160
Office of Small Business Certification and Resources	160
Qualifying as a Certified Small Business (State Bid Process)	160
Health Services, Department of	161
Health Services	161
Children’s Medical Services Branch	
(Primary Care and Family Health)	161
School Audiometrist	161
Health Care Facilities	161
Home Health Aide Certification	161
Licensing and Certification	162
Nursing Assistant Certification	163
Health Planning and Development, Office of Statewide	164
Health Facility Registration	164

Prevention Services	164
Communicable Disease Control, Division of	164
Vector Control Technician, Certified	164
Drinking Water and Environmental Management Division	165
Medical Waste Management Program	165
Registered Environmental Health Specialist	165
Shellfish Growing Area Permits	166
Water Permit (Water System Operation)	166
Water Treatment Device Certification	167
Water Treatment Operator Certification	167
Food, Drug, and Radiation Safety Division	167
Bottle Washing and Sterilization License	167
Bottled Water Distributor's License	168
Cannery License	168
Cold Storage License	168
Cosmetic Manufacturer Registration	169
Drug Manufacturer License	169
Export and License Copy Document Application	169
Frozen Food Locker Plant License	169
Medical Device Manufacturing License	170
Olive Oil License	170
Organic Processed Food Registration	170
Pet Food Manufacturers License	171
Pet Food Registration	171
Private Water Source Operator's License	171
Processed Food Registration	171
Radioactive Material License	172
Radiation Source Registration	172
Radiologic Technologist, Certified	172
Retail Water Facility License	173
Retort Operator Permit (Canning)	173
Shellfish Plant Certification	173
Water Bottling Plant License (In-State or Out-of-State Bottler)	174
Water Hauler's License	174
Water Vending Machine Operator	174
X-Ray Supervisor and Operator, Certification	175
X-Ray Technician, Limited	175
X-Ray Training Approval Certificate	175
Laboratory Science Division	176
Biologics, License for the Production of	176
Cholinesterase Testing Approval	176
Environmental Laboratory Accreditation Program (ELAP)	176
Forensic Alcohol Laboratory License	177

Hemoglobin Counseling Laboratory Approval	177
Laboratory Approval Certificate, Public Health	177
Laboratory, Clinical: Bioanalyst License	177
Laboratory, Clinical: Chemist License	178
Laboratory, Clinical: Cytotechnologist License	178
Laboratory, Clinical: Microbiologist License	178
Laboratory, Clinical: Scientist License	178
Laboratory, Clinical: Scientist Trainee License	179
Laboratory, Clinical: Scientist Limited License (Clinical Chemist, Microbiologist, Immunohematologist, Toxicologist, Scientist)	179
Laboratory, Histocompatibility: Director License	179
Laboratory, Clinical: Toxicologist License	179
Laboratory License, Clinical	180
Methadone Drug Analysis Laboratory License	180
Microbiologist Certificate, Public Health	180
Tissue Bank License, Approval to Operate	181

Highway Patrol, California181

Ambulance Service License	181
Armored Car Services License	181
Authorized Emergency Vehicle Permit	181
Fleet Inspection and Maintenance Station	182
Hazardous Materials Transportation License	183
Schoolbus Contractor's License	184
Vapor Recovery System Certification for Cargo Tanks Transporting Gasoline	184

Horse Racing Board, California184

Occupational Participants in Horse Racing License	184
Race Track Operator License	185

Housing and Community Development, Department of185

Codes and Standards, Division of.....185

Commercial Coach Construction Approval	185
Employee Housing Permit (Farm Labor Facilities)	186
Factory Built Housing Plan Approval	186
Manufactured Home, Mobilehome, Commercial Coach Dealer License	186
Manufactured Home, Mobilehome and Commercial Coach Manufacturer License ..	187
Manufactured Home, Mobilehome, Commercial Coach Distributor License	187
Manufactured Home, Mobilehome, Commercial Coach Salesperson License.....	188
90-Day Certificate	188
Manufactured Housing Plan Approval	191
Mobilehome Park Permit to Operate	191
Multi-Unit Manufactured Home Construction Approval.....	192

Industrial Medical Council192

Qualified Medical Evaluation Program192

Physicians 192

Industrial Relations, Department of193

Self-Insurance Plans193

Certificate Third Party Administrator for
Self-Insurance of Workers' Compensation Programs 193

Labor Standards Enforcement, Division of194

Exemption Permits 194
Farm Labor Contractor License 194
Garment Manufacturers' Registration 195
Industrial Homework License and Permit 195
Licensing of Employers, Transporters, and
Supervisors of Minors Engaged in Door-to-Door Sales 195
Produce Unloader Registration 196
Sheltered Workshop License 196
Talent Agency License 196

Occupational Safety and Health, Division of197

Aerial Passenger Tramways 197
Amusement Rides 197
Asbestos Certification 198
Blasters License, Gas Tester and Safety Representative Permit 198
Boilers, Air Tanks, Liquid Petroleum Gas Tanks 199
Carcinogen/Report of Use 199
Crane and Derrick Certifiers 200
Crane and Derrick Licensed Crane and Derrick Certifying Agency 200
Elevators 201
Excavation, Trenching, Scaffolding, Falsework,
Construction and Demolition Permits 201
Radio Controlled Cable Logging Operations Registration 201
Registration—Asbestos-Related Work 201
Tower Crane Erection Permits 202
Tower Crane Operation Permits 202

Insurance, Department of203

Corporate Affairs Bureau203

Fraternal Benefit Societies (Certificate of Authority) 203
Grants and Annuities Societies (Certificate of Authority) 204
Home Protection Companies 204
Insurer (Certificate of Authority) 205

Motor Clubs (Certificate of Authority)	205
Underwritten Title Companies	206
Viatical Settlement Companies	206

License Bureau207

Adjuster, Insurance (Nonpublic)	207
Adjuster, Public Insurance	207
Administrators Certificate (Insurance)	207
Bail Agent	208
Bail Permittee	208
Bail Solicitor	208
Fire and Casualty Broker-Agent	209
Life Agent	209
Life and Disability Insurance Analyst	209
Motor (Automobile) Club Agent	210
Part-time Fraternal	210
Special Lines Surplus Lines Broker	210
Stock Agent (Insurance)	211
Surplus Lines Broker	211
Travel Insurance Agent	211

Integrated Waste Management Board, California212

Permitting and Enforcement Division212

Solid Waste Facility Permit (Issued Locally)	212
Major Waste Tire Facility Permitting	212
Minor Waste Tire Facility Permitting	213
Waste Tire Facility Exclusion	213
Waste Tire Hauler Registration	214

Justice, Department of214

Assault Weapons Permit	214
Check Cashiers Permit	214
Credit Services Organizations	215
Destructive Device Permit	215
Gambling License	215
Machine Gun License	216
Machine Gun Permit	216
Pawnbroker License	216
Police Body Armor, Certification of	217
Secondhand Dealer License	217
Seller Assisted Marketing Plans (Business Opportunities)	218
Short-Barreled Shotgun/Rifle Permits (Including Rifles and Revolvers)	218
Tear Gas for Citizen Self-Defense	218
Telephonic Sellers Registration	219
Travel, Seller of	219

Lands Commission, California State	219
Lease/Permit for Right to Occupy State Lands	219
Lease/Permit for Right to Extract or Prospect for Oil, Gas or other Minerals Occupying State Lands	220
Marine Terminals	220
 Motor Vehicles, Department of	 221
Commercial Driving License Office	221
Commercial Driving License	221
 Licensing Operations Division	 222
Occupational Licensing Branch	222
Driving Instructor License	222
Driving School Operator License	223
Driving School Owner License	225
Independent Driving Instructor’s License	226
Registration Services	228
Traffic Violator School License	228
Traffic Violator School Instructor License	230
Traffic Violator School Operator License	231
Vehicle Dealer License (Auto, Motorcycle, Truck, etc.)	232
Vehicle Dismantler License	234
Vehicle Distributor License	235
Vehicle Lessor: Retailer License	236
Vehicle Manufacturer	236
Vehicle Remanufacturer License	237
Vehicle Representative License	238
Vehicle Salesperson License	238
Vehicle Transporter License	238
Vehicle Verifier License	239
Miscellaneous	239
Temporary Permits	239
Time Required to Issue the License	239
 Osteopathic Medical Board of California	 240
Corporation, Osteopathic (Registration)	240
Osteopathic Practice	240
Osteopathic Physician and Surgeon License	240
 Pesticide Regulation, Department of	 240
Pesticide Enforcement Branch	240
Agricultural Pest Control Advisor	241
Pest Control Aircraft Pilot Certificate	241

Pest Control Business License	242
Pest Control Business License Maintenance Gardener	243
Pest Control Dealer License	243
Pest Control Dealer Business Designated Agent License	243
Qualified Applicator Certificate	244
Qualified Applicator License	245
Registration Branch	245
Certificate of Registration for Economic Poison	245
Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun, Board of	246
Bar Pilots License (Shipping)	246
Public Utilities Commission, California	246
Charter Party Carrier of Passengers, Class A Certificate	246
Charter Party Carrier of Passengers, Class B Certificate	247
Charter Party Carrier of Passengers, Class C Certificate	248
Charter Party Carrier of Passengers, Class P Permit	248
Charter Party Carrier of Passengers, Class S Permit	249
Charter Party Carrier of Passengers, Class Z Permit	249
Commercial Air Operations	250
For-Hire Vessels	250
Household Goods Carrier Permit	250
Interstate Carrier Registration	251
Passenger Stage Corporations, Certificate of Public Convenience and Necessity	251
Private Carrier Registration	252
Vessel Common Carrier Certificate of Public Convenience and Necessity	252
Real Estate, Department of	252
Education Course Approvals	252
In-State Subdivision Public Reports	253
Mineral Oil and Gas Broker License	253
Out-of-State Subdivision Registrations and Permits	254
Prepaid Rental Listing Service	254
Real Estate Broker or Mineral, Oil and Gas Broker License	254
Real Estate Broker License	255
Real Estate Salesperson	255
Real Estate Appraisers, Office of	255
Real Estate Appraisal	255
Rehabilitation, Department of	256
Business Enterprise Program License (BEP) (Legally Blind Persons)	256

San Francisco Bay Conservation and Development Commission	257
San Francisco Bay Development Permit and Suisun Marsh Development Permit.....	257
Secretary of State	257
Corporate Division	257
Articles of Incorporation: Corporation.....	257
Limited Partnership Division	258
Limited Partnerships	258
Limited Liability Companies	259
Limited Liability Partnership	260
General Partnerships	261
Other Required Filings Handled by the Limited Partnership Division	262
Auctioneer/Auction Company (Civil Code Section 1812.6)	262
Credit Services Organizations (Civil Code, Sec. 1789.12 et seq.).....	262
Dance Studios (Civil Code, Sec. 1812.64 et seq.).....	262
Discount Buying Organization (Civil Code, Sec. 1812.100 et seq.).....	262
Employment Agencies (Civil Code Section 1812.503)	262
Employment Counseling Service (Civil Code Section 1812.510).....	262
Immigration Consultants (Business and Professions Code, Sec. 22443.1)	262
Invention Developers (Business and Professions Code, Sec. 22389 et seq.).....	262
Job Listing Services (Civil Code, Section 1812.515)	262
Nonresident Drivers of Commercially Registered Motor Vehicles (Vehicle Code, Sec. 40305.5)	262
Nurses Registries (Civil Code, Section 1812.524).....	262
Trademark/Service Mark Unit	262
Notary Public Division.....	263
Notary Public Commission	263
Uniform Commercial Code Division	264
Social Services, California Department of	264
Types of Licenses.....	264
Child Care Facilities	264
Community Care Facilities (CCF)	264
Residential Care Facilities for the Chronically Ill	264
Residential Care Facility for the Elderly (RCFE)	264
License Categories	264
Day Care	264

Child Care Centers	264
Family Child Care Homes	265
Adult Day Care Centers and Adult Day Support Centers	265
Residential Care	265
Small Family Homes	265
Group Homes	265
Adult Residential Facilities	265
Residential Care Facilities for the Elderly	265
Residential Care Facilities for the Chronically Ill	265
Social Rehabilitation Facilities	265
Community Treatment Facilities	265
Foster Family Agencies	265
Adoption Agencies	265
Foster Family Homes	265
Teacher Credentialing, Commission on	268
Children’s Center Permits	268
School Service Credentials	268
Teaching Credentials	269
Toxic Substances Control, Department of	269
Extremely Hazardous Waste Disposal Fee	269
Hazardous Waste Facility Permit	270
Hazardous Waste Transporter Registration	270
Transportation, Department of	271
Airport/Heliport Permit	271
Encroachment Permit	271
Outdoor Advertising License	272
Outdoor Advertising Sign Permits	273
Outdoor Advertising Structure Permit	273
Transportation Permits (Oversize, Overweight Loads)	273
Water Resources, Department of	274
Reclamation Board	274
Floodway and Levee Permits	274
Division of Safety of Dams	274
Supervision of Dams	274
Water Resources Control Board, State	275
Laboratory Certification Program Certificate	275
Storm Water Permits	276
Underground Storage Tank Permit	276

Underground Storage Tank Tester License	276
Underground Storage Tank Upgrade Compliance	276
Waste Discharge Requirements and National Pollutant Discharge Elimination System (NPDES) Permits	277
California Regional Water Quality Control Boards	277
Waste Water Treatment Plant Operator Certificate	278
Water Rights Permits and Licenses (New and Additional)	278
Appendix A — Additional Key State Entities	279
Appendix B — General Legal Structures for Doing Business in California	283
Appendix C — Additional Professional and Business Resources	287
Appendix D — Index	295

Alphabetical Listing of State Entities with Summaries of Professional and/or Vocational Licenses, and Related Requirements to do Business in California

Air Resources Board

(Permit Review, Technical Assistance, Policy Guidance)

While the Air Resources Board (ARB) does not issue licenses, registrations, or permits of the type covered in the California License Handbook, the ARB establishes air quality standards for pollutants as well as standards for emissions from motor vehicles. The ARB also monitors air quality, researches air pollution problems, and evaluates the effectiveness of methods used to control pollution from stationary sources. California's local air pollution control and air quality management districts (local air districts) have primary responsibility for controlling emissions from stationary sources and as such require construction and operating permits for most sources of air pollution.

The local air districts are organized predominantly at the county level, although there are regional organizations in most metropolitan regions of the state. The local air district should be contacted for specific information related to the permitting of stationary sources.

Though it does not issue permits to stationary sources, the ARB frequently reviews proposed permit applications and offers technical assistance and policy guidance to project proponents and to local districts. In addition to the activities identified above, the ARB certifies: 1) abrasives used for dry outdoor sandblasting; and 2) vapor recovery systems that control gasoline vapors. The ARB also has a voluntary statewide registration program for portable engines and portable engine-driven equipment units. This program allows specific types of portable equipment to be used throughout California without the need to obtain individual permits from local air districts.

Please consult your local telephone directory for address and phone numbers of local air districts, or contact the ARB for information by writing, calling, or accessing the website at:
Air Resources Board, 2020 L Street, Sacramento, CA 95814; (916) 322-2990;
<http://www.arb.ca.gov>

Alcoholic Beverage Control, Department of

ABC Permits

- 1.0 General Information
- 2.0 Average Waiting Period
- 3.0 Pre-Application Steps
- 4.0 Filing the Application
- 5.0 Notification to Local Officials
- 6.0 Applicant's Responsibilities
- 7.0 Investigation
- 8.0 Protests and Denials
- 9.0 Final Decision and Appeals Process
- 10.0 Common License Types, Privileges, and Fees
- 11.0 License Renewals Fees
- 12.0 License Transfer Fees
- 13.0 ABC Offices

1.0 General Information

There are more than 71,200 licensed alcoholic beverage businesses in the State. Licensed outlets comprise about 7% of the State's one million businesses. Sales taxes on alcoholic beverages are important sources of State revenue—almost \$270 million per year. The Department of Alcoholic Beverage Control (ABC) issues about 57 different types of licenses, including permanent retail and non-retail licenses and "special event" permits. It is a misdemeanor to sell alcoholic beverages without a license.

A license to sell beer, or beer and wine, (an original or transfer of an existing license) may be obtained if the applicant and the premises qualify. However, licenses to sell beer, wine *and distilled spirits* (original or inter county transfer of an existing license) are limited by law. They are issued only once a year according to population increases. If there are more applicants than licenses available, a public drawing is held. When these original licenses become available, ABC announces it in the public press and trade publications so that interested persons have an equal chance to apply. The only other way to obtain such a license is to buy one on the open market.

A moratorium on the issuance of original off-sale beer and wine licenses (e.g., package store) exists in some counties. In addition, legislation effective January 1, 1995, severely restricted the issuance of original retail licenses in areas deemed to have an over concentration of alcoholic beverage outlets or a high crime rate. Information concerning these retail license restrictions may be obtained at any ABC office. (Sections 23817.5 and 23958.4 Business & Professions Code.)

ABC expects and encourages licensees to act responsibly relative to their license privileges. Through its Licensee Education on Alcohol and Drugs (LEAD) Program, ABC provides free, voluntary training on alcohol responsibility and the law to licensees and license applicants. A schedule of classes is available at any ABC District Office.

2.0 Average Waiting Period

All applicants must post a notice of intention to sell alcoholic beverages on the proposed business site for 30 days. Including the 30-day posting period, the average waiting period for a license is 55-65 days. Applications that have been protested can take up to 95 days or longer (see Section 8.0). Other circumstances can also result in a longer-than-average waiting period. These may include: (a) missing or incorrect documents, (b) Missing or incorrect fees, (c) liens placed against escrow by the Board of Equalization, Franchise Tax Board, Employment Development Department, cities and counties, local health departments, and/or (d) the premises is under construction and not yet ready to operate. Before final approval and issuance of a license, the applicant should use caution with financial commitments, plans for grand openings, etc. If new construction or major remodeling is needed, the applicant must seek prior approval from the ABC before starting any actual work. (Section 24044 Business & Professions Code)

3.0 Pre-application Steps

Any person wanting to obtain an alcoholic beverage license (either an original license or

transfer of an existing license) should contact the nearest ABC District Office. An ABC staff member will ask the applicant questions about the business to determine the type of license needed. The type of business and the ownership entity will dictate what forms, documents and fees are needed to file the application.

Zoning Requirements: ABC cannot issue a license contrary to a valid city or county zoning ordinance. Therefore, the applicant must obtain approval from the local planning department before filing a license application with ABC. (Section 23790 Business & Professions Code.)

Escrow Requirements: If there is any purchase price or consideration involved with the transfer of the business, an escrow must be established before filing a license transfer application with ABC. Consideration includes cash, checks, promissory notes, or other items of value which have been agreed to be paid to the transferor for the license, inventory, fixtures, leasehold interest, realty, good will, covenant not to compete, or other property connected with the licensed business. The escrow holder may be a person, corporation or association not a party to the transfer.

The full amount of the purchase price or consideration must be placed in escrow. Escrow agreements must provide for payment only after the transfer of the license is approved by the ABC. The applicant, within 30 days of application, shall furnish the ABC with a statement, under penalty of perjury, that the purchase price or consideration has been deposited with the escrow holder. The applicant shall also submit a copy to the transferor and a copy to the escrow holder. A misrepresentation may be grounds for denial of the license or subsequent revocation of a license that has been issued (see below for exceptions). (Sections 24071.1, 24073, 24074, 24074.1, 24074.3 and 24075 Business & Professions Code.)

Notice of Intended Transfer: In cases where the applicant is transferring an existing ABC license, the applicant must complete a *Notice of Intended Transfer* and have it certified by the County

Recorder in the county where the licensed premises are located. This certified document is needed at the time of filing the application with ABC. (See below for exceptions.) (Sections 24073 and 24075 Business & Professions Code.)

Exceptions for Notice and Escrow: A recorded *Notice of Intended Transfer* and escrow are not required for (a) a transfer application made by an executor, administrator, guardian, trustee, receiver or other person acting in the legal or proper discharge of official duty, or in the discharge of any trust imposed upon him by law; (b) any transfer or assignment, statutory or otherwise, made for the benefit of creditors; (c) transfers to a surviving spouse of a deceased licensee (where the deceased leaves no estate to be administered), to the surviving partners of a deceased licensee, to the executor, administrator, conservator or guardian of the estate of a licensee, to the trustee of a bankrupt estate of a licensee, a receiver of the estate of a licensee or the properly appointed statutory or common law assignee for the benefit of creditors of a licensee; or (d) a transfer from premises-to-premises only. (Section 24075 Business & Professions Code.)

4.0 Filing The Application

Generally, all parties (buyers and sellers) must appear at the ABC District Office. This is not generally a “mail-in” process because ABC requires personal information such as fingerprints and personal history affidavits. Fees are paid at this time. The applicant views a video about ABC laws. A temporary permit may be issued under certain conditions.

A person applying for a license as sole owner must provide proof of residency and legal presence in the United States. A list of the documents acceptable as proof can be obtained from the ABC District Office or ABC web site at: www.abc.ca.gov

There is a \$100 service charge for all withdrawn license applications. In addition, the following fees are not refundable: Fingerprint fees (\$39 per person), interim retail permit fee (\$100), and any temporary retail permit fee (\$50).

5.0 Notification to Local Officials

The ABC mails a copy of the application to local officials. If the premises is in the city, a copy goes to the police department, city council and city planning department. If the premises is in the county, a copy goes to the sheriff’s department, board of supervisors and district attorney. If local officials have concerns about the issuance of a license, they may request or impose restrictions on the business operation, or they may file a protest. (Section 23987 Business & Professions Code.)

Common concerns are that the license: (a) would create a public nuisance, (b) would cause or add to crime in the area, (c) would be contrary to a zoning law, or (d) is in a high-crime area or an area that has too many licenses and would not serve public convenience or necessity. In the case of (d), the City Council or Board of Supervisors has 90 days to determine this and notify the ABC. *If the City Council or Board of Supervisors does not decide within 90 days, ABC may issue the license if the applicant shows the ABC that issuance would serve public convenience or necessity.* (Section 23958.4 Business & Professions Code.)

6.0 Applicant’s Responsibilities

It is the applicant’s responsibility to: (a) post the *Public Notice of Application* at the premises for 30 days, and (b) give information to the ABC as needed for its investigation. In some cases, the ABC may also require the applicant publish a notice in the newspaper; mail a notice to all persons living within a 500’ radius of the premises; and/or obtain proof from the local planning department that the zoning permits an ABC license. (Sections 23985, 23958, 23986 and 23985.5 Business & Professions Code.)

Federal Occupational Tax Stamp: Before opening an alcoholic beverage business, the licensee should contact the nearest office of the United States Treasury Department, Division of Alcohol, Tobacco and Firearms. If a Federal Occupational Tax Stamp is required, it should be secured by and issued to the same persons applying for a

license with this Department and for the same address.

Sales Tax Permit: Each alcoholic beverage licensee must possess a seller's permit from the Sales Tax Division, State Board of Equalization. It is a misdemeanor to sell in California without such a permit.

7.0 Investigation

After application for a license is filed, the licensing supervisor assigns it to an ABC investigator or licensing representative to conduct a thorough investigation, as required by law, to see if the applicant and the premises qualify for a license. The investigation focuses on the qualifications of the applicant and the premises. It may also focus on any issues raised by any protestant. (Sections 23958 and 23789 Business & Professions Code.)

Any person may protest the issuance of a license. The protestant must file a written protest within 30 days of either: (a) the date the applicant first posts the *Public Notice of Application* at the premises, or (b) the date the applicant mails the *Notice of Intention to Engage in the Sale of Alcoholic Beverages* to persons living within a 500' radius, whichever is later.

If a retail license application has been protested and the ABC has recommended approval of the license, the ABC may issue an *Interim Operating Permit* upon the applicant's written request and the payment of a non-refundable \$100 fee.

Some grounds for protest or denial of a license are: (a) *applicant is not qualified*. For example, the applicant falsified his application, has a disqualifying police record, has a record of chronic insobriety, is not the true owner, or is not at least 21 years of age, and/or (b) *premises is not suitable*. For example, the premises is too close to a school, church, hospital, playground, nonprofit youth facility or residence and would disturb the facility or resident; the premises is located in a high-crime area and does not serve public convenience or necessity; the applicant does not have legal tenancy; the license would

create a public nuisance; zoning is improper for alcohol sales.

License conditions are special restrictions placed on a license. Conditions may limit the hours of alcohol sales, the type of entertainment allowed or other aspects of the business. Conditions may eliminate the need to deny a license or may cause a protestant to withdraw his protest. (Sections 23800-23805 Business & Professions Code.)

8.0 Protests and Denials

A hearing is scheduled: (a) when valid protests have been filed against an application, and the applicant and protestant are not able to reach any agreements; and/or (b) if the ABC has denied the application, and the applicant requests a hearing. The hearing is scheduled within 60 days. ABC mails a *Notice of Hearing* to all parties. A public hearing is held before an administrative law judge. ABC counsel represents the ABC. The applicant and any protestant(s) may be represented by an attorney or other person, or they can represent themselves at the hearing. The ABC investigator will testify as to his or her investigation. The applicant and any protestant(s) may testify and/or present other evidence. The protestant must appear at the hearing or the protest is abandoned.

9.0 Decision and Appeal Process

Where a hearing has been held on a protest or denial matter, the Administrative Law Judge has 30 days to prepare a *Proposed Decision* for consideration by the ABC Director. The Director adopts or rejects the Administrative Law Judge's *Proposed Decision*. If the Director rejects the *Proposed Decision*, the ABC sends a *Notice of Rejection* to the applicant and any protestant(s). Each party has 30 days from the date of the notice to submit written argument.

The applicant and any protestant(s) may appeal the Director's *Decision* to the ABC Appeals Board within 40 days. The Board is a three-member panel appointed by the Governor. The Board

reviews the record of the administrative hearing and accepts written or oral arguments. It may not accept any new evidence that was not offered at the original hearing. The Board usually makes a decision within 120 days.

The applicant, any protestant(s) and the ABC may appeal to the California District Court of Appeals within 30 days of the Appeals Board Decision. The DCA reviews the record and renders a decision. The Attorney General represents the ABC at the hearing. There is no mandated time period for the DCA to render its decision.

The applicant, any protestant(s) and the ABC may appeal to the California Supreme Court within 30 days of the District Court of Appeal's decision. The Attorney General represents the ABC before the Supreme Court. There is no time mandated for the Supreme Court to render its decision. The Supreme Court makes a decision to issue or deny the license.

10.0 Common License Types, Privileges, and Fees

The most common licenses that include retail privileges follow. For information on non-retail licenses, contact your local ABC District Office.

Type 01, Beer Manufacturer (Large Brewery)

Authorizes the sale of beer to any person holding a license authorizing the sale of beer, and to consumers for consumption on or off the manufacturer's licensed premises. Without any additional licenses, may sell beer and wine, regardless of source, to consumers for consumption at a bona fide public eating place on the manufacturer's licensed premises or at a bona fide eating place contiguous to the manufacturer's licensed premises. May conduct beer tastings under specified conditions (Section 23357.3). Minors are allowed on the premises.

Original Fee: \$100.
Annual Renewal Fee: \$990.

Type 02, Winegrower (Winery)

Authorizes the sale of wine and brandy to any person holding a license authorizing the sale of wine and brandy, and to consumers for consumption off the premises where sold. Authorizes the sale of all wines and brandies, regardless of source, to consumers for consumption on the premises in a bona fide eating place that is located on the licensed premises or on premises owned by the licensee that are contiguous to the licensed premises and operated by and for the licensee. May possess wine and brandy for use in the preparation of food and beverage to be consumed at the bona fide eating place. May conduct wine tastings under prescribed conditions (Section 23356.1; Rule 53). Minors are allowed on the premises.

Original Fee: \$100.
Annual Renewal Fee: (Based on gallonage).

Type 20, Off Sale Beer & Wine (Package Store)

Authorizes the sale of beer and wine for consumption off the premises where sold. Minors are allowed on the premises.

Original Fee: \$100.
Annual Renewal Fee: \$34.

Type 21, Off Sale General (Package Store)

Authorizes the sale of beer, wine and distilled spirits for consumption off the premises where sold. Minors are allowed on the premises.

Original Fee: \$12,000.
Annual Renewal Fee: \$446.

Type 23, Small Beer Manufacturer (Brew Pub or Micro-Brewery)

Authorizes the same privileges and restrictions as a Type 01. A brew pub is typically a very small brewery with a restaurant. A micro-brewery is a small-scale brewery operation that typically is dedicated solely to the production of specialty beers, although some do have a restaurant or pub

on their manufacturing plant.

Original Fee: \$100.

Annual Renewal Fee: \$124.

Type 40, On Sale Beer (Bar, Tavern)

Authorizes the sale of beer for consumption on or off the premises where sold. No wine or distilled spirits may be on the premises. Full meals are not required; however, sandwiches or snacks must be available. Minors are allowed on the premises.

Original Fee: \$200.

Annual Renewal Fee: \$205.

Type 41, On Sale Beer and Wine — Eating Place (Restaurant)

Authorizes the sale of beer and wine for consumption on or off the premises where sold. Distilled spirits may not be on the premises (except brandy, rum, or liqueurs for use solely for cooking purposes). Must operate and maintain the licensed premises as a bona fide eating place. Must make actual and substantial sales of meals, during the normal meal hours that they are open, at least five days a week. Normal mealtimes are 6:00 a.m. - 9:00 a.m., 11:00 a.m. - 2:00 P.M., and 6:00 P.M. - 9:00 P.M.. Premises that are not open five days a week must serve meals on the days they are open. Minors are allowed on the premises.

Original Fee: \$300.

Annual Renewal Fee: \$205.

Type 42, On Sale Beer and Wine — Public Premises (Bar, Tavern)

Authorizes the sale of beer and wine for consumption on or off the premises where sold. No distilled spirits may be on the premises. Minors are not allowed to enter and remain (see Section 25663.5 for exception, musicians). Food service is not required.

Original Fee: \$300.

Annual Renewal Fee: \$205.

Type 47, On Sale General — Eating Place (Restaurant)

Authorizes the sale of beer, wine and distilled spirits for consumption on the licensed premises. Authorizes the sale of beer and wine for consumption off the licensed premises. Must operate and maintain the licensed premises as a bona fide eating place. Must make actual and substantial sales of meals, during the normal meal hours that they are open, at least five days a week. Normal mealtimes are 6:00 a.m. - 9:00 a.m., 11:00 a.m. - 2:00 P.M., and 6:00 P.M. - 9:00 P.M... Premises that are not open five days a week must serve meals on the days they are open. Minors are allowed on the premises.

Original Fee: \$12,000.

Annual Renewal Fee:

In cities of population 40,000 or over: \$695.

In cities of population less than

40,000 but more than 20,000: \$495.

In all other localities: \$433.

Type 48, On Sale General — Public Premises (Bar, Night Club)

Authorizes the sale of beer, wine and distilled spirits for consumption on the premises where sold. Authorizes the sale of beer and wine for consumption off the premises where sold. Minors are not allowed to enter and remain (see Section 25663.5 for exception, musicians). Food service is not required.

Original Fee: Not applicable. An original Type 48 license may not be issued except on a showing of substantial public demand. Therefore, such licenses may be obtained only by transfer.

Annual Renewal Fee: In cities of population 40,000 or over: \$695. In cities of population less than 40,000 but more than 20,000: \$495. In all other localities: \$433.

Type 49, On Sale General — Seasonal

Authorizes the same privileges and restrictions as provided for a Type 47 license except it is issued for a specific season. Inclusive dates of operation are listed on the license certificate.

Original Fee: None.

Annual Renewal Fee: In cities of population 40,000 or over: \$524. In cities of population less than 40,000 but more than 20,000: \$374. In all other localities: \$326.

Type 51, Club

Authorizes the sale of beer, wine and distilled spirits, to members and guests only, for consumption on the premises where sold. No off-sale privileges. Food service is not required. Minors are allowed on the premises.

Original Fee: \$100.

Annual Renewal Fee: \$398.

Type 52, Veteran’s Club

Authorizes the sale of beer, wine and distilled spirits, to members and guests only, for consumption on the premises where sold. No off-sale privileges. Food service is not required. Minors are allowed on the premises.

Original Fee: \$100.

Annual Renewal Fee: \$398.

Type 57, Special On Sale, General

Generally issued to certain organizations who cannot qualify for club licenses. Authorizes the sale of beer, wine and distilled spirits, to members and guests only, for consumption on the premises where sold. No off-sale privileges. Food service is not required. Minors are allowed on the premises.

Original Fee: \$100.

Annual Renewal Fee: In cities of population 40,000 or over: \$695. In cities of population less than 40,000 but more than 20,000: \$495. In all other localities: \$433.

Type 59, On Sale Beer and Wine, Seasonal

Authorizes the same privileges as a Type 41. Issued for a specific season. Inclusive dates of operation are listed on the license certificate.

Original Fee: \$100.

Annual Renewal Fee: \$105 to \$155, depending upon operating period.

Type 60, On Sale Beer, Seasonal

Authorizes the sale of beer only for consumption on or off the premises where sold. Issued for a specific season. Inclusive dates of operation are listed on the license certificate. Wine or distilled spirits may not be on the premises. Minors are allowed on the premises.

Original Fee: \$200.

Annual Renewal Fee: \$105-\$155, depending upon operating period.

Type 61, On Sale Beer, Public Premises (Bar, Tavern)

Authorizes the sale of beer only for consumption on or off the licensed premises. Wine or distilled spirits may not be on the premises. Minors are not allowed to enter and remain (warning signs required). Food service is not required.

Original Fee: \$200.

Annual Renewal Fee: \$205.

Type 67, Bed and Breakfast Inn

Authorizes the sale of wine purchased from a licensed winegrower or wine wholesaler only to registered guests of the establishment for consumption on the premises. No beer or distilled spirits may be on the premises. Wine shall not be given away to guests, but the price of the wine shall be included in the price of the overnight transient occupancy accommodation. Removal of wine from the grounds is not permitted. Minors are allowed on the premises.

Original Fee: \$50.

Annual Renewal Fee: \$5 Per Room.

Type 70, On Sale General — Restrictive Service

Authorizes the sale or furnishing of beer, wine and distilled spirits for consumption on the

premises to the establishment's overnight transient occupancy guests or their invitees. This license is normally issued to "suite-type" hotels and motels, which exercise the license privileges for guests' "complimentary" happy hour. Minors are allowed on the premises.

Original Fee: \$6,000.

Annual Renewal Fee: In cities of population 40,000 or over: \$695. In cities of population less than 40,000 but more than 20,000: \$495. In all other localities: \$433.

Type 75, On Sale General, Brew Pub
(Restaurant)

Authorizes the sale of beer, wine and distilled spirits for consumption on a bona fide eating place, plus a limited amount of brewing of beer. Also authorizes the sale of beer and wine only for consumption off the premises where sold. Minors are allowed on the premises.

Original Fee: \$12,000

Annual Renewal Fee: In cities of population 40,000 or over: \$695. In cities of population less than 40,000 but more than 20,000: \$495. In all other localities: \$433.

Special Event Permits

ABC also issues licenses and authorizations for the retail sale of beer, wine and distilled spirits on a temporary basis for special events. The most common are listed below. Other less common ones are found in Section 24045.2, et seq.

Temporary Beer and/or Wine License (Identified as "One Day Beer and/or Wine License," Form ABC-281)

Authorizes the sale of beer and/or wine for consumption on the premises where sold. No off-sale privileges. Minors are allowed on the premises. May be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health,

peace and morals of the people of the State. In some instances, the local ABC office may require the applicant to obtain prior written approval of the local law enforcement agency. Issued to non-profit organizations. (Rule 59, California Code of Regulations).

Fee: \$15.00 per day for beer or wine; \$30.00 per day for beer and wine.

Daily On Sale General License (Form ABC-281)

Authorizes the sale of beer, wine and distilled spirits for consumption on the premises where sold. No off-sale privileges. Minors are allowed on the premises. May be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State. In some instances, the local ABC office may require the applicant to obtain prior written approval of the local law enforcement agency. Issued to political parties or affiliates supporting a candidate for public office or a ballot measure or charitable, civic, fraternal or religious organizations. (Section 24045.1 Business & Professions Code and Rule 59.5 California Code of Regulations).

Fee: \$25.00 per day.

Catering Authorization (Form ABC-218)

Authorizes Type 47, 48, 51, 52, 57 and 75 licensees (and catering businesses that qualify under Section 24045.12) to sell beer, wine and distilled spirits for consumption at conventions, sporting events, trade exhibits, picnics, social gatherings, or similar events. Type 47, 48, 57 and 75 licensees may cater alcoholic beverages at any ABC-approved location in the State. Type 51 and 52 licensees may only cater alcoholic beverages at their licensed premises. All licensees wishing to cater alcoholic beverages must obtain prior written authorization from the Department for each event. At all approved

events, the licensee may exercise only those privileges authorized by the licensee's license and shall comply with all provisions of the ABC Act pertaining to the conduct of on-sale premises and violation of those provisions may be grounds for suspension or revocation of the licensee's license or permit, or both, as though the violation occurred on the licensed premises. (Section 23399 Business & Professions Code and Rule 60.5 California Code of Regulations).

Original Fee: \$100 per year, not prorated.
Authorization Fee: \$10 each.

Event Authorization (Form ABC-218)

Authorizes Type 47, 48, 49, 57 and 75 licensees to sell beer, wine and distilled spirits for consumption on property adjacent to the licensed premises and owned or under the control of the licensee. This property shall be secured and controlled by the licensee and not visible to the general public. *The licensee shall obtain prior approval of the local law enforcement agency.* At all approved events, the licensee may exercise only those privileges authorized by the licensee's license and shall comply with all provisions of the ABC Act pertaining to the conduct of on-sale premises (including any license conditions) and violations of those provisions may be grounds for suspension or revocation of the licensee's license or permit, or both, as though the violation occurred on the licensed premises. (Section 23399 Business & Professions Code).

Original Fee: \$100.
Authorization Fee: \$10 each.

11.0 License Renewal Fees

All licenses are renewed on a 12-month basis. Renewals must be paid on or before the last day of the month posted on the license. No license will be transferred until the renewal fee is paid. Annual renewal fees are as follows:

- Off-Sale General: \$446.
- Off-Sale Beer and Wine: \$34.
- On-Sale General; Special On-Sale General
 In cities of 40,000 population or over: \$695.

- In cities less than 40,000 but more than 20,000: \$495.
- In all other localities: \$433.
- On-Sale Beer and Wine: \$205.
- On-Sale Gen. for
 - Seasonal Business: 3 mos. 6 mos. 9 mos.
 - In cities of 40,000 population or over: \$178 \$351 \$524
 - In cities of less than 40,000 but more than 20,000: \$128 \$251 \$374
 - In all other localities: \$112 \$219 \$326
- Club Licenses
 - In cities of 40,000 population or over: \$398.
 - In cities less than 40,000 but more than 20,000: \$300.
 - In all other localities: \$267.
- On-Sale Beer: \$205.

12.0 License Transfer Fees

Person-to-Person Transfer. The fee for the transfer of a retail license to another person is equal to 50% of the original fee for the license, but may not exceed \$1,250, or, if no original license fee is provided, \$100. In the case of the transfer of an off-sale general license to another person, the fee is \$1,250 plus a \$24 Business Practices Unit fee.

Premises-to-Premises Transfer. The fee for the transfer of a license from one premise to another is \$100.

Intercounty Transfer. The fee for the transfer of an on-sale general or special on sale general license from one county to another is \$6,000. The fee for the transfer of an off-sale general license from one county to another is \$6,000. Where the transfer is to another person, the fee is \$6,000 plus a \$24 Business Practices Unit fee.

Surviving Spouse, Corporations, Fiduciaries. The fee for the transfer of a license to the other spouse, or from a descendent, minor ward, incompetent person, conservator, bankrupt person, assignor for the benefit of creditors, to surviving partners, or under other circumstances

outlined in Section 24071 of the Alcoholic Beverage Control Act is \$50. In the case of a transfer of an off-sale general license, the Business Practices fee is added to the \$50 transfer fee plus, for off-sale general licenses, a \$24 Business Practices Unit fee.

13.0 ABC Offices

ABC Headquarters
3810 Rosin Court, Suite 150
Sacramento, CA 95834
(916) 263-6900

Northern Division Office
3810 Rosin Court, Suite 150
Sacramento, CA 95834
(916) 263-6882

Southern Division Office
17215 S. Studebaker Rd., Room 390
Cerritos, CA 90701
(310) 402-0659

Northern Division **Counties Served**

Fresno, 93726 Fresno, Kings,
3640 E. Ashlan Ave. Madera, Tulare
(209) 225-6334

Oakland, 94621 Alameda, Contra
1515 Clay Street, Suite 2208 Costa, Solano
(510) 639-0628

Redding, 96002 Lassen, Modoc,
1900 Churn Creek Rd., Shasta, Siskiyou,
Suite 216 Tehama, Trinity
(916) 224-4830

Sacramento, 95826 Alpine, Amador,
3321 Power Inn Rd., Suite 230 Yolo, El Dorado,
(916) 227-2002 Placer,
 Sacramento

Salinas, 93906 Monterey,
11 West Laurel Dr., Suite 203 San Benito,
(408) 443-3001 Santa Cruz

San Francisco, 94107 San Francisco,
185 Berry St., Suite 5600 San Mateo
(415) 557-3660

San Jose, 95113 Santa Clara
100 Paseo de San Antonio, Rm 119
(408) 277-1200

Santa Rosa, 95404 50 Lake, Marin,
D St., Room 400 Mendocino,
(707) 576-2165 Napa, Sonoma

Eureka, 95501 Del Norte,
1105 Sixth St., Suite C Humboldt
P.O. Box 3583
(707) 445-7229

Stockton, 95202 Calaveras,
31 E. Channel St., Room 168 Mariposa,
P.O. Drawer 150 San Joaquin,
(209) 948-7739 Merced,
 Stanislaus,
 Tuolumne

Yuba City, 95993 Butte, Colusa,
1130 Civic Center Blvd., Glenn, Nevada,
Suite F Plumas, Sierra,
(916) 751-8570 Sutter, Yuba

Southern Division **Counties Served**

Bakersfield, 93309 Inyo, Kern, Mono
4800 Stockdale Hwy.,
Suite 213
(805) 395-2731

El Monte, 91731 Northeastern part
3204 N. Rosemead Blvd., of Los Angeles
Suite 103 County
(626) 927-1060

Los Angeles/Metro, 90013 Central part of the
300 So. Spring St., City of Los Angeles
Suite 2001 N

(213) 897-5391

Inglewood, 90306
1 Manchester Blvd., 6th Floor
P.O. Box 6500
(310) 412-6311

Western parts of
Southern and
Los Angeles Co.

Long Beach/Lakewood, 90712
3950 Paramount Blvd.,
Suite 250
(310) 982-1337

Southeastern
part of
Los Angeles Co

Van Nuys, 91401
6150 Van Nuys Blvd.,
Room 220
(818) 901-5017

North & North
western parts of
Los Angeles Co.

Rancho Mirage, 92270
42-700 Bob Hope Dr.,
Suite 317
(619) 568-0990

Imperial Co. &
desert areas of
Riverside & San
Bernardino Cos.

Riverside, 92501
3737 Main St., Suite 900
(909) 782-4400

San Bernardino &
Riverside Cos.

San Diego, 92101
1350 Front St., Room 5056
(619) 525-4064

Southern part of
San Diego County

Santa Ana, 92701
28 Civic Center Plaza, Rm 369
(714) 558-4101

Orange County

Santa Barbara, 93102
411 E. Cannon Perdido, Rm 12
P.O. Box 698
(805) 564-7717

Ventura &
southern
part of Santa
Barbara Co.

San Luis Obispo, 93401
3220 S. Higuera St., Suite 305
(805) 543-7183

San Luis Obispo
& northern part
of Santa Barbara
County

San Marcos, 92069
334 Via Vera Cruz, Suite 204
(619) 471-9702

Northern part of
San Diego Co.

Alcohol and Drug Program, Department of

Driving-Under-the-Influence (DUI) Program

Requirements: County-operated, or privately operated programs providing first-and multiple-offender DUI services are subject to the requirements of Section 11836 et seq. of Chap. 9, Div. 10.5 of the Health and Safety Code.

Fees: \$400 application fee to the Department of Alcohol and Drug Programs; \$12 state licensing fee for each newly enrolled participant; and authority assessed by the county for the costs of the local administration of the program.

Examination Frequency: Biennially.

Examination Locations: Examinations consist of on-site compliance reviews of programs by department licensing staff.

Requirement: Must be state-licensed pursuant to Health and Safety Code (Section 11836) and California Code of Regulations, Title 9, Chap. 3.

Average Time to Process Application: 45 days.

Fee Period: Quarterly.

Authority: See "Requirement" above.

Other Special License Requirements: None.

Comments: None.

Information and Application: Department of Alcohol and Drug Programs, Driving-Under-the-Influence Program Branch, 1700 K Street, Third Floor, Sacramento, CA 95814; (916) 322-2964; TDD (916) 445-1942.

Narcotic Treatment Program License

Programs Requiring License: Any opiate treatment modality which offers narcotic replacement therapy in maintenance or detoxification.

Fees: Application: \$3,100; License: \$861 plus \$27 per patient.

Examination Frequency: Annually.

Examination Locations: Examinations consist

of on-site inspections of the programs by departmental licensing staff.

Requirement: Must be licensed pursuant to Section 11876 of the Health and Safety Code.

Average Time to Process Application: 90 days

Fee Period: Annual

Authority: Health and Safety Code, Chapter 1, Article 3, Section 11875 et seq., California Code of Regulations, Title 9, Div. 4, Chap. 4, Subchapters 1-6.

Other Special License Requirements: U.S. Food and Drug Administration, U.S. Drug Enforcement Agency, Department of Health Services, Clinical Chemistry Laboratory, and Medi-Cal Certification Unit.

Comments: None.

Information and Applications: Department of Alcohol and Drug Programs, Narcotic Treatment Program Licensing Branch, 1700 K Street; Third Floor, Sacramento, CA 95814; (916) 322-6682; TDD (916) 445-1942.

Residential Facilities for Recovery and Treatment Services for Persons With Problems Related to the Use of Alcohol and Other Drugs

Facilities Requiring License: Residential facilities that provide on-site nonmedical alcoholism or drug abuse recovery, treatment, or detoxification services to adults.

Fees: Local governmental agencies and nonprofit organizations are exempt from licensing fees. All other legal entities are charged a licensing fee of \$2,150 for both initial and renewal licensure.

Examination Frequency: Biennially.

Examination Location: Examinations consist of on-site compliance reviews of the facility by departmental licensing staff.

Experience Requirements: Program staff must have knowledge of alcohol-and drug-abuse problems, and the principles of recovery and treatment.

Average Time to Process Application: 30 working days

Fee Period: Biennially.

Authority: Health and Safety Code, Sec. 11834.01; California Code of Regulations, Title 9, Sec. 10500-10631.

Other Special License Requirements:

Facilities must obtain fire clearance from the State Fire Marshal. Facilities obtaining water from a non-municipal source must have a water inspection by the State Department of Health Services or a licensed commercial laboratory.

Comments: Program certification is also available on a voluntary basis for both residential and nonresidential programs.

Information and Application: Department of Alcohol and Drug Programs, Licensing and Certification Branch, 1700 K Street, Third Floor, Sacramento, CA 95814-4037; (916) 322-2911; TTY (916) 445-1942.

Boating and Waterways, Department of

The Department is concerned with the development of boating facilities, waterways, and harbors. Loans and/or grants are available for private marina development, as well as for publicly owned boating facilities. The Department, in cooperation with other state agencies and the federal government, is also involved in shoreline protection.

For Hire Vessel Operator's License (Vessels Carrying Paid Passengers)

Businesses Requiring License: Operators of powered vessels carrying 4 or more passengers for compensation on California waters not under Federal jurisdiction.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: First license only. Expired licenses are subject to reexamination, as needed.

Examination Locations: Various (as needed).

Experience Requirement: 1 year operating experience or other appropriate training on a vessel of the type for which a license is

requested.

Average Time to Process Application: 5 to 30 day, depending on applicant's experience.

Fee Period: 5 years from date of issue.

Authority: Harbors and Navigation Code, Chap. 5, Art. 3, Section 760-772; California Code of Regulations, Title 14, Sec. 7500 7505.

Other Special License Requirements: All for-hire vessels operating in federally controlled waters require U.S. Coast Guard licensing. Fishing party boats are licensed by the California Department of Fish and Game. Rates charged on passenger vessels on California waters are regulated by the Public Utilities Commission. Local business license may be needed.

Comments: A medical report, on the form provided, is required from a licensed physician.

Information and Applications: For Hire Vessel Operator Licensing, 1629 S Street; Sacramento, CA 95814; (916) 322-1823 or (916) 322-1836.

Yacht and Ship Broker's License

Businesses Requiring License: Yacht (boat) and ship brokerages.

Fees: Application: none; Examination: \$25; License: \$200; Fingerprint fee: \$32.

Examination Frequency: By appointment in Sacramento; once a month in Berkeley, Long Beach, and San Diego.

Examination Locations: Long Beach, Berkeley, Sacramento, and San Diego.

Experience Requirement: 1 year as licensed yacht salesman as shown on the Department's records; has owned and operated a marine business selling new and used yachts for a minimum of three continuous years; has been licensed as a broker or yacht salesperson in another state for a minimum of three continuous years.

Average Time to Process Application: 1 month.

Fee Period: Annually.

Authority: Harbors and Navigation Code,

Chap. 5, Art. 2, Sec. 700-740; California Code of Regulations, Title 14, Sec. 7601-7623.

Other Special License Requirements: None; compliance with local license, U.S. and State tax requirements.

Comments: A \$15,000 surety bond or cash deposit is required for each license issued.

Information and Applications: Yacht and Ship Broker Licensing; 1629 S Street; Sacramento, CA 95814; (916) 445-5684.

Yacht and Ship Salesperson's License

Businesses Requiring License: Sales person in yacht and ship brokerage.

Fees: Application: none; Examination: \$25; License: \$100; Temporary: \$25; Fingerprint: \$32.

Examination Frequency: By appointment in Sacramento; once a month in Berkeley, Long Beach, and San Diego.

Examination Locations: Long Beach, Berkeley, Sacramento, and San Diego.

Experience Requirement: Employed by licensed yacht and ship broker.

Average Time to Process Application: 1 month.

Fee Period: Annually.

Authority: Harbors and Navigation Code, Chap. 5, Art. 2, Sec. 700-740; California Code of Regulations, Title 14, Sec. 7601-7623.

Other Special License Requirements:

Applicant must be a minimum of 18 years of age.

Comments: The employing broker must be licensed and bonded.

Information and Applications: Yacht and Ship Broker License, 1629 S Street; Sacramento, CA 95814; (916) 445-5684.

Chiropractic Examiners, Board of

Chiropractor

Vocations Requiring License: Doctor of chiropractic.

Fees: Application: \$156 (includes state and FBI fingerprint card processing fees); Renewal: \$150.

Examination Frequency: National board examination offered twice yearly; California Law Examination (CLE) offered 6 times per year.

Examination Locations: National board, varies; CLE offered in Los Angeles and Sacramento.

Educational Requirements: High school diploma or equivalent; 60 semester units of pre-chiropractic college course work; graduation from a board-approved, accredited chiropractic college.

Average Time to Process Application: Five months, including fingerprint clearance.

License Renewal Period: Annually.

Authority: Chiropractic Initiative Act; Business and Professions Code, Sec. 1000 et seq.; California Code of Regulations, Title 16, Chap. 4.

Other Special License Requirements: Chiropractors intending to take or supervise x-rays must obtain an X-Ray Supervisor and Operator Certificate, from the Department of Health Services, Radiologic Health Section.

Comments: Licentiates of other states may qualify for reciprocal licensure. There is a separate application form and process with an application fee of \$25.

Information and Applications: 2710-N Gateway Oaks Drive, Suite 100, Sacramento, CA 95833; (916) 263-5355.

Satellite Office, Chiropractic (Registration)

Businesses Requiring Registration: Branch offices of chiropractic practices.

Fees: Application: none; Examination: none; License: none (see "Requirement" below).

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Must hold chiropractic license.

Average Time to Process Application: 12 weeks.

Registration Renewal Period: N/A.

Verification of Satellite Office Address: Yearly.

Other Special License Requirements: None.

Comments: None.

Information and Applications: See Chiropractor.

Corporation, Chiropractic (Certificate of Registration)

Businesses Requiring License: Incorporated chiropractic practices.

Fee: Application: \$100; Examination: none; License: none (see Requirements).

Examination Frequency: N/A.

Examination Locations: N/A.

Requirements: Primary owner of corporation must hold chiropractic license.

Average Time to Process Application: 12 weeks.

Registration Renewal Period: None.

Authority: Business and Professions Code, Sec. 1000 et seq.; California Code of Regulations, Title 16, Chap. 4.

Other Special License Requirements: Meet incorporation requirements of the Secretary of State and meet the reporting requirements imposed on all corporations.

Comments: None.

Information and Applications: See Chiropractor.

Referral Service, Chiropractic (Registration)

Business Requiring Registration: Referral Services must register with the board.

Fees: Application: \$25.00; Examination: none; License: none (see Requirements).

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: The referral Bureau shall be made up of at least five doctors, each of whom does not have fiduciary relationship one to the other, with one participating office representing no more than 20 percent of the bureaus available practitioners.

Average Time to Process Application: 12 weeks.

Registration Renewal Period: None.

Authority: Business and Professions Code, Sec. 1000-4 (b) et seq.; California Code of Regulations, Title 16, Chap. 4.

Other Special License Requirements: None.

Comments: None.

Information and Applications: See Chiropractor.

Coastal Commission, California

(Permit Review, Technical Assistance, Policy Guidance)

While the Commission does not issue licenses, registrations, permits, etc., as contemplated by the Business License Act of 1979, the following is provided as a public service: The Commission's jurisdiction controls and plans for development in California's Coastal Zone, except for the San Francisco Bay Area, which is served by the San Francisco Bay Conservation and Development Commission. The Coastal Commission's jurisdiction extends 3 miles seaward, and inland it extends from a few blocks to 5 miles. The Commission also has authority to review federal activities, including the issuance of federal permits and licenses to private companies, and private activities on federal lands and waters, including the federal outer continental shelf from the 3-mile seaward state limit. Where there is a certified Local Coastal Program (consisting of a Land Use Plan and Zoning Ordinances or certified Port Master Plan) development, exemption and emergency permits are issued by local government authorities (city, county or port authority).

Certain such local coastal development permits may be appealed to the Commission. If a local

government authority does not have a certified Local Coastal Program (LCP), the California Coastal Commission exercises the permit issuance authority until an LCP is certified. In areas along the immediate shoreline, including tidelands, submerged lands, and public trust lands, the Commission retains permanent final permit authority.

The California Coastal Commission has district offices to receive permit applications. For further information, applicants should first contact local government authorities to determine if the local government has permit issuance authority. If local government does not have final permit issuance authority, the appropriate California Coastal Commission district or headquarters office listed below should be contacted as early as possible in the project design process.

<i>District Offices</i>	<i>Counties Served</i>
North Coast Area Offices 45 Fremont Street, Suite 2000 San Francisco, CA 94105 (415) 904-5260	Del Norte, Humbolt, Marin, Mendocino, San Mateo, Sonoma, San Francisco
Central Coast Area Office 725 Front Street, Suite 300 Santa Cruz, CA 95060-4508 (831) 427-4863	Monterey, San Luis Obispo, Santa Cruz
So. Central Coast Area Office 89 So. California St, Ste200 Ventura, CA 93001 (805) 641-0142	Santa Barbara, Ventura, Malibu, Portion of Los Angeles County
South Coast Area Office 200 Oceangate, 10th Floor Long Beach, CA 94325 (562) 590-5071	Orange, Los Angeles (except Malibu)
San Diego Coast Area Office 3111 Camino Del Rio North, Suite 200 San Diego, CA 92108-1725 (619) 521-8036	San Diego

LEGISLATIVE OFFICE
926 J Street, Suite 416
Sacramento, CA 95814
(916) 445-6067

HEADQUARTERS OFFICE
California Coastal Commission
45 Fremont Street, Suite 2000
San Francisco, CA 94105-2219
(415) 904-5200

Conservation, Department of

Recycling Center Certification

Businesses Requiring Certification: Recycling centers, drop-off or collection programs, community service programs and processing facilities wishing to participate in the State's beverage container recycling program.

Fees: None.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience of Education Requirements: N/A.

Average Time to Process Application: Regulations allow 60 calendar days.

Certificate Renewal Period: 2 years and 5 years.

Authority: Public Resources Code, Div. 12.1; California Code of Regulations, Title 14, Div. 2, Chap. 5.

Other Special License Requirements: None.

Information and Application: Department of Conservation, Division of Recycling, Participant Services, 801 K Street, MS 15-59, Sacramento, CA 95814-3533; (916) 327-7361.

Surface Mining and Reclamation Act (SMARA Compliance)

Businesses Required to File an Annual Report: Surface mining operations as defined in Public Resources Code (PRC) Section 2735, California Code of Regula-

tions, Title 14, Section 3500.

New mining operations: which have not submitted an annual report must submit a "New Mining Operation Report" prior to commencement of operations.

Fees: Depending on size and type of operation, annual fees range from a minimum of \$50 to a maximum of \$2,000. The fee for a new mining operation report is \$500.

Examination Frequency: N/A.

Examination Locations: N/A.

Average Time to Process Application: N/A.

The Office of Mine Reclamation reviews annual reports within 90 days of receipt.

Report Renewal Period: Annual.

Authority: Are set forth in Public Resources Code, Sec. 2207, et. seq.

Other Special License Requirements: Use permit and reclamation plan approval required from local lead agencies.

Comments: A surety bond, irrevocable letter of credit, or trust fund with sufficient monies to assure that reclamation is completed according to the approved reclamation plan report is required before mining operations begin.

Information and Applications: Department of Conservation, Office of Mine Reclamation, 801 K Street, MS 09-06, Sacramento, CA 95814; (916) 323-9198.

Well Permits

Businesses Requiring License: Oil, gas, or geothermal exploration and production firms.

Fees: Fees are not required for oil and gas permits. Fees are required for geothermal well permits. The appropriate fee, as listed below, shall be paid when a Notice of Intention to Drill Geothermal Well (OGG105) is filed:

1. \$25 Fee:
 - (a) Shallow (25' to 250'/8m to 76m) low-temperature geothermal well
 - (b) Shallow temperature observation well
2. \$200 Fee:
 - (a) Shallow (25' to 250'/8m to 76m) temperature observation well program

- up to and including 25 such wells
- (b) Intermediate depth (250' to 1,000'/76m to 305m) low-temperature geothermal well Intermediate depth temperature observation well
3. \$500 Fee:
- (a) Intermediate depth (250' to 1,000'/76m to 305m) temperature observation well program of up to and including 5 such wells
- (b) Development well, other than low-temperature, to any depth
- (c) Deep (1,000'+/305m+) low-temperature geothermal well
- (d) Injection well
- (e) Deep temperature observation well
4. \$1,000 Fee:
Exploratory well, other than low-temperature, to any depth.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 5-8 working days.

Permit Renewal Period: N/A.

Authority: California Code of Regulations, Title 14, Div. 2, Chap. 4, Subchap. 1 through 5.

Other Special License Requirements: None.

Comments: An indemnity bond or cash bond is required before an oil, gas, or geothermal well can be drilled. The amount of coverage is dictated by type (oil and gas or geothermal), location (offshore or onshore), depth, and anticipated temperature (for geothermal wells). Blanket bond coverage is acceptable and applies to more than one well.

Information and Applications:

Headquarters: 801 K Street
MS 20-20, Sacramento, CA 95814-3530
(916) 445-9686; Fax: (916) 323-0424

Dist. No. 1: 5816 Corporate Avenue,
Suite 200
Cypress, CA 90630-4458
(714) 816-6847; Fax: (714) 816-6853

Dist. No. 2: 1000 S. Hill Rd., Suite 116
Ventura, CA 93003-4458
(805) 654-4761; Fax: (805) 654-4765

Dist. No. 3: 5075 S. Bradley Rd., Suite 221
Santa Maria, CA 93455-5077
(805) 973-7246; Fax: (805) 973-0673

Dist. No. 4: 4800 Stockdale Hwy.,
Suite 417
Bakersfield, CA 93309-2694
(805) 322-4031; Fax: (805) 861-0279

Dist. No. 5: 466 N. Fifth Street
Coalinga, CA 93210-1793
(559) 935-2941; Fax: (559) 935-6154

Dist. No. 6: 801 K. Street, MS 20-22, Sacramento, 95814-3530,
(916) 322-1110; Fax: (916) 323-0424

Geothermal Headquarters: 801 K Street, MS 20-21, Sacramento, 95814-3530,
(916) 323-1787; Fax: (916) 323-0424

Geothermal District 2: 1699 West Main Street,
Suite E, El Centro 92243-2235, (760) 353-9900;
Fax: (760) 353-9594

Geothermal District 3: 50 "D" Street, #300 Santa Rosa 95404-4772,
(707) 576-2385; Fax: (707) 576-2611

Consumer Affairs, Department of

The Department comprises of 35 entities (5 bureaus, 3 programs, 22 boards, 4 committees, and 1 commission) that license more than 2.1 million Californians in more than 180 different professions.

Accountancy, State Board of

The Board of Accountancy licenses and regulates certified and public accountants, whether operating as sole practitioners, partnerships,

corporations, or under fictitious names offering accounting services to the public.

Certifications of CPAs, Partnerships, Corporations, and Fictitious Names

Businesses Requiring License: Certified Public Accountants, Public Accountants, accounting partnerships, accounting corporations.

Fees: Examination application: \$60 processing fee, \$25 per part; License application: \$200; License: \$50; Renewal: \$50.

Examination Frequency: Twice a year.

Examination Locations: Pleasanton, Sacramento, San Diego, Pomona.

Educational Requirement: (1) Bachelor's degree from a college or university that is accredited by a U.S. regional or national accrediting agency or association, with a minimum of 45 semester units in accounting/auditing and business-related courses, of which at least 10 semester units must be in accounting/auditing courses; (2) Bachelor's degree from a college or university that is accredited by a U.S. regional or national accrediting agency or association, with a minimum of 45 semester units in accounting/auditing and business-related courses, of which at least 20 semester units must be in accounting/auditing courses; (3) Complete 2 CLEP examinations **and** 10 semester units of accounting subjects from a university, college, or other institution of learning accredited by a U.S. regional or national accrediting agency or association; (4) 120 semester units of study at a university, college, or other institution of learning accredited by a U.S. regional or national accrediting agency or association, with a minimum of 45 semester units in accounting/auditing and business-related courses, of which at least 10 semester units must be in accounting/auditing courses; (5) obtain the equivalent of 1 or 2 above at a foreign college or university. Foreign degrees must be evaluated by a Board-approved advisory service.

Experience Requirement: Pass CPA examination, 2-4 years' accounting experience, based on level and type of education.

Average Time to Process Applications: 4 months.

Fee Period: Biennially.

Authority: Business and Professions Code, Div. 3, Chap. 1, Section 5000 to 5158; California Code of Regulations, Title 16, Chap. 1, Art. 1-12, Sec. 1-99.2.

Other Special License Requirements: The Board approves applications from individuals licensed in other states who wish to practice in California.

Comments: New practitioners must be CPAs. Public accountant (PA) licenses are only renewed; no new PA licenses are issued.

Information and Applications: Board of Accountancy, 2000 Evergreen Street, Suite 250, Sacramento, CA 95815-3832; (916) 263-3680.

Acupuncture Board

Acupuncture License

Vocations Requiring License: Persons (excluding physicians, surgeons, podiatrists, and dentists) who perform acupuncture in connection with their practices.

Fees: Application: \$75; Fingerprint processing: \$56; Examination: \$200; Re-examination: \$200; Initial Licensure: \$325; Renewal: \$325.

Examination Frequency: Twice per year.

Examination Locations: Written: Northern California; Clinical: Southern California.

Experience Requirement: Completion of (1) an education and training program approved by the Board; or (2) a tutorial program in the practice of an acupuncturist which is approved by the Board; or (3) documented educational training and clinical experience outside the U.S. which meets the standards pursuant to Sections 4939 and 4941 of the Business and Professions Code.

Average Time to Process Application: 3 months.

Fee Period: Biennially.
Authority: Business and Professions Code, Chap. 12, Sec. 4925-4979.
Other Special License Requirements: None.
Comments: None.
Information and Applications: Acupuncture Committee, 1424 Howe Avenue, Suite 37, Sacramento, CA 95825-3233; (916) 263-2680.

Architectural Examiners, Board of

Architectural License

Vocations Requiring License: Architects (architectural practice).
Fees: Application: \$35; Examinations: \$97-155 (by division); California Supplemental Exam (oral): \$100; License: \$200 for two years.
Examination Frequency: Written exam: On computer, Monday-Saturday at most locations (24 locations throughout California). Oral exam: 6 times each year.
Examination Locations: Usually Irvine and South San Francisco for oral exam.
Experience Requirements: 5 years' education and/or experience for written examination; 2 1/2 years additional experience for California Supplemental Examination, total of 8 years for licensure.
Average Time to Process Application: 1 month.
Fee Period: Renewal every 2 years.
Authority: Business & Professions Code, Sec. 5500-5610; California Code of Regulations, Title 16, Chapter 2.
Other Special License Requirements: None; compliance with local license requirements and U.S. and state tax requirements.
Comments: Exceptions for license are listed in Bus. & Prof. Code, Sec. 5537 which paraphrased are: 1) Single family woodframe construction not more than two stories and basement in height; 2) multiple dwelling containing more than four dwelling units of woodframe construction not more than 2

stories and basement in height (this does not authorize an unlicensed person to design multiple clusters up to four dwelling units each to form an apartment or condominium complex when the total exceeds 4 units on any lawfully divided lot); 3) garages or other structures appurtenant to buildings described under 1) which are of woodframe construction; and 4) agricultural and ranch building of woodframe construction (unless a public official with jurisdiction holds that the structure presents undue risk to public health and safety or welfare).

NOTE: If any portion of exempted structure deviates from conventional framing or codes, local building officials are to require plans, specifications, or calculations or have construction under the direct supervision of a licensee. Documents must have stamp and signature of a licensee.

Information and Applications: Board of Architectural Examiners, 400 R Street, Suite 4000, Sacramento, CA 95814; (916) 445-3393.

Athletic Commission

The Athletic Commission regulates and licenses boxing and martial arts participants, announcers at these events, and athletic events. The Athletic Commission is located at 1424 Howe Avenue, Suite 33, Sacramento, CA 95825; (916) 263-2195.

Judge, Amateur

Vocations Requiring License: Judges at amateur shows.
Fees: Application: none; Examination: none; License: \$75.
Examination Frequency: With original application and when needed.
Examination Locations: Contact Athletic Commission.
Experience Requirement: Prior experience.
Average Time to Process Application: 30 days.

License Renewal Period: Annually.
Authority: Business and Professions Code, Sec. 18600-18880.
Other Special License Requirements: None.
Comments: None.
Information and Applications: Athletic Commission, 1424 Howe Avenue, Suite 33, Sacramento, CA 95825; (916) 263-2195.

Judge, Professional

Vocations Requiring License: Judges at professional shows
Fees: Application: none; Examination: none; License: \$150.
Examination Frequency: With original application and when needed.
Examination Locations: Contact Athletic Commission.
Experience Requirement: Prior experience.
Average Time to Process Application: 30 days.
License Renewal Period: Annually.
Authority: Business and Professions Code, Sec. 18600-18880.
Other Special License Requirements: None.
Comments: None.
Information and Applications: Athletic Commission.

Manager, Professional (Boxing or Martial Arts Events)

Vocations Requiring License: Professional managers of boxing and martial arts fighters.
Fees: Application: none; Examination: none; License: \$150; Fingerprint processing: \$56.
Examination Frequency: Upon request.
Examination Locations: See under Athletic Commission above.
Experience Requirement: None.
Average Time to Process Application: 30 days.
Fee Period: Annually.
Authority: Business & Professions Code, Sec. 18600-18880.

Other Special License Requirements: Fingerprinting for first-time applicants.
Comments: None.
Information and Applications: Athletic Commission.

Matchmaker

Vocations Requiring License: Matchmakers.
Fees: Application: none; Examination: none; License: \$200; Fingerprint processing: \$56.
Examination Frequency: Upon request.
Examination Locations: See Athletic Commission.
Experience Requirement: N/A.
Average Time to Process Application: 30 days.
Fee Period: Annually.
Authority: Business & Professions Code, Sec. 18600-18880.
Other Special License Requirements: Fingerprinting for first-time applicants.
Comments: None.
Information and Applications: Athletic Commission.

Matchmaker, Assistant

Vocations Requiring License: Assistant matchmakers.
Fees: Application: none; Examination: none; License: \$200; Fingerprint processing: \$56.
Examination Frequency: Upon request.
Examination Locations: See Athletic Commission.
Experience Requirement: None.
Average Time to Process Application: 30 days.
Fee Period: Annually.
Authority: Business & Professions Code, Sec. 18600-18880.
Other Special License Requirements: Fingerprinting for first-time applicants.
Comments: None.
Information and Applications: See under Athletic Commission above.

Referee, Professional

Vocations Requiring License: Referees of professional boxing/martial arts events.
Fees: Application: none; Examination: none; License: \$150.
Examination Frequency: Upon request.
Examination Locations: See Athletic Commission.
Experience Requirement: Work in amateur shows and Commission screening.
Average Time to Process Application: 30 days.
Fee Period: Annually.
Authority: Business & Professions Code, Sec. 18600-18880.
Other Special License Requirements: Medical exam.
Comments: None.
Information and Applications: See Athletic Commission.

Seconds

Vocations Requiring License: Seconds.
Fees: Application: none; Examination: none; License: \$50.
Examination Frequency: Upon request.
Examination Locations: See Athletic Commission.
Experience Requirement: Experience handling boxers.
Average Time to Process Application: 30 days.
Fee Period: Annually.
Authority: Business & Professions Code, Sec. 18600-18880.
Other Special License Requirements: None.
Comments: None.
Information and Applications: See Athletic Commission.

Sparring Partner (Boxer and Martial Arts Fighter)

Vocations Requiring License: Sparring Partner.
Fees: None.
Examination Frequency: N/A.

Examination Locations: N/A.
Experience Requirement: Screened by Commission.
Average Time to Process Application: 30 days.
Fee Period: Annually.
Authority: Business & Professions Code, Sec. 18600-18880.
Other Special License Requirements: Physical exam, eye exam, neurological.
Comments: None.
Information and Applications: Athletic Commission.

Ticket Seller

Vocations Requiring License: Ticket sellers at professional and amateur boxing, wrestling, and martial arts events.
Fees: Application: none; Examination: none; License: \$50.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 30 days.
Fee Period: Annually.
Authority: Business & Professions Code, Sec. 18600-18880.
Other Special License Requirements: None.
Comments: None.
Information and Applications: Athletic Commission.

Timekeeper

Vocations Requiring License: Timekeepers.
Fees: Application: none; Examination: none; License: \$50.
Examination Frequency: Upon request.
Examination Locations: Athletic Commission.
Experience Requirement: Amateur experience.
Average Time to Process Application: 30 days.
Fee Period: Annually.

Authority: Business & Professions Code, Sec. 18600-18880.

Other Special License Requirements: None.

Comments: None.

Information and Applications: Athletic Commission.

Automotive Repair, Bureau of

Bureau regulates the registration of the automotive and auto body/collision repair industry and the licensing of smog check stations and technicians.

Automotive Repair Dealer Registration (Includes Auto Body/Collision Repair)

Businesses Requiring License: All establishments performing automotive (or motorcycle) repair for compensation.

Fees: Application: \$200; Examination: none; License: included in application.

Examination Frequency: N/A.

Examination Locations: N/A. Application submitted to field offices.

Experience Requirement: N/A.

Average Time to Process Application: 39 days.

Fee Period: 1 year.

Authority: Business and Professions Code, Sec. 9884.6.

Other Special License Requirements: Auto repair dealers must comply with local business license and U.S. and State tax requirements. Hazardous waste permit, spray booth permit, business permit required for auto body repair and/or paint shop.

Comments: None.

Information and Applications: (800) 952-5210 or call/visit the nearest field office:

Headquarters - Sacramento
10240 Systems Parkway
Sacramento, CA 95827
(800) 952-5210

Bakersfield

4801 District Boulevard
Bakersfield, CA 93313
(805) 833-6304

Canoga Park
6800 Owensmouth Avenue, Suite 400
Canoga Park, CA 91303
(818) 596-4400

Culver City
6035 Bristol Park Way
Culver City, CA 90230
(310) 410-0024

Fresno
4124 W. Swift Avenue., Suite 101
Fresno, CA 93722
(209) 445-5015

Fullerton
1561 Orangethorpe, Suite 220
Fullerton, CA 92631
(714) 680-7851

Hayward
21041 Alexander Court
Hayward, CA 94545
(510) 785-1961

Oceanside
1310 Union Plaza Court, Suite 100
Oceanside, CA 92054
(760) 439-0942

Riverside
3737 Main Street, Suite 850
Riverside, CA 92501
(909) 782-4250

Sacramento
10220 Systems Parkway, Suite D
Sacramento, CA 95827
(916) 255-4200

San Jose
1361 S. Winchester Blvd., Suite 206
San Jose, CA 95128
(408) 277-1860

South El Monte
 1180 Durfee Avenue, Suite 120
 South El Monte, CA 91733
 (626) 575-6934

Brake/Lamp Adjuster

Vocations Requiring License: Technicians certifying brakes and lamps.
Fees: Application: \$10; Renewal: \$5.
Examination Frequency: License is good for four years. An examination is required for renewal of the license.
Examination Locations: Varies.
Experience Requirement: None.
Average Time to Process Application: 50 days.
Fee Period: Every 4 years.
Authority: Business and Professions Code, Sec. 9887.1; California Code of Regulations, Title 16, Sec. 3310.
Other Special License Requirements: None.
Comments: None.
Information and Applications: See Automotive Repair. Inspection/Maintenance Qualified Smog Check Technicians (Intern, Basic, and Advanced)

Vocations Requiring License: Technicians inspecting, testing, and repairing vehicle emissions control systems in accordance with the Smog Check program.
Fees: Application: \$20; Examination: \$65.
Examination Frequency: Every 2 years. Expires last day of month of birth.
Examination Locations: Various.
Experience Requirement: See “Other Special License Requirements” below.
Average Time to Process Application: 50 days.
Fee Period: 2 years.
Authority: California Code of Regulations, Title 16, Sec. 3340.28 and 3340.29; Health and Safety Code, Sec. 44031.5, 44032.
Other Special License Requirements: Completion of required training and/or qualifying experience; ASE certification and update training as required.

Comments: None.
Information and Applications: See Automotive Repair.

Inspection/Maintenance Smog Check Test or Test and Repair Station License

Businesses Requiring License: Establishments that inspect, test, and/or repair motor vehicles in accordance with the Motor Vehicle Inspection (Smog Check) program.
Fees: License: \$100.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: No experience required. Equipment and technician requirements per regulations.
Average Time to Process Application: 22 days.
Fee Period: 1 year.
Authority: Health & Safety Code, Sec. 44033; California Code of Regulations, Title 16, Sec. 3340.10.
Other Special License Requirements: Compliance with local business licenses and ordinances, compliance with U.S. and State tax requirements, must have ARD registration, pass inspection.
Comments: None.
Information and Applications: See Automotive Repair.

Lamp Brake Official Station License

Businesses Requiring License: Establishments performing lamp and/or brake inspections on vehicles.
Fees: License: \$10; Renewal: \$5.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: Station must meet all requirements established in Title 16, California Code of Regulations.
Average Time to Process Application: 21 days.
Fee Period: 1 year.
Authority: California Code of Regulations, Title 16, Sec. 3306.

Other Special License Requirements:

Compliance with local business licenses and ordinances, compliance with U.S. and State tax requirements, must have ARD registration, pass inspection.

Comments: None.

Information and Applications: See Automotive Repair Dealer Registration.

Barbering and Cosmetology Program

Licenses apprentices, barbers, cosmetologists, electrologists, estheticians, manicurists, barber instructors, cosmetology instructors and establishments.

Apprentice

Vocations Requiring License: Barber, cosmetology, and electrology only.

Fees: Application: \$25.

Examination Frequency: No exam. Applicants must have successfully completed a 2-year program.

Examination Locations: N/A.

Qualification Requirements: Apprentices in barbering and cosmetology must:

1. Be at least 16 years of age.
2. Have completed the 10th grade in the public schools of this state or equivalent (proof must be submitted upon application).
3. Not be subject to denial pursuant to Section 480.
4. Have submitted evidence acceptable to the Program that any training the apprentice is required by law to obtain shall be conducted in a licensed establishment and under the supervision of a licensee approved by the Program.
5. Complete a minimum of 39 hours for barbers and 40 hours for cosmetologists of preapprentice training in a facility approved by the Program prior to serving the general public.

Qualification requirements in electrolysis:

Apprentices in electrolysis must:

1. Be not less than 17 years of age.
2. Have completed the 12th grade in accredited senior high school courses of study in this state or equivalent.
3. Not be subject to denial pursuant to Section 480.
4. Have submitted evidence acceptable to the Program that any training the apprentice is required by law to obtain shall be conducted in a licensed establishment and under the supervision of a licensee approved by the Program.
5. Complete a minimum of 40 hours of preapprentice training in a facility approved by the Program.

Comments: Apprentices may perform only those services on the general public for which they have received technical training. Apprentices shall be required to obtain at least the minimum hours of technical instruction and minimum number of practical operations for each subject as specified in Program regulations for courses taught in schools approved by the Program.

Authority: Business and Professions Code; Chap. 10, Div. 3.

Information and Applications: P.O. Box 944226, Sacramento, CA 94244-2260; (916) 445-7061 or (916) 445-7008.

Barber

Vocations Requiring License: Barbers.

Fees: The initial fee of \$50 includes examination and licensing costs; Renewal: \$40.

Examination Frequency: Every Monday and Thursday, as needed.

Examination Locations: Los Angeles and Fairfield.

Experience Requirement: Must have completed a course in barbering, not less than 1500 hours, from a school approved by the Program.

Average Time to Process Application: 5-8 weeks.

Fee Period: Every two years.

Authority: Business and Professions Code;

Chap. 10, Div. 3.

Other Special License Requirements: None.

Comments: Application/exam fee must be paid each time before exam is taken.

Information and Applications: P.O. Box 944226, Sacramento, CA 94244-2260; (916) 445-7061 or (916) 445-7008.

Barber or Cosmetology Instructor

Vocations Requiring License: Barber instructors or cosmetology instructors.

Fees: The initial fee of \$50 includes examination and licensing costs; Renewal: \$40.

Examination Frequency: Monday-Friday, as needed.

Examination Locations: Los Angeles and Fairfield.

Experience Requirement: Applicants must:

1. Have completed the 12th grade in high school or its equivalent.
2. Not be subject to denial pursuant to Section 480.
3. Hold a valid license to practice barbering or cosmetology in this state.
4. Have done at least ONE of the following:
 - (a) Completed a cosmetology or barbering instructor training course in an approved school in this state or equivalent training in an approved school in another state.
 - (b) Completed not less than the equivalent of 10 months of practice as a teacher assistant or teacher aide in a school approved by the Program.
 - (c) Practiced cosmetology or barbering in a licensed establishment in this state or its equivalent in another state for a period of one year within the three years immediately preceding application. An applicant using practical experience to qualify under this section shall submit an affidavit signed by his or her employers attesting to the qualifying experience.

Average Time to Process Application: 5-8 weeks.

Fee Period: Every two years.

Authority: Business and Professions Code; Chap. 10, Div. 3.

Other Special License Requirements: None.

Information and Applications: P.O. Box 944226, Sacramento, CA 94244-2260; (916) 445-7061 or (916) 445-7008.

Comments: Application/exam fee must be paid each time before exam is taken.

Cosmetologist

Vocations Requiring License: Persons offering cosmetology services for payment.

Fees: The initial fee of \$50 includes examination and licensing costs; Renewal: \$40.

Examination Frequency: Monday-Friday.

Examination Locations: Los Angeles and Fairfield.

Experience Requirement: Must have completed a course in cosmetology, not less than 1600 hours, from a school approved by the Program.

Average Time to Process Application: 5-8 weeks.

Fee Period: Every two years.

Authority: Business and Professions Code; Chap. 10, Div. 3.

Other Special License Requirements: None.

Information and Applications: P.O. Box 944226, Sacramento, CA 94244-2260; (916) 445-7061 or (916) 445-7008.

Comments: Application/exam fee must be paid each time before exam is taken.

Electrologists

Vocations Requiring License: Electrologists.

Fees: The initial fee of \$50 includes examination and licensing costs. Renewal: \$40.

Examination Frequency: Monday and Friday, as needed.

Examination Locations: Los Angeles and Fairfield.

Experience Requirement: Must have completed a course in electrology, not less than

600 hours, from a school approved by the Program.

Average Time to Process Application: 5-8 weeks.

Fee Period: Every two years.

Authority: Business and Professions Code; Chap. 10, Div. 3.

Other Special License Requirements: None.

Information and Applications: P.O. Box 944226,

Sacramento, CA 94244-2260;

(916) 445-7061 or (916) 445-7008.

Comments: Application/exam fee must be paid each time before exam is taken.

Establishment License

Businesses Requiring License: Establishments where barbering, cosmetology, or electrology services are performed.

Fees: \$50; Renewal: \$40.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: Establishment shall be in the charge of a licensed barber, cosmetologist, electrologist, esthetician, or manicurist and shall comply with Business and Professions Code, Section 7346.

Average Time to Process Application: 4 weeks.

Fee Period: 2 years.

Authority: Business and Professions Code; Chap. 10 Div. 3.

Other Special License Requirements: None.

Information and Applications: P.O. Box 944226,

Sacramento, CA 94244-2260;

(916) 445-7061 or (916) 445-7008.

Comments: New application and fee required when moving the location of an establishment.

Esthetician

Vocations Requiring License: Estheticians (skin care).

Fees: The initial fee of \$40 includes exami-

nation and licensing costs; Renewal: \$40.

Examination Frequency: Monday - Friday, as needed.

Examination Locations: Los Angeles and Fairfield.

Experience Requirement: Must have completed a course in skin care, not less than 600 hours, from a school approved by the Program.

Average Time to Process Application: 6-8 weeks.

Fee Period: Every two years.

Authority: Business and Professions Code; Chap. 10, Div. 3.

Other Special License Requirements: None.

Information and Applications: P.O. Box 944226,

Sacramento, CA 94244-2260;

(916) 445-7061 or (916) 445-7008.

Comments: Application/exam fee must be paid each time before exam is taken.

Manicurist

Vocations Requiring License: Manicurists (nail care).

Fees: The initial fee of \$35 includes examination and licensing costs; Renewal: \$40.

Examination Frequency: Monday - Friday.

Examination Locations: Los Angeles and Fairfield.

Experience Requirement: Must have completed a course in nail care, not less than 400 hours, from a school approved by the Program.

Average Time to Process Application: 6-8 weeks.

Fee Period: Every two years.

Authority: Business and Professions Code; Chap. 10, Div. 3.

Other Special License Requirements: None.

Information and Applications: P.O. Box 944226,

Sacramento, CA 94244-2260;

(916) 445-7061 or (916) 445-7008.

Comments: Application/exam fee must be paid each time before exam is taken.

Behavioral Sciences, Board of

The Board regulates and licenses the practice of clinical social workers, marriage, family and child counselors, and educational psychologists.

Clinical Social Worker Associate (Registration)

Vocations Requiring License: Associates obtaining experience to qualify for licensure
Fee: Application: \$75; Fingerprint processing: \$66.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: Master's degree from accredited school or department of social work.

Average Time to Process Application: 30 days.

Renewal Period: Annually; maximum of 5 renewals.

Authority: See Clinical Social Worker.

Other Special License Requirements: None.

Comments: None.

Information and Applications: 400 R Street, Suite 3150, Sacramento, CA 95814-6240; (916) 445-4933.

Clinical Social Worker (License)

Vocations Requiring License: Persons engaging in private practice in clinical social work.

Fees: Application/Examination: \$400; Fingerprint processing: \$42 for DOJ, \$24 for FBI; License: \$100, maximum; Re-examination: \$100 written, \$200 oral.

Examination Frequency: Written: Continuous electronic administration; Oral: At least once yearly.

Examination Locations: Multiple for written; north and south for oral.

Experience Requirement: Master's degree from accredited school or department of social work, 2 years of supervised postgraduate experience with no less than 3200 hours.

Average Time to Process Application: 60

days.

License Renewal Period: Every 2 years.

Authority: California Code of Regulations, Title 16, Div. 18, Sec. 1800, et seq.; Business and Professions Code, Chap. 14, Sec. 4990, et seq.

Other Special License Requirements:

Completion of courses in child abuse assessment and reporting, human sexuality, chemical substance dependency, spousal or partner abuse; Fingerprint clearance through the Department of Justice/Federal Bureau of Investigation .

Comments: None.

Information and Applications: 400 R Street, Suite 3150, Sacramento, CA 95814-6240.

Marriage, Family, and Child Counselor Intern (Registration)

Vocations Requiring Registration: Interns obtaining experience to qualify for licensure.

Fees: Application: \$75; Fingerprint processing: \$66; Renewal: \$75.

Examination Frequency: N/A.

Examination Locations: N/A.

Education Requirement: Doctor's or Master's degree containing specific course content and completion of specific coursework or training.

Average Time to Process Application: 30 days.

Registration Renewal Period: Annually; maximum of 5 renewals.

Authority: See Counselor, Marriage, Family, and Child.

Other Special Requirements: None.

Comments: None.

Information and Applications: See Counselor, Marriage, Family, and Child.

Marriage, Family, and Child Counselor (License)

Vocations Requiring License: Private practitioners in counseling.

Fees: Application/Examination: \$400;

Fingerprint processing: \$42 for DOJ, \$24 for

FBI; License: \$130, maximum; Re-examination: \$100 written, \$200 oral.

Examination Frequency: Written: Continuous electronic administration; Oral: At least twice yearly.

Examination Locations: Multiple for written, north and south for oral.

Experience Requirement: Doctor's or Master's degree containing specific course content and completion of specific coursework or training; 3000 hours experience under direct supervision of authorized supervisor.

Average Time to Process Application: 60 days.

License Renewal Period: Every two years.

Authority: California Code of Regulations, Title 16, Div. 18, Sec. 1800, et seq.; Business and Professions Code, Chap. 13, Div. 2, Sec. 4980 et seq.

Other Special License Requirements:

Completion of courses in California law and professional ethics, child abuse assessment and reporting, human sexuality, chemical substance dependency; and spousal or partner abuse. Fingerprint clearance through Department of Justice/ Federal Bureau of Investigation.

Comments: None.

Information and Applications: 400 R Street, Rm. 3150, Sacramento, CA 95814-6240; (916) 445-4933.

Psychologist, Educational (License)

Vocations Requiring License: Individuals engaged in the private practice of educational psychology.

Fees: Application/Examination: \$200;

License: \$80, maximum; Fingerprint processing: \$42 for DOJ, \$24 for FBI; Re-examination: \$100.

Examination Frequency: Continuous electronic administration.

Examination Locations: Multiple.

Experience Requirement: Master's degree, 60 semester hours or 90 quarter units post-graduate work in pupil personnel services; 3

years full-time experience as credentialed school psychologist. Must have at least 1 year of supervised professional experience in an accredited school psychology program, or under the direction of a licensed psychologist.

Average Time to Process Application: 60 days.

License Renewal Period: Every 2 years.

Authority: California Code of Regulations, Title 16, Chap. 18, Sec. 1800; Business and Professions Code, Chap. 13, Sec. 4986, et seq.

Other Special License Requirements:

Fingerprint clearance through Department of Justice/Federal Bureau of Investigation.

Comments: None.

Information and Applications: See Counselor, Marriage, Family, and Child.

Cemetery and Funeral Programs

The Programs license and regulate cemeteries, crematories, cemetery brokers, cemetery salespersons, cremated remains disposers, prepaid burial plans, and the funeral industry, including funeral directors and establishments, mortuary pre-need trusts, embalmers, and embalmer apprentices.

Cemetery Licensing

Cemetery Broker

Vocations Requiring License: Brokers selling cemetery property or interment services.

Fees: Application: \$400; Examination: none; License: none.

Examination Frequency: Twice yearly.

Examination Locations: Sacramento and Los Angeles area.

Experience Requirement: 2 years as licensed cemetery salesman or 2 years' general cemetery experience.

Average Time to Process Application: 90 days.

License Renewal Period: Annually, June 30 of each year.

Authority: Business and Professions Code, Sec. 9604.

Other Special License Requirements: None.

Comments: None.

Information and Applications: P.O. Box 989003, West Sacramento, CA 95798-9003 or 400 R Street, Sacramento, CA 95814; (916) 322-4000.

Cemetery Salesperson License (Original)

Vocations Requiring License: Persons employed by a cemetery broker to sell cemetery property or interment services.

Fees: Application: \$30; Examination: none; License: none.

Experience Requirement: None.

Average Time to Process Application: 30-60 days.

License Renewal Period: Annually, each June 30.

Authority: California Code of Regulations, Title 16, Sec. 2327; Business and Professions Code, Sec. 9605, 9756.

Other Special License Requirements: None.

Comments: None.

Information and Applications: See Cemetery Broker.

Certification of Authority (License to Operate a Cemetery)

Businesses Requiring License: Cemeteries (burial parks, mausoleums, columbariums, crematories).

Fees: Application: \$400; Initial filing: \$400.

Examination Frequency: See "Other Special License Requirements" below.

Examination Locations: See "Other Special License Requirements" below.

Experience Requirement: None.

Average Time to Process Application: See Comments.

License Renewal Period: Annually, each

January 1.

Authority: California Code of Regulations, Title 16, Sec. 2326, 2326.1, 2326.2.

Other Special License Requirements: One officer of the corporation must pass a cemetery manager examination. Examinations are given twice yearly in Sacramento and Los Angeles area.

Comments: Processing time depends on completeness of forms, availability of members, and ability of applicant to meet requirements.

Information and Applications: See Cemetery Broker.

Crematory License (Crematory as a Separate Entity)

Businesses Requiring License: Crematories.

Fees: Application: \$400; Initial filing: \$400.

Examination Frequency: See "Other Special License Requirements" below.

Examination Locations: See "Other Special License Requirements" below.

Experience Requirement: None.

Average Time to Process Application: See Comments.

License Renewal Period: Annually, each January 1.

Authority: Business and Professions Code, Sec. 9780, et seq.

Other Special License Requirements: One owner, partner, or officer must pass a crematory manager's examination. Examinations are given twice yearly in Sacramento and Los Angeles area.

Comments: Processing time depends upon completeness of forms, availability of members, and ability of applicant to meet requirements.

Information and Applications: See Cemetery Broker.

Cremated Remains Disposer

Vocations Requiring License: Persons disposing of cremated remains for remuneration.

Fees: Application: \$100; Examination: none; Renewal: \$50.
Examination Frequency: None.
Examination Locations: N/A.
Experience or Education Requirements: None.
Average Time to Process Application: 30 days.
License Renewal Period: Each September 30.
Authority: Business and Professions Code, Sec. 9607.6.
Other Special License Requirements: None.
Comments: None.
Information and Applications: See Cemetery Broker.

Funeral Licensing

Embalmer Apprentice Registration

Vocations Requiring Registration: Apprentice embalmers.
Fees: Application: \$60; Examination: none; License: none.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: Must be a graduate of 12th grade and employed in a funeral establishment.
Average Time to Process Application: 30-60 days.
License Renewal Period: N/A.
Authority: California Code of Regulations, Title 16, Sec. 1225-1229, Business and Professions Code Sec. 7660-7671.
Other Special Registration Requirements: None.
Comments: None.
Information and Applications: See Funeral Director Certificate.

Embalmer License

Vocations Requiring License: Embalmers.
Fees: Application: \$150; Examination and license: included in application fee.

Examination Frequency: Twice a year.
Examination Locations: Sacramento and Los Angeles area.
Experience Requirement: Graduation from an embalmer college; completion of 2-year apprenticeship; AA degree.
Average Time to Process Application: 30-45 days.
Fee Period: Annually.
Authority: California Code of Regulations, Title 16, Sec. 1234-1235, Business and Professions Code Sec. 7640-7650.
Other Special License Requirements: None.
Comments: None.
Information and Applications: See Funeral Director Certificate.

Funeral Director Certificate of Qualification (Manager)

Vocations Requiring Letter of Certification: Managers of funeral establishments.
Fees: Application: \$200; Examination: \$100.
Examination Frequency: Twice yearly.
Examination Locations: Los Angeles and Sacramento.
Experience Requirement: AA degree.
Average Time to Process Application: 30-60 days.
License Renewal Period: Annually.
Authority: California Code of Regulations, Title 16, Sec. 1204, Business and Professions Code Sec. 7622.
Other Certificate Requirements: None.
Comments: None.
Information and Applications: P.O. Box 989003, West Sacramento, CA 95798-9003 or 400 R Street, Sacramento, CA 95814; (916) 322-4000.

Original Funeral Directors License (Establishment)

Businesses Requiring License: Funeral establishments.
Fees: Application: \$400; Examination:

none; License: \$400.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 45-90 days.
License Renewal Period: Annually.
Authority: California Code of Regulations, Title 16, Sec. 1208-1223, Business and Professions Code Sec. 7615-7634.
Other Special License Requirements: Must pass an opening inspection.
Comments: None.
Information and Applications: See Funeral Director Certificate.

Contractors State License Board

Contractors, Licences, Certifications, and Registrations

Contractors, including subcontractors, specialty contractors, and persons engaged in the business of home improvement, must be licensed in California by the Registrar of Contractors in order to undertake a project, the aggregate contract price of which is \$500 or more (labor and materials together). Licenses are required before submitting contracting bids and are renewable on the last day of the month two years from the date of issuance. The following licenses are required:

- A General Engineering
- B General Building
- C-2 Insulation and Acoustical
- C-4 Boiler, Hot Water Heating and Steam Fitting
- C-5 Carpentry
- C-6 Cabinet and Mill Work
- C-7 Low Voltage Communications and Wiring Systems
- C-8 Concrete
- C-9 Drywall
- C-10 General Electrical

- C-11 Elevator Installation
- C-12 Earthwork and Paving
- C-13 Fencing
- C-14 Metal Roofing Systems
- C-15 Flooring and Floor Covering
- C-16 Fire Protection Contractor
- C-17 Glazing
- C-20 Warm-Air Heating, Ventilating and Air-Conditioning
- C-21 Building Moving and Wrecking
- C-23 Ornamental Metals
- C-26 Lathing
- C-27 Landscaping
- C-28 Lock and Security Equipment
- C-29 Masonry
- C-32 Parking and Highway Improvement
- C-33 Painting and Decorating
- C-34 Pipeline
- C-35 Plastering
- C-36 Plumbing
- C-38 Refrigeration
- C-39 Roofing
- C-42 Sanitation Systems
- C-43 Sheet Metal
- C-45 Electrical Signs
- C-46 Solar
- C-47 Manufactured Housing
- C-50 Reinforcing Steel
- C-51 Structural Steel
- C-53 Swimming Pool
- C-54 Ceramic and Mosaic Tile
- C-55 Water Conditioning
- C-57 Water Well Drilling
- C-60 Welding
- C-61 Limited Specialty

Classifications:

- D-03 Awnings
- D-04 Central Vacuum Systems
- D-06 Concrete Related Services
- D-09 Drilling, Blasting and Oil Field Work
- D-10 Elevated Floors
- D-12 Synthetic Products
- D-16 Hardware, Locks and Safes
- D-21 Machinery and Pumps
- D-24 Metal Products
- D-28 Doors, Gates and Activating Devices
- D-29 Paperhanging
- D-30 Pile Driving and Pressure

	Foundation Jacking
D-31	Pole Installation and Maintenance
D-34	Prefabricated Equipment
D-35	Pool and Spa Maintenance
D-38	Sand and Water Blasting
D-39	Scaffolding
D-41	Siding and Decking
D-42	Sign Installation
D-49	Tree Service
D-50	Suspended Ceilings
D-52	Window Coverings
D-53	Wood Tanks
D-56	Trenching Only
D-59	Hydroseed Spraying
D-62	Air and Water Balancing
D-63	Construction Clean-up
D-64	Non-specialized
D-65	Weatherization and Energy Conservation
HAZ	Hazardous Substance Removal Certification
HIC	Home Improvement Certification
HISR	Home Improvement Salesperson Registration

Information and Application: California State Licensing Board, 9835 Goethe Road, Sacramento, CA 95827; (800) 321-2752; Fax (916) 255-4054; www.cslb.ca.gov

Contractors

Businesses Requiring License: All businesses constructing or altering any building, highway, road, parking facility, railroad, excavation, or other structure. Licenses are issued for the following classifications:
Class A: General Engineering Contractor whose principal business is in connection with fixed works requiring specialized engineering knowledge and skill, including irrigation, streets and roads, parks, excavating, etc.
Class B: General Building Contractor whose principal business is in connection with structures built for support, shelter, and enclosure of persons, animals, chattels, or

movable property.

Class C Specialty Contractor: A contractor who performs one trade only on a job (with the exception of carpentry or framing) must have the Class "C" Specialty Classification for that trade. There are 40 separate "C" license classifications for contractors whose construction work requires special skill and whose principal contracting business involves the use of specialized building trades or crafts. Manufacturers are contractors if engaged in on-site construction, alteration, or repair.

Fees: Application: \$250; Initial license: \$150; Re-examination: \$50.

Examination Frequency: Computerized exams given daily.

Examination Locations: 8 sites throughout the state.

Experience Requirement: 4 years experience out of the past 10 years (journeyman level or better) in classification sought, must be at least 18 years of age.

Workers' Compensation Requirement:

Pursuant to Section 7125.1 of the Business and Professions Code, the Board requires proof of workers' compensation coverage or a signed exemption statement in the event of no employees "as a condition precedent to the issuance, reinstatement, reactivation renewal, or continued maintenance of a license."

Average Time to Process Application: 3-6 weeks.

Fee Period: 2 years active, 4 years inactive.

Authority: Business and Professions Code, Sec. 7000 et seq.; California Code of Regulations, Title 16, Chap. 8.

Other Special License Requirements: Air conditioning, see Bureau of Electronic and Appliance Repair; alarm systems, see Bureau of Security and Investigative Services; satellite antenna systems, see Bureau of Electronic and Appliance Repair; locksmiths, see Bureau of Security & Investigative Services

Comments: A license may be renewed within 3 years after its expiration. A joint venture license is required for any two or more licensees who wish to contract for work

jointly. Each licensee must hold a current, active license in good standing. A joint venture may bid work prior to obtaining a license; however, a license must be obtained before awarding of a contract.

An applicant, if a corporation, is required to qualify by the appearance of the responsible managing officer (RMO) or by the responsible managing employee (RME). If the applicant is representing an individual, the license must be qualified by the individual himself/herself or by a RME; if the applicant represents a partnership, either a RME or one of the general partners may qualify. The qualifying person must have had at least 4 years of experience in the 10-year period immediately preceding application as a journeyman, foreman, supervisor, or contractor in the craft or trade for which application is being made.

A contractor's (surety) bond or cash deposit for \$7,500 must be on file with the Registrar before a license will be issued, reactivated, reissued, or renewed. The bond or cash deposit amount required for a swimming pool contractor (C-53) is \$10,000.

An entity qualifying for a license through an RME or an RMO must, in addition to the contractor's bond or cash deposit, have a qualifying individual's bond or cash deposit of \$7,500 on file with the Registrar.

EXCEPTION: If an RMO owns 10% or more of the voting stock of the corporation, and that ownership is verified in writing to the Registrar by any officer of the corporation, no qualifying individual bond or cash deposit is required.

Corporations must be registered with the Secretary of State prior to submission of applications to the Registrar of Contractors.

Operating capital of at least \$2,500 is required of all applicants.

Information and Applications: Headquar-

ters: CSLB, 9835 Goethe Road, Sacramento, CA 95827; (916) 255-3900; Automated number: (800) 321-2752; Mailing Address: P.O. Box 26000, Sacramento, CA 95826

Northern Region: CSLB, 10365 Old Placerville Road, Suite 220, Sacramento, CA 95826; (916) 255-4027; Mailing Address: P.O. Box 26888, Sacramento, CA 95826

Southern Region: CSLB 7001 Village Drive Road, Suite 260, Buena Park, CA 90621; (714) 994 7430.

Hazardous Substance Removal Certification

Eligibility: Qualifiers of an existing license. Trade exam required.

Fee: Application: \$50.

Renewal Frequency: Certification is renewed together with the license every two years.

Authority: Business and Professions Code, Sec. 7058.7.

Information and Application: See item "Information and Applications" under Contractors.

Home Improvement Certification

Eligibility: Qualifiers of an existing license. Open-book trade exam required.

Fee: None.

Renewal Frequency: Certification is renewed together with the license every two years.

Authority: Business and Professions Code, Sec. 7150.1-7150.3, 7151.

Comments: As of January 1, 1999, all contractors (generals and subs) who engage in or plan to engage in home improvement must obtain a Home Improvement Certification. Licensees will have until June 30, 2000 to obtain the certification.

Home Improvement Salesperson Registration

Vocations Requiring Registration: Sales representatives who solicit, sell, negotiate or execute home improvement contracts for a licensed contractor outside the contractor's normal place of business, regardless of the dollar amount of those contracts, *must be registered with the Contractors State License Board.*

Fees: Application: \$50; Examinations: none; License: none.

Renewal Frequency: Registration must be renewed every two years.

Experience Requirement: None.

Average Time to Process Application: 2 weeks.

Fee Period: 2 years.

Authority: California Code of Regulations, Title 16, Chap. 8.

Other Special License Requirements: None.

Comments: Salesperson must be registered with each licensee for which he/she solicits work. **Information and Applications:** See "Contractors."

Court Reporters Board of California

Certified Shorthand Reporters License

Vocations Requiring License: Persons reporting a verbatim record of any oral court proceeding, deposition, or proceeding before any grand jury, referee, or court commissioner.

Fees: Examination: \$40; License: \$100; Renewal: \$100.

Examination Frequency: May and November.

Examination Locations: Los Angeles in November; San Francisco Peninsula in May.

Experience Requirement: 18 years of age, high school graduate. Pass Board examination and in the last five immediate years before application have either: One year's experience taking verbatim records of judicial proceedings, by shorthand or by machine shorthand; or, verified certificate of satisfactory completion in a recognized California court reporting school and ability to make a verbatim record from dictated material; or, National Shorthand Reporters Association Certificate of Proficiency or Certificate of Merit; or, passing grade on the California State Hearing Reporters Examination; or, valid Certified Shorthand Reporters Certificate; or, license issued by another state which is approved by the Board.

Average Time to Process Application: 60 days.

Fee Period: Annually.

Authority: Business and Professions Code, Sec. 8000-8031; California Code of Regulations, Title 16, Sec. 2400-2471.

Other Special License Requirements: None.

Comments: The Court Reporters Board is required by the Legislature to establish and maintain a standard of competency in court and deposition reporting for the protection of litigants' rights to personal freedom and property, and the public in general.

Information and Applications: 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833; (916) 263-3660.

Dental Examiners, Board of

Additional Office Permit (Dental Office)

Businesses Requiring License: Dental practices.
Fees: Application: \$100; Examination: none; Renewal: \$100.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: Licensed dentist as applicant.
Average Time to Process Application: 45 days.
Fee Period: Biennially.
Authority: California Code of Regulations, Title 16, Art. 9, Sec. 1045-1048.
Other Special License Requirements: Compliance with local business and zoning ordinances.
Comments: None.
Information and Applications: 1432 Howe Ave., Suite 85, Sacramento, CA 95825-3241; (916) 263-2300.

Conscious Sedation Permit (Dentist)

Vocations Requiring License: Dentists.
Fees: Application: \$200; On-site inspection/evaluation: \$250; Renewal: \$200.
Examination Frequency: N/A.
Examination Locations: N/A.
Education Requirement: Successful completion of a course in the administration of conscious sedation consisting of at least 60 hours of instruction and satisfactory completion of at least 20 cases of administration of conscious sedation. The course must comply in all respects with the comprehensive control of pain and anxiety in dentistry of the American Dental Association.
Average Time to Process Application: 5 days.
Fee Period: Biennially.
Authority: Business & Professions Code, Art. 2.8, Sec. 1647-1647.9.
Comments: On-site inspection and evaluation required within one year of issuance and once every six years thereafter. Renewal

requires satisfactory completion of 15 units of continuing education in courses related to the administration of conscious sedation and to medical emergencies.

Information & Applications: 1432 Howe Avenue, Suite 85, Sacramento, CA 95825-3241; (916) 263-2300.

Dental Assistant, Registered

Vocations Requiring License: Dental assistants.
Fees: Application: \$20; Examination: \$80; License: none; Renewal: \$20.
Examination Frequency: Three times per year.
Examination Locations: Statewide (contact Board for exact locations).
Experience Requirements: Graduation from Board-approved dental assistant program or 18 months on-the-job training as a dental assistant for a California-licensed dentist.
Average Time to Process Application: 5 days.
Fee Period: Biennially.
Authority: California Code of Regulations, Title 16, Chap. 3, Art. 3, Sec. 1076, 1077, Art 4., Sec. 1081 and 1081.1.
Other Special License Requirements: Applicants for expanded duties certificate must be registered dental assistants.
Comments: None.
Information and Applications: 1428 Howe Ave., Suite 58 Sacramento, CA 95825-3241; (916) 263-2595.

Dental Hygienist, Registered

Vocations Requiring License: Dental hygienists.
Fees: Application: \$20; Examination: \$155; License: Renewal: \$20.
Examination Frequency: Six times a year.
Examination Locations: Loma Linda, Los Angeles, San Francisco.
Experience Requirements: Graduation from Board-approved dental hygiene program.
Average Time to Process Application: 10

days.

Fee Period: Biennially.

Authority: California Code of Regulations, Title 16, Chap. 3, Art. 3, Sec. 1076, Art 4, Sec. 1082-1082.1.

Other Special License Requirements: None.

Comments: None.

Information and Applications: 1428 Howe Ave., Suite 58, Sacramento, CA 95825-3241; (916) 263-2595.

Dental License (Dentists)

Vocations Requiring License: Dentists.

Fees: Application: \$100; Examination: \$450; Fingerprint processing: \$56; License: \$365.

Examination Frequency: Five times per year.

Examination Locations: Loma Linda, Los Angeles, San Francisco.

Educational Requirements: Graduation from approved U.S. dental school.

Average Time to Process Application: 10 days.

Fee Period: Biennially.

Authority: California Code of Regulations, Title 16, Chap. 1, Art. 6, Sec. 1021; Chap. 2, Art. 2, Sec 1028; Art. 4, Sec. 1040.

Other Special License Requirements: None.

Comments: Foreign-trained graduates must take the Restorative Technique Exam prior to taking dental licensing examination; Application fee: \$250; Examination fee: \$250; Fingerprint processing: \$56.

Information and Applications: 1432 Howe Avenue, Ste. 85 Sacramento, CA 95825-3241; (916) 263-2300.

Extended Functions (Dental Auxiliaries)

Vocations Requiring License: Hygienist and Registered Dental Assistants.

Fees: Application: \$20; Examination: \$250; License: none; Renewal: \$20.

Examination Frequency: Two times per year.

Examination Locations: Los Angeles, San Francisco.

Experience Requirement: Must be a licensed dental hygienist or registered dental assistant and have successfully completed the Board-approved program in extended functions.

Average Time to Process Application: 5 days.

Fee Period: Biennially.

Fees: California Code of Regulations, Title 16, Chap. 10, Art. 10, Sec. 1077.1, 1081.2, & 1082.2.

Other Special License Requirements: None.

Comments: None.

Information & Applications: 1428 Howe Ave., Suite 58, Sacramento, CA 95825-3241; (916) 263-2595.

Extramural Dental Facility Permit

Businesses Requiring Permit: Approved dental schools.

Fees: Application: none; Examination: none; Renewal: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 30 days.

Permit renewal period: N/A.

Authority: California Code of Regulations, Title 16, Chap. 1, Art. 6, Sec. 1061; Chap. 2, Art. 1, Sec. 1025.

Other Special Permit Requirements: Must be adjunct to, and an extension of, the clinical and laboratory departments of an approved dental school.

Comments: Must be approved by the Board.

Information and Applications: 1432 Howe Ave., Suite 85 Sacramento, CA 95825-3241; (916) 263-2300.

Fictitious Name Permit (Dental Practice)

Businesses Requiring License: Dental practices.

Fees: Application: \$365; Examination: none; Renewal: \$150.

Examination Frequency: N/A. **Examination Locations:** N/A.

Experience Requirement: Licensed dental

applicant.

Average Time to Process Application: 45 days.

Fee Period: Biennially.

Authority: Business & Professions Code, Chap. 4, Art. 5, Sec. 1701.5.

Other Special License Requirements: File fictitious business name with county clerk and comply with publication notice requirement.

Comments: None.

Information and Applications: 1432 Howe Ave., Suite 85, Sacramento, CA 95825-3241; (916) 263-2300.

General Anesthesia Permit (Dentist)

Vocations Eligible for Permit: Dentists.

Fees: Application: \$200; Renewal: \$200; Onsite inspection/evaluation: \$250.

Examination Frequency: N/A.

Examination Locations: N/A.

Education Requirement: One year residency program in general anesthesia, or an approved graduate program in oral and maxillofacial surgery, or a fellowship in anesthesia approved by the American Dental Society of Anesthesiology.

Average Time to Process Application: 5 days.

Fee Period: Biennially.

Authority: Business & Professions Code, Art. 2.7, Sec. 1646-1646.8.

Other Special License Requirements: Onsite inspection/evaluation required once every six years. Biennial renewal requires successful completion of 15 units of continuing education related to general anesthesia, including an advanced cardiac life support course.

Comments: On-site inspection and evaluation required at cost of \$250.

Information and Applications: 1432 Howe Ave., Suite 85, Sacramento, CA 95825-3241; (916) 263-2300.

Mobile Dental Clinic

Businesses Requiring License: Dental practices.

Fees: Application: \$100; Examination: none, Renewal: \$100.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: Licensed dentist as applicant.

Average Time to Process Application: 30 days.

Fee Period: Biennially.

Authority: California Code of Regulations, Title 16, Chap. 2, Art. 6, Sec. 1049. Compliance with all federal, state and local laws, as well as local city and county business tax ordinances.

Other Special License Requirements: Compliance with city/county business tax ordinances.

Comments: None.

Information and Applications: 1432 Howe Ave., Suite 85, Sacramento, CA 95825-3241; (916) 263-2300.

Oral and Maxillofacial Surgery Permit

Vocations Requiring Permit: Physicians and surgeons

who possess a license to practice dentistry in other states, but do not hold a California dental license.

Fees: Application: \$365; Examination: none; Renewal: \$365.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: Physicians and surgeons licensed under the California Medical Practice Act who are certified or eligible for certification in oral and maxillofacial surgery by a dental specialty board, and recognized by the Commission on Accreditation of the American Dental Association.

Average Time to Process Application: 38 days.

Permit renewal period: Biennially.

Authority: Business & Professions Code,

Chap. 4, Art. 2.4, Sec. 1638-1638.5.

Other Special Permit Requirements: Must hold a current license in good standing to practice *medicine* in the state.

Comments: None.

Information & Applications: 1432 Howe Ave., Suite 85, Sacramento, CA 95825-3241; (916) 263-2300.

Special Permit (Dentist)

Vocations Requiring Permit: Dentists.

Fees: Application: \$550; Permit: \$182.50 annually.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: Full-time dental school faculty member and certification by a dental specialty board or eligibility thereof.

Average Time to Process Application: 38 days.

Fee Period: Annually.

Authority: Business & Professions Code, Art. 2.5, Sec. 1640, 1642.

Other Special License Requirements: None.

Comments: Permit allows holders to practice their dental specialty a maximum of 1 day per week at the dental school or its extramural facilities. Permit holder is not permitted to practice publicly.

Information and Applications: 1432 Howe Ave., Suite 85, Sacramento, CA 95825-3241; (916) 263-2300.

Electronic and Appliance Repair, Bureau of

Combination Electronic/Major Home Appliance Repair Registration

Businesses Requiring Registration: Firms repairing, servicing or maintaining any combination of major home appliances and electronic home equipment (as defined below) must have a combination registration.

Fees: Application: \$325; Registration: \$300.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 10 days.

Registration Renewal Period: Annually.

Authority: Business and Professions Code, Sec. 9800-9873; California Code of Regulations, Sec. 2700-2772.

Other Special License Requirements: See Contractors State License Board.

Comments: See Electronic Repair and Major Appliance Registrations, below, for listing of equipment. Any applicant convicted of a crime relating to the function of a repair business will be denied a registration.

Information and Applications: 400 R Street, Suite 3040, Sacramento, CA 95814; (916) 322-1655.

Electronic Repair Registration

Businesses Requiring Registration: Firms repairing, servicing, or maintaining televisions, radios, audio or video recorders, or playback equipment; video cameras, video games, video monitors, or computer systems; photocopiers, facsimile machines, or cellular telephones, normally used or sold for personal, family, or household use or home office use. Includes installing, repairing, servicing, or maintaining radios, antennas, audio recorders or audio playback equipment, or burglar alarm systems normally used or sold for use in private motor vehicles. Also includes installing, repairing, servicing,

or maintaining television or radio receiver antennas or direct satellite signal receiving equipment located on or adjacent to a residence and not involving a function which is subject to and regulated under the provisions of Chapter 9 (commencing with Section 7000).

Fees: Application: \$165; Registration: \$165.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 10 days.

Registration Renewal Period: Annually.

Authority: Business and Professions Code, Sec. 9800-9873; California Code of Regulations, Sec. 2700-2772.

Other Special License Requirements: See Contractors State License Board.

Comments: Applicants convicted of a crime substantially related to functions of a repair business will be denied a registration.

Information and Applications: 400 R Street, Suite 3040, Sacramento, CA 95814; (916) 322-1655.

Major Appliance Repair Registration

Businesses Requiring Registration: Firms repairing, servicing, or maintaining major home appliances (refrigerators, freezers, ranges, microwave ovens, washers, dryers, dishwashers, trash compactors, or room air conditioners normally used or sold for personal, family, or household use).

Fees: Application: \$165; Registration: \$165.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 10 days.

Registration Renewal Period: Annually.

Authority: Business and Professions Code, Sec. 9800-9873; California Code of Regulations, Title 16, Sec. 2700-2772.

Other Special License Requirements: See

Contractors State License Board for air conditioning.

Comments: Any applicant convicted of a crime relating to the functions of a repair business will be denied a registration.

Information and Applications: 400 R Street, Suite 3040, Sacramento, CA 95814; (916) 322-1655.

Service Contract Administrator Registration

Businesses Requiring Registration: Firms that act as third-party administrators for service contract sellers who sell or offer to sell contracts to California consumers, by providing services such as processing claims, providing forms, arranging insurance, etc.

Fees: Application: \$75; Renewal: \$75.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 30 days.

Registration Renewal Period: Annually.

Authority: Business and Professions Code, Sec. 9800-9873, California Code of Regulations, Sec. 2700-2772.

Other Special License Requirements: None.

Comments: See Major Appliance Repair and Electronic Repair Registrations for listing of equipment. All service contracts sold in California that are administered by a third-party administrator are required to be financially backed by a service contract reimbursement insurance policy. All contracts sold must meet the disclosure requirements of the Song-Beverly Consumer Warranty Act, California Civil Code Sec. 1794.4-1794.41.

Information and Applications: 400 R Street, Suite 3040, Sacramento, CA 95814; (916) 322-1655.

Service Contract Seller Registration

Business Requiring Registration: Firms that sell or offer to sell service contracts (either the company's contract or another company's contract) for major home appliances, home entertainment electronics, or home office electronics to consumers residing in California.

Fees: Application: \$75; Renewal: \$75.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 30 days.

Registration Renewal Period: Annually.

Authority: Business and Professions Code, Sec. 9800-9873, California Code of Regulations, Sec. 2700-2772.

Other Special License Requirements: None.

Comments: See Major Appliance Repair and Electronic Repair Registrations for listing of equipment. All contracts sold in California require financial backing by one of the following methods: funded escrow account, Form 10-K (publicly traded corporations only), or service contract reimbursement insurance policy. All contracts sold must meet the disclosure requirements of the Song-Beverly Consumer Warranty Act, California Civil Code, Sec. 1794.4-1794.41

Information and Applications: 400 R Street, Suite 3040, Sacramento, CA 95814; (916) 322-1655.

Geologists and Geophysicists, Board of Registration for

Licenses and regulates professionals in geology and geophysics.

Engineering Geologist, Certified

Vocations Requiring License: Persons offering service as certified engineering geologists on work requiring such a position by state law or local ordinances.

Fees: Application: \$100; Examination: none; License: \$50.

Examination Frequency: Twice a year.

Examination Locations: Newport Beach and Sacramento.

Experience Requirement: Registered geologist with 3 years' engineering geology experience under the supervision of a Certified Engineering Geologist.

Average Time to Process Application: 3 months.

License Renewal Period: Biennially.

Authority: Business and Professions Code, Chap. 12.5; California Code of Regulations, Title 16, Chap. 29.

Other Special License Requirements: None.

Comments: None.

Information and Applications: See Geologist, Registered.

Geologist, Registered

Vocations Requiring License: Geologists who practice or offer to practice geology in California for the general public.

Fees: Application: \$100; Examination: none; License: \$200.

Examination Frequency: Twice a year.

Examination Locations: Newport Beach and Sacramento.

Experience Requirement: Degree in geology and 5 years' experience or graduate degree in geology and 3 years' experience.

Average Time to Process Application: 3 months.

License Renewal Period: Biennially.

Authority: Business and Professions Code, Chap. 12.5; California Code of Regulations, Title 16, Chap. 29.

Other Special License Requirements: None.

Comments: None.

Information and Applications: 2535 Capitol Oaks Drive, Suite 300A, Sacramento, CA 95833; (916) 263-2113.

Geophysicist, Registered

Vocations Requiring License: Geophysicists who practice or offer to practice geophysics in California.

Fees: Application: \$100; Examination: none; License: \$200.

Examination Frequency: Twice a year.

Examination Locations: Newport Beach and Sacramento.

Experience Requirement: Degree in geophysics and 5 years experience or graduate degree and 3 years experience.

Average Time to Process Application: 3 months.

License Renewal Period: Biennially.

Authority: Business and Professions Code, Chap. 12.5; California Code of Regulations, Title 16, Chap. 29.

Other Special License Requirements: None.

Comments: None.

Information and Applications: See Geologist, Registered.

Hydrogeologist, Certified

Vocations Requiring License: Persons offering service as a certified hydrogeologist on work requiring certification by state law or local ordinances.

Fees: Application: \$100; Examination: none; License: \$50.

Examination Frequency: Twice a year.

Examination Locations: Newport Beach and Sacramento.

Experience Requirement: Registered geologist with 5 years' hydrogeology experience under the supervision of a Certified Hydrogeologist.

Average Time to Process Application: 3 months.

License Renewal Period: Biennially.

Authority: Business and Professions Code, Chap. 12.5; California Code of Regulations, Title 16, Chap. 29.

Other Special License Requirements: None.

Comments: None.

Information and Applications: See Geologist, Registered.

Guide Dogs for the Blind, Board of

Regulates and licenses guide dog training schools and instructors.

Guide Dog School License

Businesses Requiring License: Schools for instructing blind persons in the use of guide dogs and the training of such dogs.

Fees: Application: \$250; Examination: none; Annual renewal fee based upon expenditures.

Examination Frequency: As required.

Examination Locations: Varies.

Experience Requirement: N/A.

Average Time to Process Application: No waiting period.

Fee Period: Annually.

Authority: Business and Professions Code, Sec. 7200-7217; California Code of Regulations, Title 16, Chapter 22, Sec. 2259-2268.

Other Special License Requirements: Fund-raising license.

Comments: None.

Information and Applications: 2000 Evergreen St., Sacramento, CA 95815; (916) 263-8956.

Instructor (Guide Dogs)

Vocations Requiring License: Instructors of blind persons using guide dogs and training such dogs.

Fees: Application: \$250; Renewal: \$100.

Examination Frequency: As needed.

Examination Locations: Statewide (major cities).

Experience Requirement: 1 year's experience in dog handling; 3 years apprenticeship under licensed instructor.

Average Time to Process Application: 2 weeks.

Fee Period: Annually.

Authority: Business and Professions Code, Sec. 7200-7217; California Code of Regulations, Title 16, Chap. 22, Sec. 2259-2268.

Other Special License Requirements: None.

Comments: None.

Information and Applications: See Guide Dog School License.

Hearing Aid Dispensers Examining Committee

Hearing Aid Dispensers

Businesses Requiring License: Individuals who fit and sell hearing aids must obtain a hearing aid dispenser license from the Committee in order to practice in California.

Fees: Application: \$75; Examination: written: \$65, practical: \$285; Certificate: N/A; License: \$280; Branch: \$25; Temporary License: \$100.

Examination Frequency: Written and practical exams each administered three times per year. Applicants must pass the written exam before taking the practical.

Examination Location: Sacramento.

Requirements: Must be at least 18 years of age and possess a high school diploma or equivalent.

Average Time to Process Application: Dependent upon the dates of the examina-

tion. The shortest time period is approximately six months; however, if the applicant fails the exam, it could take a year or more for a license to be issued.

License Renewal Period: Annually.

Authority: Business and Professions Code, Chap. 7.5 (Section 3300 et seq.).

Other Special License Requirements: N/A.

Comments: None.

Information and Applications: Hearing Aid Dispensers Examining Committee, 1420 Howe Avenue, Suite 12, Sacramento, CA 95825-3230; (916) 263-2288.

Home Furnishings and Thermal Insulation, Bureau of

The Bureau licenses and regulates manufacture and sale of new or secondhand upholstered furniture or bedding, and filling materials to be used, or that could be used, in articles of upholstered furniture or bedding. This includes businesses which import or sell products from all 50 states, as well as from 45 countries to ensure that products sold in California are safe and properly labeled. The Bureau also licenses and regulates manufacturers of thermal insulation.

Bedding Retailer

Businesses Requiring License: Persons offering bedding containing filling material or component parts for sale by any means, regardless of point of origin.

Fees: Application: none; Examination: none; License: \$120.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 3-4 weeks.

Fee Period: Biennially.

Authority: Business and Professions Code, Sec. 19049 and 19055, Chap. 3, Div. 5, Art. 1-10.

Other Special License Requirements: None.

Comments: None.
Information and Applications: 400 R Street, Suite 3040, Sacramento, CA 95814; (916) 324-6688.

Custom Upholsterer

Businesses Requiring License: Persons who repair, recover, restore, or renew upholstered furniture using new or owner’s material.
Fees: Application: none; Examination: none; License: \$360.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 3-4 weeks.
Fee Period: Biennially.
Authority: Business and Professions Code, Sec. 19049 and 19052, Chap. 3, Div. 8, Art. 1-10.
Other Special License Requirements: None.
Comments: None.
Information and Applications: 400 R Street, Suite 3040, Sacramento, CA 95814; (916) 324-6688.

Furniture and Bedding Manufacturer

Businesses Requiring License: Manufacturers of furniture and bedding containing filling material (all or part), components and coverings, new or secondhand materials.
Fees: Application: none; Examination: none; License: \$540.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 3-4 weeks.
Fee Period: Biennially.
Authority: Business and Professions Code, Sec. 19049, 19054, and 19058, Chap. 3, Div. 8, Art. 1-10.
Other Special License Requirements: None.
Comments: Note: 43 other states have similar legislation.

Information and Applications: 400 R Street, Suite 3040, Sacramento, CA 95814; (916) 324-6688.

Furniture and Bedding Retailer

Businesses Requiring License: Persons who sell upholstered furniture, bedding containing filling material, or their component parts.
Fees: Application: none; Examination: none; License: \$240.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 3-4 weeks.
Fee Period: Biennially.
Authority: Business and Professions Code, Sec. 19049, 19051, and 19055, Chap. 3, Div. 8, Art. 1-10.
Other Special License Requirements: None.
Comments: None.
Information and Applications: 400 R Street, Suite 3040, Sacramento, CA 95814; (916) 324-6688.

Furniture and Bedding Wholesaler

Businesses Requiring License: Persons who sell furniture and bedding to others for resale.
Fees: Application: none; Examination: none; License: \$540.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 3-4 weeks.
Fee Period: Biennially.
Authority: Business and Professions Code, Sec. 19049, 19053, and 19057, Chap. 3, Div. 8, Art. 1-10.
Other Special License Requirements: None.
Comments: None.
Information and Application: 400 R Street, Suite 3040, Sacramento, CA 95814; (916) 324-6688.

Furniture Retailer

Businesses Requiring License: Person(s) offering upholstered furniture for sale at retail by any means whatsoever.

Fees: Application: none; Examination: none; License: \$120.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 3-4 weeks.

Fee Period: Biennially.

Authority: Business and Professions Code, Sec. 19049 and 19051, Chap. 3, Div. 8, Art. 1-10.

Other Special License Requirements: None.

Comments: None.

Information and Applications: 400 R Street, Suite 3040, Sacramento, CA 95814; (916) 324-6688.

Importer

Businesses Requiring License: Firms that manufacture or wholesale, through employees or agents, articles of upholstered furniture, bedding, or filling material manufactured outside of the U.S. for the purpose of sale or resale in California.

Fees: Application: none; Examination: none; License: \$540.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 3-4 weeks.

Fee Period: Biennially.

Authority: Business and Professions Code, Sec. 19049 and 19053.1, Chap. 3, Div. 8, Art. 1-10.

Other Special License Requirements: None.

Comments: None.

Information and Applications: 400 R Street, Suite 3040, Sacramento, CA 95814; (916) 324-6688.

Sanitizer

Businesses Requiring License: Firms that sanitize articles of bedding and or bulk filling materials and do not hold a license as an upholstered furniture and bedding manufacturer, retail furniture and bedding dealer, retail bedding dealer, or a custom upholsterer.

Fees: Application: none; Examination: none; License: \$360.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 3-4 weeks.

Fee Period: Biennially.

Authority: Business and Professions Code, Sec. 19049 and 19059.5, Chap. 3, Div. 8, Art. 1-10.

Other Special License Requirements: None.

Comments: None.

Information and Applications: 400 R Street, Suite 3040, Sacramento, CA 95814; (916) 324-6688.

Supply Dealer (For Furniture and Bedding Manufacturers)

Businesses Requiring License: Firms that manufacture, process, or sell any felt, batting, pads, woven or plastic fabrics, or loose material in bags or containers, concealed or not concealed, to be used or which could be used in articles of furniture and bedding.

Fees: Application: none; Examination: none; License: \$540.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 3-4 weeks.

Fee Period: Biennially.

Authority: Business and Professions Code, Sec. 19049 and 19059, Chap. 3, Div. 8, Art. 1-10.

Other Special License Requirements: None.

Comments: None.

Information and Applications: 400 R Street, Suite 3040, Sacramento, CA 95814; (916) 324-6688.

Thermal Insulation Manufacturer

Businesses Requiring License: Manufacturers of thermal insulation producing materials intended for sale or installation within California.

Fees: Application: none; Examination: none; License: \$2,000.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 3-4 weeks.

Fee Period: One Year.

Authority: Business and Professions Code, Sec. 19059.7 and 19170.3, Chap. 3, Div. 8, Articles 3 and 8.

Other Special License Requirements: None.

Comments: Manufacturers must submit reports of tests conducted by approved laboratories indicating the insulation materials offered for sale meet the Bureau's standards.

Information and Applications: Bureau of Home Furnishings Insulation Program, 3485 Orange Grove Avenue, North Highlands, CA 95660-5995; (916) 574-2046.

Landscape Architect Technical Committee

Landscape Architect, Licensed

Vocations Requiring License: Landscape architects and any person who uses the title or does the work of a landscape architect as defined in Business and Professions Code, Div. 3, Chap. 3.5.

Fees: Application and examination: \$425; License: \$300; Renewal: \$300.

Examination Frequency: Biannually.

Examination Locations: Alternating between Northern and Southern California.

Experience Requirement: 6 years (a combination of academic and work experience).

Average Time to Process Application: 2 weeks.

Fee Period: Biennially.

Authority: Business and Professions Code, Sec. 5615; California Code of Regulations, Title 16, Sec. 2.6.

Other Special License Requirements: None.

Comments: The Board of Landscape Architects was sunsetted effective July 1,1997, after which the Technical Committee was established under the purview of the Board of Architectural Examiners.

Information and Applications: 400 R Street, Suite 4000, Sacramento, CA 95814; (916) 445-4954.

Medical Board of California

Contact Lens Dispenser, Registered

Vocations Requiring Registration: Contact lens dispensers who fit, adjust and dispense contact lenses with prescription.

Fees: Application: \$75; Renewal; \$75.

Examination Frequency: Twice a year.

Examination Locations Contact the American Board of Optometry at (703) 691-8356 or (800) 296-1379.

Average Time to Process Application: Maximum 6 weeks.

Fee Period: Biennially.

Authority: Business and Professions Code, Sec. 2560.

Other Special License Requirements: None.

Comments: The practice of contact lens dispensing is the fitting, adjusting, and dispensing of prescription contact lenses from a licensed registered dispensing optician firm. Prescriptions are written by optometrists or ophthalmologists (M.D.). Registration is not required for individuals employed by an ophthalmologist, optometrist, or working under the supervision of a contact lens dispenser. The examination is

given by National Contact Lens Examiners.
Information and Application: Licensing Program, 1426 Howe Avenue, Suite 56, Sacramento, CA, 95825-3236; (916) 263-2344.

Fictitious Name Permit (Physicians and Surgeons)

Businesses Requiring Permit: Permit is required by physicians wishing to practice under a name that is not their given or surname.

Fees: Initial Permit: \$50; Renewal: \$40, Permit expiration: every 2 years.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Applicant must possess a current valid physician and surgeon license and the professional practice of the applicant(s) is wholly owned and entirely controlled by the applicant(s).

Average Time to Process Application: 6 weeks, this section (2415) shall not apply to licensees who contract with, are employed by, or are on the staff of, any clinic licensed by the State Department of Health Services.

Authority: Business and Professions Code, Sec. 2285, 2415.

Other Special License Requirements: None.

Comments: The name which the applicant or applicants propose to practice is not deceptive, misleading or confusing, and contains one of the following designations: "medical group," "medical clinic," "medical corporation," "medical associates," "medical center," or "medical office."

Information and Applications: Medical Board of California, Fictitious Name Permits, 1426 Howe Avenue, Suite 56, Sacramento, CA 95825-3236; (916) 263-2344.

Medical Assistant

Experience Requirement: Ten hours of training and ten performances each of the three various injections (intra-dermal, subcutaneous and intramuscular), blood with-

drawal and skin testing.

Authority: Business and Professions Code, Sec. 2069 and 2071, California Code of Regulations, Title 16, Sec. 1366.

Comments: Medical assistants are *not licensed, certified, or registered* by the State of California. However, medical assistant training is regulated by the state. Work site (physician's medical office or clinic) must have documentation of the medical assistant's completion of training required by law and regulations, and the supervising physician must be on the premises.

Information: Licensing Program, 1426 Howe Avenue, Suite 56, Sacramento, CA 95825-3236; (916) 263-2344. For information regarding medical assistant certification, contact the American Association of Medical Assistants at (800) 228-2262 or the American Medical Technologist Association at (800) 275-1268.

Optician Certificate, Registered Dispensing

Vocations Requiring Registration: Optician stores that fit, adjust, and dispense eyeglass and contact lens prescriptions. Stores must register and have a spectacle lens dispenser and/or contact lens dispenser on premises.

Fees: Application: \$75; Examination: N/A; License: \$75; Renewal: \$75.

Examination Frequency: N/A.

Examination Locations: N/A.

Average Time to Process Application: Minimum 3 weeks.

Fee Period: Biennially.

Authority: Business and Professions Code, Sec. 2550.

Other Special License Requirements: None.

Comments: A dispensing optician is engaged in the practice of dispensing prescription eyewear. Prescriptions are written by optometrists or ophthalmologists (M.D.). Registration is not required for individuals employed by ophthalmologists, optometrists or working under the registration of spectacle lens dispensers or contact lens dispensers.

Information and Applications: Licensing Program, 1426 Howe Avenue, Suite 56,

Sacramento, CA, 95825-3236;
(916) 263-2344.

Physician and Surgeon (M.D.)

Vocations Requiring License: Doctors of Medicine.

Fees: Application and fingerprint: \$505; Written examination varies: \$375, \$400, \$600; Oral re-examination: \$50; Initial license: \$600; Biennial fee: \$600.

Examination Frequency: Written examination: June and December; Reciprocity written: June and December; Oral: 6 times a year.

Examination Locations: Los Angeles, San Francisco.

Experience Requirement: Two years pre-medical education, four academic years' medical education with diploma, and one year Accreditation Council for Graduate Medical Education or Coordinating Council on Medical Education-approved postgraduate training.

Average Time to Process Applications: Dependent on receipt of documentation of experience and passing examination(s); minimum 30-60 days.

Fee Period: Biennially.

Authority: Business and Professions Code, Sec. 2080-2099, 2100-2107, 2113, 2122, 2135, 2184-2185.

Other Special License Requirements: None.

Comments: None.

Information and Applications: 1426 Howe Ave., Suite 54, Sacramento, CA 95825; (916) 263-2344.

Research Psychoanalyst

Professions Requiring Registration: Research psychoanalysts and students engaged in supervised practice.

Fees: Application: \$100; Renewal: \$50.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: Graduation from Medical Board-approved psychoanalytic

program; Ph.D. required.

Average Time to Process Application: Three weeks.

Fee Period: Biennially.

Authority: Business & Professions Code Sec. 2529, 2529.5.

Other Special License Requirements: None.

Comments: Law prohibits full-time psychoanalytic practice under this registration; contact address below for detailed requirements.

Information and Applications: Licensing Program, 1426 Howe Avenue, Suite 56, Sacramento, CA, 95825-3236; (916) 263-2344.

Spectacle Lens Dispenser, Registered

Vocations Requiring Registration: Persons who fill, adjust, and dispense eyeglass lenses with prescription.

Fees: Application: \$75; Examination: none; Registration: \$75; Renewal: \$75.

Examination Frequency: Twice a year (May and November).

Examination Locations: Contact the American Board of Optometry; (703) 691-8356 or (800) 296-1379.

Average Time to Process Applications: Maximum 6 weeks.

Fee Period: Biennially.

Authority: Business and Professions Code, Sec. 2559.2.

Other Special License Requirements: None.

Comments: The practice of spectacle lens dispensing is the fitting, adjusting, and dispensing of prescription spectacle lenses from a licensed registered dispensing optician firm. Prescriptions are written by optometrists or ophthalmologists (M.D.). Registration is not required for individuals employed by an ophthalmologist, optometrist or working under the supervision of a spectacle lens dispenser. The examination is given by the American Board of Opticianry.

Information and Application: Licensing Program, 1426 Howe Avenue, Suite 56, Sacramento, CA, 95825-3236; (916) 263-2344.

Nursing Home Administrator Program

Nursing Home Administrator License

Vocations Requiring License: Nursing home administrators of an institution licensed as a skilled nursing facility or intermediate care facility in the Health and Safety Code.

Fees: Administrator-in-training: \$100; Application: \$25; Examination: \$175 (national) and \$140 (state); Initial license: prorated, based on birth month and year and date application is received; Renewal: \$190.

Examination Frequency: The Board is required to administer a licensure examination at least once each year.

Examination Location: Various.

Licensure Requirements: 1) A Master's degree in nursing home administration or a related health administration field. The Master's program shall have included an internship/residency program of at least 480 hours in a skilled nursing facility or an intermediate care facility; or, 2) a baccalaureate degree and a Program-approved Administrator-in-Training program of at least 1,000 hours; or, 3) ten years of full-time work experience within the immediately preceding fifteen years as a registered nurse in a nursing home and a Program-approved Administrator-in-Training program of at least 1,000 hours (at least five years of the ten years of work experience shall have been in a supervisory position); or, 4) ten years of full-time work experience within the immediately preceding fifteen years in any department of a nursing home, 60 semester or 90 quarter units of college or university courses, and a Program-approved Administrator-in-Training program of at least 1,000 hours (at least five years of the ten years of work experience shall have been in a supervisory position); or, 5) a current nursing home administrator license in another state and proof of having met the minimum education and licensure requirements which existed in California at the time the applicant was originally licensed in the other state.

Average Time to Process Application:

Administrator-in-Training: 30-45 working days; Reciprocity: 30 working days; Examination: 30 working days.

Fee Period: Biennially, birthdate.

Authority: Business and Professions Code, Sec. 3901-3950; California Code of Regulations, Title 16, Sec. 3100-3180.

Other Special License Requirements: None.

Comments: The Department of Health Services licenses the skilled nursing facility or intermediate care facility. The Nursing Home Administrators Program licenses the nursing home administrators, the responsible managing officers of the facilities.

Information and Applications: P.O. Box 942732, Sacramento, CA 94234-7320; (916) 323-6838.

Optometry, Board of

Branch Office License (Optometry Offices)

Professions Requiring License: Optometry practice second or additional offices.

Fees: Application: none; Examination: none; License: \$60.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: Must be licensed optometrist.

Average Time to Process Application: Varies.

Fee Period: Annually, on February 1.

Authority: California Code of Regulations, Title 16, Sec. 1550 (optometric corporations only); Business and Professions Code, Sec. 3077.

Other Special License Requirements:

Optometrists with more than one branch office must be in attendance at each location 50% of the time they are open for the practice of optometry.

Comments: None.

Information and Applications: 400 R Street, Suite 1070, Sacramento, CA 95814; (916) 323-8720; Internet: www.caoptometry.com

Diagnostic Pharmaceutical Agent Certification (Optometry)

Professions Requiring License: Optometrists.
Fees: Application: none; Examination: none; License: none.
Examination Frequency: N/A.
Examination Locations: N/A
Requirement: Licensed optometrist, completion of Board-approved pharmacology course and pass National Board's Pharmacology exam, or Board-approved exam
Average Time to Process Application: Varies
Fee Period: None
Authority: California Code of Regulations, Title 16, Sec. 1560-1563; Business and Professions Code, Sec. 3041, 3041.1, 3041.2.
Other Special License Requirements: None.
Comments: None.
Information and Applications: See Branch Office License.

Fictitious Business Name Permit, Optometric Practice

Businesses Requiring License: Optometric corporations, individual optometrists, and branch offices.
Fees: Application: \$10; License: \$10.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: Must be licensed optometrist.
Average Time to Process Applications: 45 days to respond to application; 120 days to process.
Fee Period: Annually, each January 31.
Authority: California Code of Regulations, Title 16, Sec. 1518, 1564.1; Business and Professions Code, Sec. 3125.
Other Special License Requirements: Note: Must also file fictitious name with county clerk and comply with publication requirement in addition to obtaining Board's permit.
Comments: None.
Information and Applications: See Branch Office License.

Optometry Certificate

Professions Requiring Certificate: Optometrists
Fees: Application: \$100; Examination: \$175; License: \$25; Fingerprint processing: \$42.
Examination Frequency: Second Monday in January; last Monday in June.
Examination Locations: Fullerton and Sacramento.
Requirement: Doctorate in optometry granted by accredited optometry school or foreign optometry school.
Average Time to Process Applications: Up to 120 days.
Fee Period: Biennially/cyclical; last day of birth month.
Authority: California Code of Regulations, Title 16, Sec. 1530, 1535, 1564; Business and Professions Code, Sec. 3044, 3057.5.
Other Special License Requirements: Candidates must also pass the National Board of Examiners in Optometry examination (Part I, Part II, and clinical skills portion of Part III), administered after January 1996.
Comments: None.
Information and Applications: See Branch Office License.

Optometric Corporation, Certificate of Registration as an

Businesses Requiring License: Incorporated optometric practices.
Fees: Application: none; Examination: none; License: \$100.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: Majority shareholder must be licensed optometrist.
Average Time to Process Application: Varies.
Fee Period: Annually, each May 31.
Authority: California Code of Regulations, Title 16, Sec. 1540-1550; Business and Professions Code, Sec. 3160-3167.
Other Special License Requirements: Incorporation articles must be filed with

Secretary of State; compliance with local licensing and state/federal tax regulations.
Comments: Individual Practitioner Associations (IPAs) are exempt from branch office attendance requirements.
Information and Applications: See Branch Office License.

Optometry (Statement of Licensure)

Professions Requiring License: Optometrists employed at a secondary location.
Fees: Applications: none; Examination: none; License: \$20.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Licensed optometrist.
Average Time to Process Application: Varies.
Fee Period: None.
Authority: California Code of Regulations, Title 16, Sec. 1506; Business and Professions Code, Sec. 3075.
Other Special License Requirements: None.
Comments: None.
Information and Applications: See Branch Office License.

Therapeutic Pharmaceutical Agent Certification (Optometry)

Professions Requiring License: Optometrists.
Fees: Application: \$25.
Examination Frequency: Twice a year (see Comments).
Examination Locations: Various.
Requirements: Must be a licensed optometrist. Requirements vary with graduation date, school from which one graduated, and therapeutic experience prior to receiving California license.
Fee Period: None.
Authority: California Code of Regulations, Article 11; Business and Professions Code, Sec. 3041-3041.3.
Other Special License Requirements: None.
Comments: No examination required for those graduating from optometry school after

January 1992. Those who graduated *prior* to January 1992 must pass the National Board of Examiners in Optometry's Treatment and Management of Ocular Disease (TMOD) examination, complete an 80-hour didactic course provided by an accredited school of optometry, pass course final examination, and complete 65-hour preceptorship with a Board-approved ophthalmologist.
Information and Applications: See Branch Office License.

Pharmacy, Board of

Clinic Permit

Businesses Requiring License: Licensed nonprofit community clinics, free clinics, surgical clinics, or multispecialty clinics which purchase drugs at wholesale for administration or dispensing, under the direction of a physician, to patients registered for care at the clinic.
Fees: Application: \$400; Examination: none; Renewal: \$250.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: Application must include certification of personnel, and necessary forms for the professional director, administrator, consulting pharmacist, corporate officers, and directors or any shareholder who owns 10% or more of the stock.
Average Time to Process Application: 60 days, once application is complete.
Fee Period: Annually.
Authority: Business and Professions Code, 4000, et seq.; California Code of Regulations, Title 16, Chap. 17.
Other Special License Requirements: Must be licensed as a clinic by the Department of Health Services along with a copy of latest "Statement of Deficiencies and Plan of Correction" issued by the Department of Health Services. Application must also include "Policies and Procedures" of the clinic.
Comments: None.

Information and Applications: See entry under Pharmacist License.

Exemption Certificate (Manufacturers of Dangerous Drugs or Medical Devices, or Veterinary Food-Animal Drug Retailers)

Vocations Requiring Certificate: Those wishing to work for wholesalers or manufacturers of dangerous drugs or devices for California state-licensed drug manufacturers, for medical device retailers, or at a medical device warehouse. Certificates are issued for the following classifications: Manufacturer of Dangerous drugs, Manufacturer of Medicinal Gases Repackager, Manufacturer of Radio-Pharmaceuticals, Wholesaler of Dangerous Drugs and Devices Including Controlled Substances, Wholesaler of Dangerous Drugs and Devices Without Controlled Substances, Wholesaler of Hemodialysis, Medical Device Retailer, and Veterinary Food-Animal Drug Retailer.

Fees: Application: Included in examination fee; Examination: \$100; Fingerprint processing: \$42; Initial license: \$150; Renewal: \$110.

Examination Frequency: Once each month (12 per year).

Examination Locations: Los Angeles and Sacramento (given each month at both locations).

Experience Requirement: Desired qualifications include at least two years' experience in the manufacture or wholesale distribution of dangerous drugs and devices or a B.S. degree in a scientific field of study; applicants for medical device retailer certificates may also qualify with applicable experience in the shipping, storing, selling, fitting, or dispensing of dangerous drugs or devices.

Average Time to Process Application: 60 days, once application is complete.

Fee Period: Annually.

Authority: Business and Professions Code, Sec. 4000, et seq.; Cal. Admin. Code, Title 16, Chapter 17.

Other Special License Requirements: Must

supply fingerprints.

Comments: License can be issued only if applicant is employed by a wholesaler, manufacturer, medical device retailer, or veterinary food-animal drug retailer. If exemptee leaves employ of that firm, certificate becomes invalid.

Information and Applications: See entry under Pharmacist License.

Hypodermic and Syringe Permit

Businesses Requiring License: Firms providing hypodermic devices for sale for use on animals only, such as farm supply retailers and wholesalers or industrial firms supplying other businesses.

Fees: Application: \$125; Fingerprint processing: \$42; Examination: none; Renewal: \$125.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: Application must show need to use or possess hypodermic syringes, fingerprints, affidavits, indication of person to be assigned possession and be responsible for security.

Average Time to Process Application: 60 days, once application is complete.

Fee Period: Annually.

Authority: Business and Professions Code, Sec. 4000, et seq.; California Code of Regulations, Title 16, Chap. 17.

Other Special License Requirements: None.

Comments: None.

Information and Applications: See entry under Pharmacist License.

Intern

Vocations Requiring License: Interns seeking experience for licensure as a pharmacist.

Fees: Application: \$75; Fingerprint processing: \$42; Request for an extension: \$75.

Examination Frequency: None.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 60 days, once application is complete.

Fee Period: Initial license issued for period while in pharmacy school or for one year if applicant has already graduated. Can be extended for one additional year under specific conditions.

Authority: Business and Professions Code, Sec. 4000, et seq.; California Code of Regulations, Title 16, Chapter 17.

Other Special License Requirements: Must provide fingerprints and must be enrolled in an accredited school of pharmacy or be an applicant for the California Pharmacist Licensing Exam or have passed the Foreign Pharmacy Graduate Equivalency Examination.

Comments: None.

Information and Applications: See entry under Pharmacist License.

Medical Device Retailer

Businesses Requiring License: Firms that retail medical devices (durable medical equipment available under a doctor's order or by prescription that is used on the body; this includes such items as respiratory devices and TENS units).

Fees: Application: \$400; Examination: none; Fingerprint processing: \$42; Renewal: \$250.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 60 days, once application is complete.

Fee Period: Annually.

Authority: Business and Professions Code, Sec. 4000, et seq.; California Code of Regulations, Title 16, Chap. 17 .

Other Special License Requirements:

Application must include fingerprints from all those listed as owners, and certification of personnel forms for each owner, partner or corporate officer (top 5); seller's certification, if there is a change of ownership; partnership agreement, if ownership is partnership; copy

of articles of incorporation, if ownership is a corporation. License cannot be issued without a designated pharmacist or person granted an exemption (see exemptee licensing requirements) being in charge of the medical device retailer site.

Comments: Designated pharmacist or exemptee must be on premises during business hours.

Information and Applications: See entry under Pharmacist License.

Medical Device Warehouse

Businesses Requiring License: Warehouses used for the storage of medical devices available only upon prescription, if the warehouse is in a building separate from the medical device retailer's premises.

Fees: Application: \$200; Examination: none; Renewal: \$125.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 60 days, once application is complete.

Fee Period: Annually.

Authority: Business and Professions Code, Sec. 4000, et seq.; California Code of Regulations, Title 16, Chap. 17.

Other Special License Requirements: A pharmacist or a person granted exemption (see exemptee licensing requirements) must be designated as being "in charge" of the warehouse.

Comments: Person designated "in charge" need not be present during operation hours.

Information and Applications: See entry under Pharmacist License.

Non-Resident Pharmacy

Businesses Requiring License: Pharmacies located outside California that fill prescriptions and ship them to patients in California.

Fees: Application: \$400; Renewal: \$250.

Examination Frequency: N/A.

Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 60 days, once application is complete.
Fee Period: Annually.
Authority: Business and Professions Code, Sec. 4000, et seq.; California Code of Regulations, Title 16, Chapter 17.
Other Special License Requirements: Application must contain: a seller's certification if application is filed due to a change of ownership; a certification of personnel and signed rules of professional conduct for the corporate officers and the pharmacist-in-charge; a copy of the articles of incorporation (if filing as a corporation); a copy of partnership agreement (if filing as a partnership); a copy of most recent inspection report issued by the state Pharmacy Board; a toll-free telephone number; a statement confirming that accurate records are kept of controlled substances or devices dispensed to California patients; a list of all pharmacists who fill prescriptions for California residents.
Comments: Permits are not transferable.
Information and Applications: See entry under Pharmacist License.

Out-of-State Distributor

Businesses Requiring License: Out-of-state manufacturers or wholesalers that sell or distribute dangerous drugs or devices into California through any means other than through licensed wholesalers.
Fees: Application: \$600; Renewal: \$600.
Examination Frequency: None.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 60 days once application is complete.
Fee Period: Annually.
Authority: Business and Professions Code, Sec. 4000, et seq.; California Code of Regulations, Title 16, Chapter 17.
Other Special License Requirements: Application must contain a certification of personnel form for each owner, partner or top

five corporate officers and directors; a seller certification if the application is filed due to a change of ownership; a copy of partnership agreement, if filing as a partnership; a copy of the articles of incorporation, if filing as a corporation.
Comments: None.
Information and Applications: See entry under Pharmacist License.

Pharmacist License

Vocations Requiring License: Pharmacists.
Fees: Application: included in examination fee; Examination: \$185; Fingerprint processing: \$42; License: \$150.
Examination Frequency: Twice a year (January/June).
Examination Locations: Northern California.
Experience Requirement: Graduation from recognized college of pharmacy with B.S. in pharmacy or equivalent; 1,500 hours of intern experience; and pass examination.
Average Time to Process Application: Approximately 30 days once application is complete.
Fee Period: Biennially.
Authority: Business and Professions Code, Sec. 4000, et seq.; Cal. Admin. Code, Title 16, Chap. 17.
Other Special License Requirements: 1,000 of the 1,500 hours total internship requirement must be completed prior to licensure examination.
Comments: None.
Information and Applications: 400 R Street, Suite 4070, Sacramento, CA 95814; (916) 445-5014.

Pharmacy License

Businesses Requiring License: As above.
Fees: Application: \$400; Examination: none; Fingerprint processing: \$42 each; License: \$250.
Examination Frequency: N/A.
Examination Locations: N/A.

Experience Requirement: None.
Average Time to Process Application: 60 days, once application is completed.
Fee Period: Annually.
Authority: Business and Professions Code, Sec. 4000, et seq.; Cal. Admin. Code, Title 16, Chap. 17.
Other Special License Requirements:
Application to list pharmacist in charge and include fingerprints and affidavits of owners, officers, and directors (incorporated) and any shareholder holding more than 10% of stock. There must be on record a designated pharmacist in charge to instruct nonpharmacist owners (if any) that they may not enter certain areas, may not have a key to the secured area, and may not interfere with his or her professional duties. Must register with Federal Drug Enforcement Agency to obtain DEA number to purchase and dispense controlled drugs.
Comments: License needed for retail and hospital pharmacies. Physician ownership restricted.
Information and Applications: See Intern.

Pharmacy Technician

Vocations Requiring Registration: Pharmacy technicians.
Fees: Application: \$50; Fingerprint processing: \$42; Renewal: \$50.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: 1500 hours as a pharmacy clerk; one year and a minimum of 1500 hours performing duties of a pharmacy technician.
Average Time to Process Application: 8-10 weeks.
Renewal Period: Every two years.
Authority: California Code of Regulations, Sec. 1793.
Other Special Requirements: None.
Comments: Pharmacy Technician schools are available.
Information and Applications: Board of Pharmacy, 400 R Street, Suite 4070, Sacramento, CA 95814; (916) 445-5014.

Veterinary Food-Animal Drug Retailer

Businesses Requiring License: Areas, spaces, or premises, other than a pharmacies, where food-animal drugs are stored, possessed, or repackaged, furnished, sold, or dispensed pursuant to prescriptions from licensed veterinarians.
Fees: Application: \$400; Fingerprint processing: \$42 each; Renewal: \$250.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 60 days, once application is complete.
Renewal Period: Annually.
Authority: Business and Professions Code, Sec. 4000, et seq.; Calif. Code of Regulations, Title 16, Chapter 17.
Other Special License Requirements:
Application to include fingerprints of all listed as owner, partner or corporate officer; partnership agreement; certification of personnel; financial statement; lease agreement; and other related documentation. Security person in charge must be: 1) a pharmacist, or 2) in lieu of a pharmacist, a person who has a certificate of exemption granted on basis of passage of written examination and filing of required application and fees (\$100 application, \$42 fingerprint processing fee, \$150 certificate issuance fee, and \$110 annual renewal fee).
Comments: See Exemption Certificate entry above.
Information and Applications: See entry under Pharmacist License.

Wholesale Drug Permit

Businesses Requiring License: Wholesalers of restricted (prescription) drugs.
Fees: Application: \$600 annually; Examination: none; License: \$600 annually; Fingerprint processing: \$42.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.

Average Time to Process Application: 60 days, once application is complete.

Fee Period: Annually.

Authority: Business and Professions Code, Sec. 4000, et seq.; Cal. Admin. Code, Title 16, Chapter 17.

Other Special License Requirements:

Application must include fingerprints from all those listed as owners, and certification of personnel forms for each owner, partner, or corporate officer (top 5); seller's certification, if there is a change of ownership; partnership agreement, if ownership is a partnership; copy of articles of incorporation, if ownership is a corporation. Security person in charge must be: 1) pharmacist, or 2) person to act in lieu of pharmacist who must have a certificate of exemption granted on basis of passage of written examination and filing of required application and fees (\$100 application, \$150 issuance, and annual renewal \$110). Must pass examination on drug laws and regulations, distribution of drugs and their storage. Must register with the U.S. Drug Enforcement Agency to wholesale controlled drugs.

Comments: None.

Information and Applications: See entry under Pharmacist License.

Physical Therapy Board of California

Physical Therapist

Vocations Requiring License: Practitioners of physical therapy.

Fees: Application: \$50; License: \$120; National examination: \$280; Examination on California laws & regulations: \$85; Criminal history background check based on fingerprints: \$66.

Examination Frequency: Monday-Saturday, computer-based testing.

Examination Locations: Throughout California and most other states.

Experience Requirements: Graduation from a Board-approved physical therapist education program. Foreign-educated candidates must meet academic requirements in Business and Professions Code, Sec. 2653.

Average Time to Process Applications: 90 days.

Fee Period: Biennially (birth month).

Authority: Business and Professions Code, Sec. 2630-2632, 2634-2635, 2635.1, 2636, 2636.5, 2650, 2650.1, 2651, 2652; Calif. Code of Regulations, Title 16, Chap. 13.2, Sec. 1398.24, 1398.25, 1398.30-1398.38, 1399.10.

Other Special License Requirements: Private practice physical therapy certification by the Department of Health Services to perform outpatient Medicare services.

Comments: None.

Information and Applications: Physical Therapy Board of California, 1418 Howe Avenue, Suite 16, Sacramento, CA 95825-3204; (916) 263-2550; Internet: www.ptb.ca.gov

Physical Therapist Assistant

Vocations Requiring License: Practitioners of physical therapy.

Fees: Application: \$50; License: \$120; Renewal: \$120; National examination:

\$265; Examination on California law & regulation: \$85; Criminal history background check based on fingerprints: \$66.
Examination Frequency: Monday-Saturday, computer-based testing.
Examination Locations: Throughout California and most other states.
Experience Requirement: Graduation from a Board-approved physical therapist assistant education program or documentation of training and experience equivalent to approved education program.
Average Time to Process Application: 90 days.
Renewal Period: Biennially (birth month).
Authority: Business and Professions Code, Sections 2655, 2655.3-2655.6, 2655.71, 2655.75, 2655.9; Calif. Code of Regulations, Title 16, Chap. 13.2, Sec. 1398.40, 1398.47, 1398.50-1398.54.
Other Special License Requirements: None.
Comments: None.
Information and Applications: See Physical Therapist.

Physical Therapist Certified to Perform Electromyography Testing (Electroneuromyographer and Kinesiological Electromyographer)

Vocations Requiring License: Practitioners of physical therapy who perform tissue penetration for the purpose of evaluating neuromuscular performance.
Fees: Application: \$100; Examination: \$500;
License: \$50; Renewal: \$50.
Examination Frequency: Annually.
Examination Locations: As needed.
Experience Requirement: Documented evidence or advanced study and training in electromyography.
Average Time to Process Application: 90 days.
Fee Period: Biennially (birth month).
Authority: Business and Professions Code, Sec. 2620.5; Calif. Code of Regulations, Title 16, Chap. 13.2, Sec. 1399.61, 1399.64, 1399.65.

Other Special License Requirements: Must be a licensed physical therapist.
Comments: None.
Information and Applications: See Physical Therapist.

Physician Assistant Committee

Physician Assistant

Vocations Requiring License: Physician assistants.
Fees: Application: \$25; Examination: see Comments; License: \$100; Certificate: N/A.
Examination Frequency: Biannually.
Examination Locations: See Comments.
Experience or Education Requirements: Graduate of physician assistant training program.
Average Time to Process Application: Variable.
Fee Period: Biennially.
Authority: Business & Professions Code, Chapter 7.7, Sec. 3509; (Physician Assistant Practice Act).
Other Special License Requirements: None.
Comments: The required licensing examination is administered by the National Commission on Certification of Physician Assistants. Information about the examination may be obtained from: NCCPA, 6849-B2 Peachtree Dunwoody Road, Atlanta, Georgia 30328; (770) 399-9971.
Information and Applications: Physician Assistant Examining Committee, 1424 Howe Avenue, Suite 35, Sacramento, CA 95825-3237; (916) 263-2670.

Physician Assistant, Physician Approval to Supervise

Vocations Requiring Certificate: As above.
Fees: Application: \$25; Examination: none;
Approval: \$75.
Examination Frequency: N/A.

Examination Locations: N/A.
Experience Requirement: Currently licensed M.D. or D.O. in California.
Average Time to Process Application: 30 days.
Fee Period: Biennially.
Authority: Business and Professions Code, Chapter 7.7, Sec. 3514(a); Calif. Code of Reg., Title 16, Sec. 1399.500, 1399.615.
Other Special License Requirements: None.
Comments: For approval of a doctor of osteopathy (D.O.) to supervise physician assistants contact the Osteopathic Medical Board of California.
Information and Applications: See Physician Assistant.

Podiatric Medicine, Board of

Podiatric Medicine, Doctor of

Vocations Requiring License: Persons practicing podiatric medicine in California.
Fees: Application: \$20; Examination: \$700; Certification: \$100; Initial license: \$400/800; Fingerprint processing: \$56.
Examination Frequency: May and November of each year.
Examination Locations: San Francisco and Los Angeles.
Experience Requirement: Graduation from an approved college of podiatric medicine; successful performance on the National Board of Podiatric Medical Examiners exam; satisfactory completion of one year of approved postgraduate training in a general acute care facility; successful performance on the Board of Podiatric Medicine's oral exam.
Average Time to Process Application: 35 days.
Fee Period: Biennially, birthdate renewal.
Authority: Business and Professions Code, Sec. 2460-2499.6.
Other Special License Requirements: Registration with the Drug Enforcement Administration; certification by the Radio-

logic Health Branch, Department of Health Services.

Comments: A Doctor of Podiatric Medicine certified by the Board on or after January 1, 1984 may perform surgical treatment of the ankle.

Information and Applications: Board of Podiatric Medicine, 1420 Howe Avenue, Suite 8, Sacramento, CA 95825; (916) 263-2647; Internet: www.dca.ca.gov/bpm

Podiatric Medicine, Doctor of (Fictitious Name Permit)

Vocations Requiring Licenses: Doctors of Podiatric Medicine practicing podiatry in California using business names other than their own.

Fees: Application: \$50.

Examination Frequency: None.

Examination Locations: N/A.

Experience Requirement: Holds a clear and current license to practice podiatric medicine in California.

Average Time to Process Application: 6 weeks.

Fee Period: Every 2 years.

Authority: Business and Professions Code, Sec. 2285, 2415.

Other Special License Requirements: Corporations must be registered with the Secretary of State's office. Fictitious business names may also require registration with the city and/or county in which the business is geographically located.

Comments: Fictitious names must include the wording "podiatric medical group," "podiatric medical clinic," "podiatric medical corporation," "podiatric medical associates," "podiatric medical center," or "podiatric medical office." The same designations may be used substituting the words "podiatric surgical," "podiatry," or "podiatrists" for the word "podiatric medical," or the designations "foot clinic" or "foot and ankle clinic" may be used.

Information and Applications: Medical

Board of California, Fictitious Name Permits,
1426 Howe Avenue, Suite 54, Sacramento,
CA 95825; (916) 263-2384.

Podiatric Medicine, Doctor of (Limited License)

Vocations Requiring Licenses: Doctors of Podiatric Medicine participating in post-graduate training programs located in California.

Fees: \$60.

Examination Frequency: None.

Examination Locations: N/A.

Experience Requirement: Graduation from an approved college of podiatric medicine; acceptance by an approved postgraduate training program in a general acute care facility.

Average Time to Process Application: 14 days.

Fee Period: None. Valid for 12 months only.

Authority: Business and Professions Code, Sections 2475, 2499.5.

Other Special License Requirements: None.

Comments: This license must be obtained prior to the inception of the postgraduate training program.

Information and Applications: Board of Podiatric Medicine, 1420 Howe Avenue, Suite 8, Sacramento, CA 95825; (916) 263-2647;

Internet: www.dca.ca.gov/bpm

Private Postsecondary and Vocational Education, Bureau for

Private Postsecondary Educational Institution

Vocations Requiring License: Any private postsecondary educational institution (with very specific and limited exceptions) is required to be approved by the Bureau. The law defines such an institution as “any person doing business in California that offers to provide, or provides, for a tuition, fee, other charge, any instruction, training, or education to adults.”

Fees: Varies based on the nature and size of the institution. A full schedule of fees is available at the Bureau’s website (see “Information and Applications” below).

Requirements: Various requirements are set forth in the California Education Code. See the Bureau’s website for a copy of the Code and related information.

Average Time to Process Application: Six months for vocational schools; nine months for degree-granting schools.

Vocational schools: three-year maximum;
Degree-granting schools: five-year maximum.

Authority: The Private Postsecondary and Vocational Reform Act of 1997.

Other Special License Requirements: Instructors and various school administrative officials are required to be certified by the Bureau.

Comments: See the Bureau’s website for additional information.

Information and Applications: 1027 10th Street, 4th Floor, Sacramento, CA 95814; (916) 445-3427;

Internet: www.dca.ca.gov/bppv

Professional Engineers and Land Surveyors, Board for

Engineer In Training (E.I.T.), Registration for

Vocations Requiring License: None.
Fees: Application: \$60; Examination: none;
Certification: none; Renewal not necessary.
Examination Frequency: Semi-annually.
Examination Locations: Statewide at designated locations.
Experience Requirement: 3 years school or experience.
Average Time to Process Application: 5 months.
Fee Period: Lifetime.
Authority: Business and Professions Code, Chap. 7, Art. 4, Sec. 6751.
Other Special License Requirements: None.
Comments: Examination is first phase of a two-part professional engineer licensing process; exam covers engineering fundamentals.
Information and Applications: 2535 Capital Oaks Dr., Suite 300, Sacramento, CA 95833; (916) 263-2222.

Geotechnical Engineer

Vocations Requiring License: Persons practicing geotechnical engineering.
Fees: Application: \$175; Examination: none; Renewal: \$160.
Examination Frequency: Annually.
Examination Locations: Statewide at designated locations.
Experience Requirement: Four years of responsible geotechnical engineering work subsequent to registration as a civil engineer. Average Time to Process Application: 7 months.
Fee Period: 4 years.
Authority: Business and Professions Code, Chap. 7, Sec. 6763.
Other Special License Requirements: Prior registration as a civil engineer.
Comments: Authority is granted only to

those licensed as civil engineers.
Information and Applications: See Engineer In Training.

Land Surveyor

Vocations Requiring License: Persons practicing land surveying.
Fees: Application: \$175; Examination: none; Renewal: \$160.
Examination Frequency: Annually.
Examination Locations: Statewide at designated locations.
Experience Requirement: 6 years of land surveying curriculum experience, including one year in field and one year in office. Graduation from an approved four year curriculum and land surveying may be credited as 4 years' experience. Possession of a land surveyor in training certificate may be credited as 2 years' experience. Average Time to Process Application: 7 months.
Fee Period: 4 years.
Authority: Business and Professions Code, Chap 15, Sec. 8700; et al.
Other Special License Requirements: None.
Comments: None.
Information and Applications: See Engineer in Training.

Land Surveyor In Training (L.S.I.T.)

Vocations Requiring Certificate: None.
Fees: Application: \$60; Examination: none;
Certification: none; Renewal not necessary.
Examination Frequency: Semi-annually.
Examination Locations: Statewide at designated locations.
Experience Requirement: None.
Average Time to Process Application: 5 months.
Fee Period: Lifetime.
Authority: Business and Professions Code, Chap. 15, Sec. 8740.1.
Other Special License Requirements: None.
Comments: Exam is first part of two-part

land surveyor examination.

Information and Applications: See Engineer In Training.

Engineer (Agricultural, Chemical, Civil, Control Systems, Corrosion, Electrical, Fire Protection, Industrial, Manufacturing, Mechanical, Metallurgical, Nuclear, Petroleum, Quality, Safety, Traffic)

Vocations Requiring License: Persons working in professions listed.

Fees: Application: \$175; Examination: none; Renewal: \$160.

Examination Frequency: Some semi-annually, some annually.

Examination Locations: Statewide at designated locations.

Experience Requirement: Six years of experience; graduation from an approved engineering curriculum will provide credit for 4 of the 6 years. A foreign or accredited technology degree will provide credit for 2 of 6 years. Must have an EIT certificate or be eligible for waiver.

Average Time to Process Application: 7 months.

Fee Period: 4 years.

Authority: Business and Professions Code, Chap. 7, Sec. 6700; et al.

Other Special License Requirements: Civil applicants must take an additional examination on seismic principles and engineering surveying principles.

Comments: Examination is the second part of a two-part licensing process. Examinations in corrosion, quality, and safety engineering were eliminated on 1/1/99. Persons previously registered in these branches will continue to hold their licenses so long as they are renewed as required.

Information and Applications: See Engineer In Training.

Structural Engineer

Vocations Requiring License: Persons performing structural engineering.

Fees: Application: \$175; Examination: none; Fee: \$160 renewal.

Examination Frequency: Annually.

Examination Locations: Statewide at designated location.

Experience Requirement: Three years of responsible structural engineering work subsequent to registration as a civil engineer.

Average Time to Process Application: 7 months.

Fee Period: 4 years.

Authority: Business and Professions Code, Chap. 7, Sec. 6736.

Other Special License Requirements: Prior registration as a civil engineer.

Comments: Authority is granted only to those licensed as civil engineers.

Information and Applications: See Engineer In Training.

Psychology, Board of

Psychological Activity, Registration to Engage in

Vocations Requiring License: Nonlicensed persons practicing psychology in nonprofit community agencies.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: Appropriate doctorate degree and one year of qualifying supervised professional experience.

Average Time to Process Application: 1 week.

Fee Period: No renewals; two years maximum for registration.

Authority: Business and Professions Code, Sec. 2909(d).

Other Special License Requirements: None.

Comments: None.

Information and Applications: See Psychologist License.

Psychological Assistant Registration

Vocations Requiring License: Persons performing the supervised practice of psychology in a psychological corporation, Short Doyle contract clinic, or private practice of a psychologist or Board-certified psychiatrist.

Fees: Application: \$40; Examination: none; License: none; Renewal: \$40.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: A master's degree in psychology or education with specialty in psychology or counseling psychology.

Average Time to Process Application: 30 days.

Fee Period: Annually.

Authority: Business and Professions Code, Sec. 2913.

Other Special License Requirements: None.

Comments: None.

Information and Applications: See Psychologist License.

Psychologist License (Clinical)

Vocations Requiring License: Persons practicing psychology with private patients without supervision.

Fees: Application: \$40; Oral examination: \$129; Written examination: \$432. License: \$475.

Examination Frequency: Twice yearly, both written and oral.

Examination Locations: Los Angeles and San Francisco.

Experience Requirement: Doctorate in psychology, educational psychology, education with a specialization in educational psychology or counseling psychology, or doctorate degree in a field deemed equivalent by committee and 2 years supervised professional experience (one year must be

post doctoral).

Average Time to Process Application: 2 months.

Fee Period: Biennially.

Authority: Business and Professions Code, Chap. 6.6.

Other Special License Requirements: N/A.

Comments: None.

Information and Applications: Board of Psychology, 1422 Howe Avenue, Suite 22, Sacramento, CA 95825-3200; (916) 263-2699.

Registered Nursing, Board of

Clinical Nurse Specialist

Vocations Requiring Evaluation: See Nurse, Registered.

Fees: Application: \$75; Examination: none; Certificate: included in application fee.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: Active California RN license, master's degree in nursing or a related field, and clinical experience in CNS role.

Average Time to Process Application: 4-6 weeks.

Certification Renewal Period: Biennially.

Authority: Business and Professions Code, Sec. 2838, et seq.

Other Special License Requirements: N/A.

Comments: None.

Information and Application: See Nurse, Registered.

Nurse Anesthetist

Vocations Requiring Certificate: See Nurse, Registered.

Fees: Application: \$75; Examination: none; License: included in application fee.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: Applicant must hold a certificate from the Council on

Certification or the Council on Recertification of Nurse Anesthetists, and an active California RN license.

Average Time to Process Application: 4-6 weeks.

Certification Renewal Period: Biennially.

Authority: Business and Professions Code, Sec. 2825, et seq.

Other Special License Requirements: None.

Comments: None.

Information and Application: See Nurse, Registered.

Nurse Midwife

Vocations Requiring Certification: See Nurse, Registered.

Fees: Application: \$75; Examination: none; Certificate: included in application fee.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: Active California RN license, graduate of Board-approved program for nurse midwifery or equivalent.

Average Time to Process Application: 4-6 weeks.

Certification Renewal Period: Biennially.

Authority: Business and Professions Code, Sec. 2746, et seq.; California Code of Regulations, Sec. 1460, et seq.

Other Special License Requirements: None.

Comments: None.

Information and Applications: See Nurse, Registered.

Nurse Practitioner

Vocations Requiring Evaluation: See Nurse, Registered.

Fees: Application: \$75; Examination: none; License: included in application fee.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: Active California RN license, graduate of Board-approved program for nurse practitioner or equivalent.

Average Time to Process Application: 4-6

weeks.

Evaluation Renewal Period: None.

Authority: Business and Professions Code, Sec. 2834, Code of Regulations, Sec. 1480, et seq.

Other Special License Requirements: None.

Comments: None.

Information and Application: See Nurse, Registered.

Nurse, Registered

Vocations Requiring License: Persons practicing nursing in hospitals, private practice, etc., as registered nurses.

Fees: Application and fingerprinting: \$105; Examination: \$75; License: included in application fee.

Examination Frequency: Ongoing, 6 days a week; applicant schedules own test date.

Examination Locations: 24 locations throughout the state.

Experience Requirement: Completion of professional nursing program in approved school of nursing or by additional preparation by licensed vocational nurses or military corpsmen (call Board for details or write to address below).

Average Time to Process Application: 8 weeks.

License Renewal Period: Biennially.

Authority: Business and Professions Code, Sec. 2736, et seq.; California Code of Regulations, Title 16, Sec. 1400, et seq.

Other Special License Requirements: None.

Comments: None.

Information and Applications: P.O. Box 944210, Sacramento, CA 94244-2100; (916) 322-3350.

Psychiatric/Mental Health Nurse

Vocations Requiring Registration: See Nurse, Registered.

Fees: Application: none; Examination: none; Listing: none.

Examination Frequency: N/A.

Examination Locations: N/A.
Experience Requirements: Master's Degree in psychiatric/mental health nursing and 2 years of supervised counseling experience in psychiatric/mental health nursing; active California RN license.
Average Time to Process Application: 4-6 weeks.
Registration Renewal Period: None.
Authority: Insurance Code, Sec. 10176; Health and Safety Code, Sec. 1373.
Other Special License Requirements: None.
Comments: None.
Information and Application: See Nurse, Registered.

Public Health Nurse

Vocations Requiring Certificate: See Nurse, Registered.
Fees: Application: \$75; Examination: none; Certificate: included in application fee.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirements: Active California RN license, and completion of a National League of Nursing accredited baccalaureate nursing program or equivalent.
Average Time to Process Application: 4-6 weeks.
Certificate Renewal Period: N/A.
Authority: Business and Professions Code, Sec. 2816, et seq.
Other Special License Requirements: N/A.
Comments: None.
Information and Application: See Nurse, Registered.

Respiratory Care Board

Respiratory Care Practitioner License

Vocations Requiring License: Respiratory care practitioners.
Fees: Application: \$200-\$250; Examination: \$120; License: \$200; Other: \$166.
Examination Frequency: Three times a year [March, July, November].
Examination Locations: Fresno, Loma Linda, Los Angeles, San Diego, San Francisco.
Requirements: Graduation from a respiratory therapy school reviewed and approved by the Board. Applicants who have graduated must have received a C or better in each course in the respiratory curriculum and its prerequisites.
Average Time to Process Application: 4 months.
License Renewal Period: 24 months.
Authority: Business and Professions Code, Sec. 3718, 3740; Calif. Code of Regulations 1399.333.
Other Special License Requirements: None.
Comments: None.
Information and Applications: 1426 Howe Avenue, Suite 48, Sacramento, CA 95825; (916) 263-2626.

Security and Investigative Services, Bureau of

Alarm Agent

Vocations Requiring Registration: Employees of alarm companies who sell on premise, alter, install, maintain, move, repair, replace, service, respond or monitor alarm systems, or a person who manages or supervises such employees.
Fees: Application: \$17; Fingerprint: \$32; Renewal: \$7.
Examination Frequency: N/A.
Examination Locations: N/A.

Experience Requirement: None.
Time to Process Applications: 60 to 90 days.
Fee Period: Biennially.
Authority: Business and Professions Code, Chap. 11.6, Div. 3, Sec. 7590-7599.75; California Code of Regulations, Title 16, Chap. 7.
Other Requirements: Fingerprints required to conduct criminal records check prior to issuance of registration.
Comments: Responding alarm agents must complete a Bureau-developed powers to arrest training manual with a score of 100% through employer or training facilities licensed by the Bureau.
Information and Applications: 400 R Street, Ste. 3080, Sacramento, CA 95814; (916) 322-4000.

Alarm Company Operator

Businesses Requiring License: Alarm Company Operators.
Fees: Application: \$35; License: \$280; Fingerprint fee: \$32; Reexamination: \$14.
Examination Frequency: Monthly.
Examination Locations: Sacramento, Los Angeles.
Experience Requirements: None.
Average Time to Process Application: 12 weeks.
Fee Period: Biennially.
Authority: Business and Professions Code, Chap. 11.6, Div. 3, Sec. 7590-7599.75; California Code of Regulations, Title 16, Chap 7.
Other Requirements: Fingerprints required to conduct criminal records check prior to issuance of license.
Other Special License Requirements: Compliance with local licensing laws and State/U.S. tax requirements.
Comments: Business must be under the active control of a bureau-licensed qualified manager.
Information and Applications: See Alarm Agent.

Alarm Company Operator Qualified Manager

Vocations Requiring License: Managers of alarm companies.
Fees: Application and examination: \$105; Re-examination: \$114; Renewal: \$120; Fingerprint processing: \$32.
Examination Frequency: Bimonthly (varies).
Examination Locations: Sacramento, Los Angeles.
Experience Requirements: Be at least 18 years of age; 2 years of experience in field; pass examination.
Average Time to Process Application: 12 weeks.
Fee Period: Biennially.
Authority: Business and Professions Code, Chap. 11.6; California Code of Regulations, Title 16, Chap. 7.
Other Requirements: Fingerprints required to conduct criminal records check prior to issuance of license.
Comments: Bureau-licensed qualified manager must be in active control of the business.
Information and Application: See Alarm Agent.

Baton Permit

Vocations Requiring License: Security guards or patrol persons if carrying a baton.
Fee: Permit: \$50.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirements: Must receive baton training from a Bureau-licensed training facility and instructor.
Average Time to Process Application: Permit is issued by the training facility upon successful completion of training.
Fee Period: No renewal.
Authority: Business and Professions Code, Chap. 11.5.
Other Special License Requirements: Must be registered as a security guard or alarm agent, or licensed as a private patrol operator.
Comments: Training facility charges a fee for training in addition to the permit fee.

Information and Applications: See Alarm Agent.

Baton Training Facility and Baton Instructor

Vocations Requiring License: Baton instructor at Bureau-licensed training facility.

Fees: Facility license: \$500; Facility renewal: \$500; Instructor certification: \$250; Instructor renewal: \$250.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: AA degree in Administration of Justice or equivalent and possess a baton instructor certificate issued by a federal, state, or local agency; 1 year baton teaching or training experience.

Average Time to Process Application: 8 weeks.

Fee Period: Biennially.

Authority: Business and Professions Code, Chap. 11.5; California Code of Regulations, Title 16, Chap. 7.

Other Special License Requirements: Must instruct according to Bureau-approved course outline.

Comments: None.

Information and Application: See Alarm Agent.

Firearms Permit

Vocations Requiring Permit: Armed security guards, armed alarm responders, armed private patrol operators, and armed private investigators.

Fees: Application: \$80; Renewal: \$60; Fingerprint processing: \$56; Department of Justice firearm qualification application: \$28.

Examination Frequency: Established by Bureau-licensed schools.

Examination Locations: Established by Bureau-licensed schools.

Experience Requirements: Must receive firearms training in classroom and on range by Bureau-approved instructor and facility.

Average Time to Process Application: 60-120 days.

Permit renewal period: Biennially, with two range requalifications during the first year, a third during the second year, and a fourth in conjunction with the biannual exam.

Authority: Business and Professions Code, Chap. 11.3, 11.5, and 11.6; California Code of Regulations, Title 16, Chap. 7.

Other Special Permit Requirements:

Weapon(s) must be currently registered or licensed. Pass written and range exam. Criminal record check. Must have registration as an alarm agent or security guard, or licensure as an alarm company qualified manager, private patrol operator, or private investigator.

Comments: Information provided by Bureau and application obtained from school.

Information and Applications: Available from Bureau-licensed schools.

Firearms Training Facility and Firearms Instructor

Vocations Requiring License: Firearms instructors at Bureau-licensed training facilities.

Fees: Facility license: \$500; Facility renewal: \$500; Instructor certification: \$250; Instructor renewal: \$250.

Examination Frequency: None.

Examination Locations: None.

Experience Requirements: AA degree in Administration of Justice or 1 year teaching or training experience in firearms or the equivalent and possess a police or security firearms instructor training certificate issued by the National Rifle Association or a firearms instructor training certificate issued by a federal, state, or local agency.

Average Time to Process Application: 8 weeks.

Fee Period: Biennially.

Authority: Business and Professions Code, Chap. 11.5; California Code of Regulations, Title 16, Chap. 7.

Other Special License Requirements: Must instruct according to Bureau-approved

course in the "Firearms Training Manual."

Comments: None.

Information and Application: See Alarm Agent.

Locksmith License

Businesses or Vocations Requiring License: Locksmiths or Locksmith companies.

Fees: Company application: \$30; Company initial license: \$45; Fingerprint processing: \$32;

Employee: \$20.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 60-90 days.

Renewal Period: Two years.

Authority: Business & Professions Code, Div. 3, Chap. 8.5, Sections 6980-6980.84.

Other Requirements: Fingerprints required to conduct criminal records check prior to issuance of license.

Information and Applications: See Alarm Agent.

Private Investigator

Vocations Requiring License: Private investigators.

Fees: Application: \$50; Reexamination: \$15; License: \$175; Fingerprint processing: \$32.

Examination Frequency: Monthly/bimonthly (varies).

Examination Locations: Sacramento, Los Angeles.

Experience Requirements: Be 18 years of age, 3 years experience in field (certified at 2000 hours per year), pass examination.

Average Time to Process Applications: 8 weeks.

Fee Period: Biennially.

Authority: Business and Professions Code, Div. 3, Chap. 11.3, Sec. 7512-7573; California Code of Regulations, Title 16,

Chap. 7.

Other Requirements: Fingerprints required to conduct criminal records check prior to issuance of license.

Comments: None.

Information and Applications: See Alarm Agent.

Private Patrol Operator

Businesses Requiring License: Contract security guard companies.

Fees: Application: \$200; Reexamination: \$20; License: \$500; Fingerprint processing: \$32.

Examination Frequency: Monthly/bimonthly (varies).

Examination Locations: Sacramento, Los Angeles.

Experience Requirements: 18 years of age, 1 year experience in field, pass examination.

Average Time to Process Applications: 120 days.

Fee Period: Biennially.

Authority: Business and Professions Code, Chap. 11.5, Div. 3, Sec. 7580-7588.4; California Code of Regulations, Title 16, Chap. 7.

Other Requirements: Fingerprints required to conduct criminal records check prior to issuance of license.

Information and Applications: See Alarm Agent.

Repossessor, Employee

Vocations Requiring License: Repossessor employees who locate or recover personal property.

Fees: Initial year: \$75; Subsequent biennially: \$150; Re-registration: \$30; Renewal: \$60; Finger print processing: \$32.

Examination Frequency: None.

Examination Locations: None.

Experience Requirements: None.

Average Time to Process Application: 60-120 days.

Fee Period: Biannually.
Authority: Business and Professions Code, Div. 3, Chap. 11, Sec. 7500-7511; California Code of Regulations, Title 16, Chap. 7.
Other Requirements: Fingerprints required to conduct criminal records check prior to issuance of license. Must have separate registration for each employer if employed by more than one.
Comments: None.
Information and Applications: See Alarm Agent.

Repossessor Agency and Repossessor Qualified Manager

Vocations Requiring License: Repossession businesses and managers of repossession agencies.
Fees: Agency license: \$825; Agency renewal: \$475; Qualified manager application/exam: \$325; Qualified manager renewal: \$450; Fingerprint processing: \$32.
Examination Frequency: Monthly/bimonthly (varies).
Examination Locations: Sacramento, Los Angeles.
Experience Requirements: At least 18 years of age; 1 year experience in field in last 5 years; pass examination.
Average Time to Process Application: 120 days.
Fee Period: Annually/biannually (varies).
Authority: Business and Professions Code, Div. 3, Chap. 11, Sec. 7500-7511; California Code of Regulations, Title 16, Chap. 7.
Other Requirements: Fingerprints required to conduct criminal records check prior to issuance of license.
Comments: None.
Information and Application: See Alarm Agent.

Security Guard Registration

Vocations Requiring Registration: Security guards and in-house guards who carry weapons.

Fees: Application: \$25; Renewal: \$25; Fingerprint processing: \$32.
Examination Frequency: Determined by employer or Bureau-licensed training facility.
Examination Locations: Determined by employer or Bureau-licensed training facility.
Experience Requirements: Applicants must be 18 years of age and must complete a Bureau-developed powers to arrest training manual with a score of 100% through employer or school approved by the Bureau.
Average Time to Process Application: 60-90 days.
Renewal Period: Biannually.
Authority: Business and Professions Code, Chap. 11.5; California Code of Regulations, Title 16, Chap. 7.
Other Requirements: Fingerprints required to conduct criminal records check prior to issuance of registration.
Information and Applications: Available from employers or Bureau-licensed schools.

Speech — Language Pathology and Audiology Board

Speech — Language Pathology or Audiology License

Vocations Requiring License: Speech-language pathologists or audiologists in private practice, hospitals, private elementary and secondary schools, and post-secondary academic settings supervising students or providing speech language pathology or audiology services.
Fees: Application and initial license: \$60; **Renewal:** \$75; Fingerprint processing: \$32;
Examination: See Comments. Aide registration fee: \$10.
Examination Frequency: Spring, Summer, and Fall; See comments.
Examination Locations: Throughout state; See Comments.
Experience Requirements: Master’s degree or equivalent in appropriate major which must include: completion of 60 semester

hours, not less than 24 hours in field in which licensure is sought, and 36 in related field, and 300 hours of supervised clinical experience. Thirty-six weeks of supervised, full-time experience, or seventy-two weeks of part-time experience under the supervision of a licensed speech-language pathologist or audiologist. NTE testing within the last 5 years, or may submit a request for a waiver and pass a Board evaluation. (Note: Must have qualified on the exam at some time in order to be considered for a waiver.)

Average Time to Process Application: 2-3 weeks.

License Renewal Period: Biennially; last day of birth month.

Authority: Business and Professions Code, Chap. 5.3, Div. 2.

Other Special License Requirements: None.

Comments: Examination given by Educational Testing Service (ETS), PRAXIS, P.O. Box 6051, Princeton, New Jersey 08541-6051. Contact ETS for information on date, time, place, and cost of examination.

Information and Applications: Speech-Language Pathology and Audiology Board, 1434 Howe Avenue, Suite 86, Sacramento, CA 95825-3240; (916) 263-2666.

Structural Pest Control Board

Applicator License (Structural Pest Control)

Vocations Requiring License: Persons in employ of a registered company who apply insecticide, pesticide, rodenticide, or allied chemical or substance in Branch 2 (general pest control) levels of practice or Branch 3 (wood destroying pests & organisms) and wood roof cleaning and treatment.

Fee: Examination: \$15.

Examination Frequency: On request.

Examination Locations: Sacramento, San Bernardino, and at most county Agriculture Commission offices.

Experience Requirements: None.

Average Time to Process Application: Immediate.

Renewal Period: Three years.

Authority: Structural Pest Control Act, Article 3.

Other Special License Requirements: None.

Comments: None.

Information and Applications: 1422 Howe Avenue, Sacramento, CA 95825; (916) 263-2544.

Branch Office Registration (Structural Pest Control)

Businesses Requiring Registration: Any structural pest control company maintaining a branch office.

Fees: Application: \$60; Examination: none;

License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 7-10 working days.

Fee Period: None.

Authority: Structural Pest Control Act, Sec. 8612.

Other Special License Requirements: None.

Comments: None.

Information and Applications: 1422 Howe Avenue, Sacramento, CA 95825; (916) 263-2544.

Company Registration (Structural Pest Control)

Vocations Requiring License: As above, can be issued to a company.

Fees: Application: \$120; Examination: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: As above.

Average Time to Process Application: 2 weeks.

Fee Period: N/A.

Authority: Structural Pest Control Act, Article

6.

Other Special License Requirements: Registered company must have a qualifying operator, bond, and insurance.
Comments: None.
Information and Applications: 1422 Howe Avenue, Sacramento, CA 95825; (916) 263-2544.

Field Representative’s License (Structural Pest Control)

Vocations Requiring License: Persons involved in structural pest control.
Fees: Application: none; Examination: \$10; License: \$30.
Examination Frequency: Monthly.
Examination Locations: Sacramento, San Bernardino.
Experience Requirement: Branch 1 (6 months’ fumigation experience), Branches 2 and 3 (certificate of training required and wood roof cleaning and treatment).
Average Time to Process Application: 1 week.
Fee Period: Three years.
Authority: Structural Pest Control Act, Article 4.
Other Special License Requirements: None.
Comments: None.
Information and Applications: See Branch Office Registration.

Operator’s License (Structural Pest Control)

Vocations Requiring License: As above, is issued to an individual.
Fees: Application: none; Examination: \$25; License: \$150.
Examination Frequency: Monthly.
Examination Locations: Sacramento, San Bernardino.
Experience Requirement: Fumigation (Branch 1) 2 yrs., General Pest (Branch 2) 2 yrs., Termite (Branch 3) 4 yrs., wood roof cleaning and treatment—2 yrs.(one-half of the experience required must be as a field

rep or equivalent).
Average Time to Process Application: 1 week.
Fee Period: Three years.
Authority: Structural Pest Control Act, Art. 4.
Other Special License Requirements: None.
Comments: None.
Information and Applications: See Branch Office Registration.

Veterinary Medical Board

Registered Veterinary Technician

Vocations Requiring Certification: Paramedicals assisting veterinarians.
Fees: Application: none; Examination: \$75; Renewal: \$50.
Examination Frequency: Semi-annually.
Examination Locations: Sacramento (March and August).
Experience Requirement: Completion of 2-year approved animal health technician program, or equivalent.
Average Time to Process Application: 1 hour.
Fee Period: Biennially.
Authority: Business and Professions Code, Sec. 4841-4842.1.
Other Special License Requirements: None.
Comments: X-ray certification by the California Department of Health Services, Radiology Section, is no longer a requirement for certification as an Animal Health Technician.
Information and Applications: 1420 Howe Avenue, Suite 6, Sacramento, CA 95825; (916) 263-2610.

Veterinarian

Vocations Requiring License: As above.
Fees: Application: \$65; Examination: \$165 for the NBE, \$140 for the CCT, \$140 for State Board; License: \$200
Examination Frequency: Semi-annually

(December and April).

Examination Locations: Sacramento.

Experience Requirement: Doctorate in Veterinary Medicine.

Average Time to Process Application: 1 hour.

Fee Period: Biennially.

Authority: California Code of Regulations, Title 16, Chap. 20.

Other Special License Requirements: See Department of Food and Agriculture, Bureau of Animal Health, also U.S. Bureau of Narcotics and Dangerous Drugs.

Comments: Veterinary Hospital Premise Registration: \$50 (annually).

Information and Applications: See Registered Veterinary Technician.

Vocational Nursing and Psychiatric Technicians, Board of

Licensed Vocational Nurse

Vocations Requiring License: Persons engaged in the above occupation employed by hospitals, convalescent homes, and any facility requiring the nursing profession.

Fees: Application: \$50; Examination: \$88 (NCLEX); Fingerprint processing: \$56; License: \$75; Renewal: \$75.

Examination Frequency: Year round; Monday through Saturday.

Experience Requirement: One of the following: 1) graduate of accredited California school of vocational nursing; 2) graduate of out-of-state school of vocational nursing; 3) military nursing experience; 4) graduate of approved California school of vocational nursing and 36 months of paid experience; or, 5) equivalent education or experience.

Average Time to Process Application: 12 weeks.

Fee Period: Biennially (birthdate).

Authority: Business and Professions Code, Sec. 2840.

Other Special License Requirements: None.

Comments: None.

Information and Applications: 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833; (916) 263-7800.

Psychiatric Technician

Vocations Requiring License: Persons acting in the above capacity in state, community and private hospitals. Persons also employed in day care centers, alcohol, and drug detoxification centers, therapeutic communities and other in patient and out patient centers.

Fees: Application: \$50; License: \$160; Fingerprint processing: \$56; Renewal: \$160.

Examination Frequency: Year round; Monday through Friday.

Examination Locations: Sacramento, Los Angeles.

Requirements: One of the following: 1) Graduate of a California accredited school for Psychiatric Technicians; 2) Graduate of an out of state school for Psychiatric Technicians equivalent to California; 3) Equivalent study and training; 4) Military mental health experience.

Average Time to Process Application: 8 weeks.

Fee Period: Biennially (birthdate).

Authority: Business and Professions Code, Sec. 4500.

Other Special License Requirements: None.

Comments: None.

Information and Applications: 2535 Capitol Oaks Drive, Suite 200, Sacramento, CA 95833; (916) 263-7800.

Corporations, Department of

Licenses and regulates sales of securities and franchises in California, non-banking lenders and fiduciaries, health care service plans, and workers' compensation health care provider organizations.

Financial Services Division

California Finance Lenders

Businesses Requiring License: Lenders and brokers making and arranging secured or unsecured consumer and commercial loans not otherwise exempt as set forth in Article 2 of said law.

Fees: Application: \$200; Investigative fee: \$100; **Examination for license:** none.

Examination Frequency: Companies books and records are examined at various intervals.

Examination Locations: Licensed location.

Experience Requirement: None.

Average Time to Process Application: Sixty days after the receipt of a completed application.

Annual Assessment: Annually, (\$250 minimum fee).

Authority: Division 9 of the California Financial Code, Commencing with Sec. 22000 (operative July 1, 1995); Title 10, Subchapter 6.

Other Special License Requirements: \$25,000 surety bond.

Comments: Brokers may only broker loans only to lenders possessing a valid Finance Lenders license. They may not broker loans to other types of lenders, such as banks, thrifts, and credit unions.

Information and Applications: Department of Corporations, Financial Services Division, 3700 Wilshire Blvd., Suite 220, Los Angeles, CA 90010; (213) 736-2751.

California Residential Mortgage Lender and Servicer

Business Requiring License: Any person making or servicing federally regulated residential mortgage loans, except those exempt pursuant to Sec. 50003 of the California Financial Code.

Fees: Application: \$900; Investigation: \$100; Fingerprint processing: \$62 per person.

Examination Frequency: Companies books and records are examined once every 2 years.

Examination Location: Licensed location.

Experience or Education Requirement: None.

Average Time to Process Application: 90 days.

Annual Assessment: Annually, with \$5,000 minimum fee.

Authority: Division 20 of the California Financial Code, Title 10 of the California Code of Regulations.

Other Special License Requirements: Federally approved lender/servicer.

Comments: None.

Information and Applications: Department of Corporations, Financial Services Division, 3700 Wilshire Blvd., Suite 220, Los Angeles, CA 90010; (213) 736-2751.

Check Seller, Bill Payer, and Prorater

Businesses Requiring License: Businesses engaged in selling of checks, money orders, or drafts to be used by others for payment of obligations and transferring money or the paying of debts (bills) by a general prorater (credit counselor) or special prorater (professional business agent) on behalf of a debtor.

Fees: Application: \$250; Examination: none; License: annual assessment based on revenues (minimum of \$150). See Sec. 12214 of the California Financial Code.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: Section 12221(e)

of the California Financial Code states that an application may be denied if the proposed officers and directors do not have sufficient check selling, bill paying, prorating or other experience to afford reasonable promise of successful operation. For proraters, Section 12331 of the Financial Code requires one person, owner, officer or employee have a minimum of 5 years experience in consumer credit extension or credit collection activity and be present at each business location while it is open for business.

Average Time to Process Application: 30 to 60 days.

Fee Period: Annually.

Authority: Div. 3 of the California Financial Code, commencing with Sec. 12000, and Title 10 of the California Code of Regulations, commencing with Section 1770.

Other Special License Requirements: See Section 12205 and 12306 of the Financial Code and Section 1790.1 of the California Code of Regulations for minimum surety bond and fidelity bond coverage requirements. See Section 12205 of the Financial Code for minimum capital requirements.

Comments: Defined under Section 12002 of the California Financial Code.

Information and Applications: Department of Corporations, Financial Services Division, 3700 Wilshire Blvd., Suite 220, Los Angeles, CA 90010; (213) 736-2751.

Consumer Finance Lender

Effective July 1, 1995, pursuant to Stats 1994, Chapter 1115 (Assembly Bill 2885), the Personal Property Brokers, California Consumer Finance Lenders and California Commercial Finance Lenders Laws (California Financial Code Divisions 9, 10, and 11 respectively) were repealed and replaced without any substantive changes by the California Finance Lenders Law (Division 9 of the California Financial Code, commencing with Section 22000). The Finance Company regulations then in place were adopted with only those changes necessary to conform the regulations to the new California Finance Lenders Law.

Escrow Agent

Businesses Requiring License: Any person engaged in the business of receiving escrow funds for deposit or delivery, except those that are exempt pursuant to Sec. 17006 of the California Financial Code.

Fees: Application: \$725 for the first office, \$525 for each additional office or location; Fingerprint processing: \$52 per person; Examination: none.

Examination Frequency: Companies books and records are examined every other calendar year.

Examination Locations: Licensed location
Experience Requirement: Manager with 5 years escrow experience for main office, 4 years manager experience for branch location.

Average Time to Process Application: 60 days.

Annual Assessment: Annually, with \$350 minimum fee.

Authority: Division 6 of the California Financial Code, commencing with Sec. 17000. The regulations can be found in Subchapter 9, Title 10 of the California Code of Regulations, commencing with Section 1700.

Other Special License Requirements: None.
Comments: None.

Information and Applications: Department of Corporations, Financial Services Division, 3700 Wilshire Blvd., Suite 220, Los Angeles, CA 90010; (213) 736-2751.

Personal Property Broker

Effective July 1, 1995, pursuant to Stats 1994, Chapter 1115 (Assembly Bill 2885), the Personal Property Brokers, California Consumer Finance Lenders and California Commercial Finance Lenders Laws (California Financial Code Divisions 9, 10 and 11 respectively) were repealed and replaced without any substantive changes by the California Finance Lenders Law (Division 9 of the California Financial Code, commencing

with Section 22000). The Finance Company regulations then in place were adopted with only those changes necessary to conform the regulations to the new California Finance Lenders Law.

Health Plan Division

Health Care Service Plans, License

Business Requiring License: Health Care Service Plans.

Fees: Application: Actual costs of processing the application, including overhead, up to an amount not to exceed twenty-five thousand dollars (\$25,000); Examination: Examinations and medical survey costs are included in an annual assessment. Additional or non-routine examinations and medical surveys are billed at the actual cost of conducting the examination or medical survey; Certificate: N/A; License: N/A; Annual assessment based on the actual costs of administering the program. The assessment is based on a cost per enrollee covered by a health care service plan, plus a base fee. Costs, not to exceed seven hundred-fifty dollars (\$750), are required for the review of a material change to a health care service plan's application, post licensure, and requires the filing of a notice of material modification.

Examination Frequency: Financial examinations are conducted as often as deemed necessary, but not less frequently than once every five years. Medical surveys are conducted as often as deemed necessary, but not less frequently than once every three years with an eighteen month follow-up survey following release of the final report.

Examination Locations: Health care service plan's administrative office(s).

Requirement: Adequate capitalization, organizational and administrative capacity to provide services and accessible, available, quality health care. Financial examinations are conducted by examiners with degrees in accounting; some are CPAs or candidates to

become CPAs. Medical surveys are conducted by health care analysts or others with educational backgrounds in public health, nursing, etc and health professionals depending upon the type of health care service plan.

Average Time to Process Application:

Dependent on the quality of the application filed.

Fee Period: N/A.

Authority: Health and Safety Code, Sec. 1340, et seq.. (Knox-Keene Health Care Service Plan Act of 1975, as amended).

Other Special License Requirements: None.

Comments: None

Information and Applications: Los Angeles phone number: (213) 736-2731, Sacramento phone number: (916) 324-8176. See Title 10, California Code of Regulations, subchapter 5.5 of Chapter 3 beginning with Section 1300.43 for information and application requirements.

Securities Regulation Division

Agent Securities Salesperson (Registration)

Vocations Requiring Registration: Individuals employed as agents of a securities broker dealer.

Fee: \$25 each new employment (not applicable to Issuers' Agents).

Examination: All agents must have passed the Uniform Securities Agent State Law Examination, Series 63 ("Series 63") administered by the National Association of Securities Dealers Regulations, Inc. (NASDR). Special circumstances permit the substitution of other qualifying examinations. (Not applicable to Issuers' Agents).

Examination Frequency: Contact NASDR.

Examination Locations: Contact NASDR.

Experience Requirement: N/A.

Average Time to Process Application: N/A.

Registration Renewal Period: N/A.

Authority: Corporations Code, Sec. 25210; California Administration Code, Title 10, Sec. 260.210, 260.217.1, and 260.608.2.

Other Special Registration Requirements:

Registration with the National Association of Securities Dealers, Inc. and the New York Stock Exchange when sponsoring broker dealer is a member.

Comments: Broker dealer is responsible for reporting employment and payment of fees for all agents. Agents must file fingerprint card and information statement with the National Association of Securities Dealers, Inc. All agents employed by issuers are reported by the issuer in its application for authority to issue securities.

Information and Applications: 980 9th Street, Suite 500, Sacramento, CA 95814; 3700 Wilshire Boulevard, Suite 600, Los Angeles, CA 90010; 1390 Market Street, Suite 810, San Francisco, CA 94102. Sacramento phone (916) 322-7205; Los Angeles phone (213) 736-2741; San Francisco phone (415) 557-0564.

Broker Dealer's Certificate

Businesses Requiring Certificate: Broker dealers.

Fees: Application: \$300.

Examination: Every individual who is a broker-dealer, or compliance supervisor or reported agent of a broker-dealer shall pass the Uniform Securities Agent State Law Examination, Series 63 ("Series 63"). In addition, if the broker-dealer is registered under the Securities and Exchange Act of 1934 (15 USC 78a et seq.) he or she must meet all applicable examination requirements of the Securities and Exchange Commission and the self-regulatory organization of which the broker-dealer is a member. All qualifying examinations are administered by the National Association of Securities Dealers Regulation, Inc. (NASDR). Applicants must apply for examinations on the Uniform Security Industry Employment and Transfer Form (Form U-4). Examination fees are based on the NASDR's fee structure, which varies based on the qualifying examination for which an applicant is applying.

Examination Frequency: N/A.

Examination Locations: Examination locations are determined by the NASDR.

Experience Requirement: None.

Average Time to Process Application: Form BD (Uniform Application for Broker-Dealer Registration): 45 - 60 days; Application by Notification, Pursuant to Corporations Code Section 25211(b): Three business days after application has been filed with the Commissioner or upon the day certificate is issued, whichever occurs first.

License Renewal Period: May 31 of each year.

Authority: Corporations Code, Sec. 25210; 25211; 25217.

Other Special License Requirements: None.

Comments: N/A.

Information and Applications: Call or visit the Department of Corporation's Los Angeles, San Francisco, or Sacramento office.

Franchise Registration

Businesses Requiring Registration: Businesses offering and selling franchises in California

Fees: Application: \$675; Examination: none; License: none; Renewal: \$450.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: Information concerning the identity and business experience of persons affiliated with the franchisor (registrant), as well as brokers and salesmen must be listed as part of the application.

Average Time to Process Application: 3 weeks.

Registration Renewal Period: Annually.

Authority: California Franchise Investment Law, Sec. 31500

Other Special Requirements: Interstate offering requires compliance with the Federal Trade Commission.

Comments: None.

Information and Applications: 980 9th Street, Suite 500, Sacramento, CA 95814; 3700 Wilshire Boulevard, Suite 600, Los Angeles, CA 90010; 1390 Market Street,

Suite 810, San Francisco, CA 94102. Sacramento (916) 322-7205; Los Angeles (213) 736-2741; San Francisco (415) 557-0564.

Investment Advisors Certificate

Vocations Requiring Certification: Persons or firms employing such persons who for compensation engage in the business of advising others as to the value of securities.

Fees: Application: \$125; Renewal: \$125.

Examination: Each investment adviser and each investment adviser representative or associated person must have successfully passed the Series 65/Uniform Investment Adviser Law Examination (“Series 65”) or the Series 66/Uniform Combined State Law Examination (“Series 66”); AND either the Series 7/General Securities Representative Examination (“Series 7”) or hold, in good standing, one of the following designations: Chartered Financial Analyst (“CFA”); Chartered Financial Consultant (“ChFC”); Certified Financial Planner (“CFP”); Chartered Investment Counselor (“CIC”); or Personal Financial Specialist (“PFS”). Series examinations are administered through the National Association of Securities Dealers Regulation, Inc. (NASDR). Applicants must apply on the Uniform Examination Request for Non-NASDR Candidates (Form U-10). Examination fees are based on the NASDR’s fee structure, which varies based on the qualifying examination for which an applicant is applying.

Examination Frequency: Contact NASDR.

Examination Location: Examination locations are determined by NASDR.

Experience Requirement: None.

Average Time to Process Application: 45-60 days.

Certification Renewal Period: 1 year (December).

Authority: Corporations Code, Sec. 25230, 25236.

Other Special Requirements: None.

Comments: The Uniform Investment Adviser Application (“Form ADV”) is the principal

application used to apply for investment adviser certification in this state. Form ADV is a federal form, therefore applicants must obtain the form directly from the U.S.

Securities and Exchange Commission.

Applicants are required to make certain modifications to Form ADV to comply with California law. Information about these modifications and other documents required in the California application can be obtained from the Department of Corporations.

Information and Applications: Call or visit the Department of Corporation’s Los Angeles, San Francisco or Sacramento office.

Securities by Permit, Qualification of

Businesses Requiring Qualification: All businesses or persons offering and selling securities in California, unless exempt.

Fees: Application: see Comments.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 2 to 3 weeks.

Qualification Renewal Period: Annually.

Authority: Corporations Code, Sec. 25000, et seq.; California Administration Code, Title 10, Sec. 250.9-260.617.

Other Special License Requirements:

Interstate sales requires compliance with the U.S. Securities Exchange Commission. Note: Unless exempt, all offerings in California must receive qualification by Department of Corporations in addition to any other federal or state licensing or registration requirement(s).

Comments: The notice of issuance for an exemption for a nonpublic offering of common stock is filed with the Department of Corporations. The filing fee is \$25 to a maximum of \$300. Details are set forth in Sec. 25608©, Corporations Code. For qualifications a fee is assessed at \$200 plus one fifth of one percent of the aggregate value of the consideration to be received in exchange for the issuance of securities in

California, up to a maximum of \$2,500. See Corporations Code, Sec. 25608 for complete information on fees.

Information and Applications: See Enforcement Division for addresses. See (Agent) Securities Salespersons for phone numbers.

Emergency Medical Services Authority

Emergency Medical Technician I (EMT-I) Certification,

Emergency Medical Technician II (EMT-II) Certification

Emergency Medical Technician Paramedic License

Vocations Requiring Certificate: All persons acting as emergency medical care personnel providing prehospitalization life support must be certified as an EMT-I or II or EMT-P, depending on skill level.

Fees: See Comments

Examination Frequency: Varies, see Comments.

Examination Locations: Varies, see Comments.

Education/Experience Requirements: EMT-I, must be 18 yrs. of age and have an EMT-I course completion certificate (see Title 22); EMT-II, must be currently certified as an EMT-I, with additional experience and training (see Title 22); EMT-P, see Title 22 and Comments.

Average Time to Process Applications: Varies from county to county for EMT-I & II; 2 - 4 weeks for EMT-P.

Renewal Period: Every 2 years.

Authority: Regulations for EMT-I, EMT-II and EMT-P appear in California Code of Regulations, Title 22, Division 9.

Other Special License Requirements:

Persons operating private ambulance services must be licensed by the California Highway Patrol; all newly licensed paramedics must be fingerprinted; private ambulance drivers must

be licensed by the Department of Motor Vehicles.

Comments: The California Emergency Medical Services Authority is responsible for establishing regulations that set minimum standards for the scope of practice, training, and certification of EMT-I, EMT-II, and EMT-P. County or regional emergency medical services agencies are responsible for the implementation of the regulations and for the actual certification of EMT-Is and EMT-IIs. Each EMS agency must be individually contacted to determine examination frequency, location, fee structure and minimum education/experience requirements. The National Registry of EMTs administers the EMT-P written and practical examinations for licensure at designated locations and times throughout the year. The EMS Authority also licenses and relicenses EMT-Ps.

Fees are as follows:

Examination: \$35 payable to National Registry of EMTs

Initial licensure: \$225

Relicensure: \$125

Fingerprinting: \$ 42

Note: Fees may vary for out-of-state applicants and for those with licenses that have lapsed beyond a certain date.

Information and Applications: Contact the local emergency medical service agency for further information regarding EMT-Is and EMT-IIs. For further information regarding EMT-P, please contact the EMS Authority at (916) 322-4336 or visit the EMS Authority website at www.emsa.cahwnet.gov

Employment Development Department

Tax Branch

The Employment Development Department (EDD) administers the employment tax programs of the State of California under the authority of the California Unemployment Insurance Code (CUIC). The Tax Branch of the Department administers the collection of Unemployment Insurance Tax (UIT) and Employment Training Tax (ETT) paid by employers, and the State Disability Insurance (SDI) and California Personal Income Tax (PIT) withheld from employee wages by the employer.

Registration

All Employers conducting business in California are subject to the employment tax laws of the CUIC. A business must register with EDD within 15 days of becoming a subject employer. A business becomes a subject employer as soon as it pays accumulative wages in excess of \$100 in a calendar quarter to one or more employees. Wages consist of compensation for services performed, including cash payments, commissions, bonuses, and the reasonable cash value on non-monetary payments for services, such as meals and lodging. Generally, all wages are considered subject wages. For more information on registering with EDD, please telephone (916) 654-8706 or visit EDD's internet website at: www.edd.cahwnet.gov

Employment Tax Customer Service Offices (ETCSOs)

Questions regarding employment, registration, reporting requirements, payment of taxes, or requests for copies of the California Employer's Guide (DE 44) or tax forms should be directed to the nearest ETCSO.

The following is a complete listing of Employ-

ment Tax Customer Service Offices:

Out of State Employers, contact:

3321 Power Inn Road, Suite 220, Sacramento, CA 95826-6110; (916) 464-3502; Fax (916) 464-3504

In-State Employers:

EDD and the Franchise Tax Board offer in-person one-stop tax service at the following Taxpayer Service Center Locations:

Bakersfield*, 1800 30th Street, Suite 390, 93301-1935; (805) 395-2896; Fax (805) 395-2563

Long Beach, 4300 Long Beach Blvd., Suite 700A, 90807; (562) 428-0021; Fax (562) 422-6698

Sacramento*, 3321 Power Inn Road, Suite 220, 95826-6110; (916) 464-3502; Fax (916) 464-3504

San Bernardino, 464 West Fourth Street, 4th Floor, 92401; (909) 383-4176; Fax (909) 383-7900

Stockton*, 31 East Channel Street, Room 219A, 95202-2314; (209) 956-1438; FAX (209) 948-3633

Ventura*, 4820 McGrath Street, Suite 250, 93003; (805) 654-4506; Fax (805) 677-2790

*Board of Equalization also available at this location.

EDD also provides personal employment tax

service at the following ETCSOs:

Downey, 8280 Florence Ave., 90240;
(562) 923-1237; Fax (562) 904-2843

Escondido, 240 West 2nd Ave., 92025;
(760) 737-2200; Fax (760) 737-2228

Eureka, 409 "K" Street, Suite 202, 95501;
(707) 445-6522; Fax (707) 441-5738

Fresno, 1050 "O" Street, 93721;
(209) 445-5717; Fax (209) 445-5151

Laguna Hills, 23151 Plaza Point Drive, Suite
140, 92653; (949) 768-6102;
Fax (949) 855-5147

Monterey, 1900 Garden Road, Suite 160,
93940; (408) 649-2902; Fax (408) 655-8938

Oakland, 7700 Edgewater Dr, Suite 100,
94621-3017; (510) 577-2396; Fax (510) 577-
7591

Orange, 1855 W. Katella Ave., Suite 100,
92667; (714) 288-2601; Fax (714) 288-2634

San Diego, 3110 Camino Del Rio South, Suite
100, 92108-3830; (619) 516-1920;
Fax (619) 516-1930

San Francisco, 1825 Sacramento Street, Suite
401, 94109; (415) 929-5700; Fax (415) 929-
5746

San Jose, 904 Ruff Drive, 2nd Floor, 95110;
(408) 277-9400; Fax (408) 277-9453

Santa Monica, 914 Broadway, 90401;
(310) 576-6400; Fax (310) 395-6597

Santa Rosa, 50 "D" Street, Room 415, 95404;
(707) 576-2094; Fax (707) 576-2601

Van Nuys, 6150 Van Nuys Blvd., Room 210,
91401-3384; (818) 901-5208;
Fax (818) 901-5605

Visalia, 3311 South Fairway St., 93277-7777;

(209) 635-3220; Fax (209) 635-3235

At the following, Employment Tax Service Points,
customers will find self-service racks with tax
forms, a mail drop, and a direct-line telephone to
an ETCSO:

Capitola, 2045 40th Ave, Suite A, 95010;
(408) 464-6293

Chico, 1370 Ridgewood Drive, Suite 10, 95973;
(530) 895-4401

El Monte, 9537 Telstar Ave., Suite 115, 91731-
2907; (562) 923-1237

Los Angeles, 4021 Rosewood Ave., Suite 301,
90004-2932; (323) 669-7670

Marysville, 1204 E Street, 95901; (530) 741-4020

Modesto, 3340 Tully Rd., Suite E -10, 95350-
0851; (209) 576-6207

Pleasant Hill, 3478 Buskirk Avenue, Suite 215,
94523-4345; (925) 977-8265

Redding, 1325 Pine Street, 96001-2002;
(530) 225-2205

Riverside, 1180 Palmyrita Ave, Suite B, 92507;
(909) 383-4176

San Luis Obispo, 3220 South Higuera Street,
Suite 102, 95010-6959; (805) 549-3512

San Mateo, 951 Mariner's Island Blvd., Suite 310,
94404; (650) 358-4102

Vallejo, 421 Tennessee Street, Room 2, 94590;
(707) 648-4040

Hearing-impaired persons can reach EDD by
calling (800) 547-9565.

Energy Commission, California

(Permit Review, Technical Assistance, Policy Guidance)

The Energy Commission certifies the siting, construction, and operation of electrical generating facilities that use any source of thermal energy and have a generating capacity of 50 megawatts or more. The Commission's site-certification for thermal power plants covers all related facilities, including transmission lines that carry electric power from the power plant to a junction with any interconnected transmission system. With respect to such thermal power plants and those that already exist, the Commission certifies any modification that results in a 50-megawatt or more increase in generating capacity or an increase of 25 percent in a line's peak operating voltage or peak kilowatt capacity. All state and local, and most federal level reviews are consolidated in the Energy Commission's certification process, which is completed in approximately 12 months. Further information may be obtained by contacting Siting Office, Energy Facilities Siting and Environmental Protection Division, 1516 Ninth Street, Sacramento, CA 95814, (916) 654-5100.

Equalization, State Board of

Created in 1879 by a constitutional amendment, the Board of Equalization was initially charged with responsibility for ensuring that county property tax assessment practices were equal and uniform throughout the state. Currently the tax programs administered by the Board are concentrated in four general areas: sales and use taxes, property taxes, special taxes and the tax appellate program.

In 1996-97, taxes and fees administered by the Board yielded \$31.31 billion to provide essential services for the people of California. Board-administered programs provided nearly 38 percent of the state's annual tax revenue. Board-administered revenues support hundreds of state and local government programs and services, including schools and colleges, hospitals and health care services, criminal justice, correctional, and social welfare programs, law enforcement, consumer services, natural resource management, and transportation and housing programs.

In addition to administering key state revenue programs, the Board plays a critical role with regard to California property taxes. Further, it acts as the appellate body for franchise and income tax appeals. The primary duties of the Board of Equalization are described in the Annual Report. For general information, please call the Board's Tax Information Center at 1-800-400-7115. The Internet address is:
www.boe.ca.gov/boe.htm

Aircraft Jet Fuel Tax

Businesses Requiring License: Those selling aircraft jet fuel.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 15 days.

License Renewal Period: None.
Authority: Revenue and Taxation Code, Part 2, Div. 2.
Other Special License Requirements: Sales Tax Permit.
Comments: None.
Information and Applications: State Board of Equalization, Fuel Taxes Division, MIC: 30, 450 N Street, Sacramento CA, 95814, mailing address: P.O. Box 942879, Sacramento, CA 94279-0030; (916) 322-9669.

Alcoholic Beverage Tax

Businesses Requiring License: Entities selling, manufacturing, importing, or distributing alcoholic beverages.
Fees: Application: none; Examination: none; License: none.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: Varies – depends on the Department of Alcoholic Beverage Control.
License Renewal Period: None.
Authority: Revenue and Taxation Code, Part 14, Div. 2.
Other Special License Requirements: The Department of Alcoholic Beverage Control issues the Alcoholic Beverage License; Board of Equalization Sales Tax Permit.
Comments: The Department of Alcoholic Beverage Control issues the Alcoholic Beverage License; the Board of Equalization registers the taxpayer to pay the tax based on the Alcoholic Beverage Control registration information. The minimum security deposit requirement is \$500.00.
Information and Applications: State Board of Equalization Excise Taxes Division, MIC: 56, 450 N Street, Sacramento CA 95814, P.O. Box 942879, Sacramento CA 94279-0056; (800) 400-7115. For license, refer to the Department of Alcohol Beverage Control (ABC).

Sales and Use Taxes Field Offices — California Cities

Bakersfield, 1800 30th Street, Suite 150, P.O. Box 1728, 93302-1728; (805) 395-2880

City of Industry, 12820 Crossroads Parkway, P.O. Box 90818, 91715-0818; (562) 908-5280

Culver City, 5901 Green Valley Circle, P.O. Box 3652, 90231-3652, (310) 342-1000

El Centro, 1550 W. Main, 92243-2832; (760) 352-3431

Eureka, 134 D Street, Suite 301, P.O. Box 4884, 95502-4884; (707) 445-6500, (Hours 8-12 & 1-5 M-F)

Fresno, 5070 N Sixth Street, Suite 110, P.O. Box 28580, 93729-8580; (209) 248-4219

Laguna Hills, 23141 Moulton Parkway, Suite 100, P.O. Box 30890, 92654-0890; (949) 461-5711

Norwalk, 12440 E. Imperial Highway, Suite 201, P.O. Box 409, 90651-0409; (562) 466-1694

Oakland, 1515 Clay Street, Suite 303, 94612; (510) 622-4100

Rancho Mirage, 42-700 Bob Hope Drive, Suite 301, 92270-4473; (760) 346-8096

Redding, 391 Hemstead Drive, P.O. Box 492529, 96049-2529; (530) 224-4729

Riverside, 3737 Main Street, Suite 1000, 92501; (909) 680-6400

Sacramento, 3321 Power Inn Road, Suite 210, 95826-3889; (916) 227-6700

Salinas, 111 East Navajo Drive, Suite 100, 93906; (831) 443-3003

San Diego, 1350 Front Street, Room 5047, 92101-3612; (619) 525-4526

San Francisco, 50 Fremont Street, Suite 1400,
94105-2234; (415) 396-9800

San Jose, 250 South Second Street, 95113-2706;
(408) 277-1231

San Marcos, 334 Via Vera Cruz, Suite 107,
92069-2637; (760) 744-1330

Santa Ana, 28 Civic Center Plaza, Rm. 239, P.O.
Box 12040; 92712-2040, (714) 558-4059

Santa Rosa, 50 D Street, Rm. 215, PO Box 730,
95402-0730; (707) 576-2100

Stockton, 31 East Channel Street, Room 264, P.O.
Box 1890, 95201-1890; (209) 948-7720

Suisun City, 333 Sunset Avenue, Suite 330,
94585; (707) 428-2041

Torrance, 680 W. Knox Street, Suite 200, P.O.
Box T, 90508-0270; (310) 516-4300

Van Nuys, 15350 Sherman Way, Suite 250,
91406, P.O. Box 7735, 91409-7735;
(818) 904-2300

Ventura, 4820 McGrath Street, Suite 260, 93003-
7778; (805) 677-2700

Out-of-State Offices

Sacramento, 3321 Power Inn Road, Suite 140,
95826-3889; (916) 227-6600

Chicago, Illinois, 120 N. La Salle, Suite 1602,
60602; (312) 201-5300

New York, N.Y., 675 Third Avenue, Room 520,
10017-4015; (212) 697-4680

Houston, Texas, 1155 Dairy Ashford, Suite 550,
77079-3021; (714) 531-3450

Childhood Lead Poisoning Prevention Fee

Businesses Requiring License: Anyone who sells or imports architectural coatings, is a motor vehicle fuel distributor, or who re-releases lead into ambient air in California must be registered.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 15 days.

Fee Period: None.

Authority: Health and Safety Code, Div. 1, Part 1, Chapter 2.

Other Special License Requirements: None.

Comments: The Childhood Lead Poisoning Prevention Act of 1991 established that a fee shall be assessed and collected annually.

Information and Application: State Board of Equalization, Fuel Taxes Division, 450 N Street, MIC 30, Sacramento, CA 95814, P.O. Box 942879, Sacramento, CA 94279-0030; (916) 322-9669.

Cigarette and Tobacco Products Tax

Businesses Requiring License: Entities who are a distributor or a wholesaler of cigarettes or tobacco products.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 5 days.

License Renewal Period: None.

Authority: Revenue and Taxation Code, Part 13, Div. 2.

Other Special License Requirements: Board of Equalization Sales Tax Permit.

Comments: This tax applies to wholesalers, manufacturers, and distributors. A minimum security deposit requirement is \$1000.

Information and Applications: State Board of Equalization, Excise Taxes Division, MIC 56,

450 N Street, Sacramento CA 95814, P.O.
Box 942879, Sacramento, CA 94279-0056;
(800) 400-7115.

Emergency Telephone Users Surcharge

Businesses Requiring License: Any person supplying intrastate telephone communication services in California pursuant to California Intrastate Tariffs.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 10 days.

License Renewal Period: None.

Authority: Revenue and Taxation Code, Part 20, Div. 2.

Other Special License Requirements: Public Utilities Commission.

Comments: None.

Information and Applications: State Board of Equalization Excise Taxes Division, MIC 56, 450 N Street, Sacramento, CA 95814, P.O. Box 942879 Sacramento, CA 94279-0056; (916) 327-4208.

Energy Resources Surcharge

Businesses Requiring License: Businesses engaged in producing, generating, transmitting, furnishing, distributing, or delivering electrical energy for sale.

Fees: Application: none; Examination: none; License: none

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 10 days.

License Renewal Period: None.

Authority: Revenue and Taxation Code, Part 19, Div. 2.

Other Special License Requirements: Public Utilities Commission.

Comments: None.

Information and Applications: State Board of Equalization Excise Taxes Division, 450 N Street, Sacramento, CA 95814, P.O. Box 942879, Sacramento, CA 94279-0056; (916) 327-4208.

Hazardous Substance Tax Environmental Fee

Businesses Requiring Registration: Corporations, identified by a two-digit Standard Industrial Classification code or a North American Industry Classification System Code (NAICS), which have 50 or more employees in this state and which use, generate, store, or conduct activities related to hazardous materials

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Educational or Experience Requirement: N/A.

Average Time to Process Application: Same day.

Fee Period: None.

Authority: Health and Safety Code, Sec. 25205.6.

Other Special License Requirements: None.

Comments: Identified corporations pay an annual fee.

Information and Applications: State Board of Equalization, Environmental Fees Division, 450 N Street, MIC 57, Sacramento, CA 95814, P.O. Box 942879, Sacramento, CA 94279-0057; (916) 323-9555.

Hazardous Substance Taxes -

Disposal Fee, Generator Fee, Facility Fee, Activity Fee

Businesses Requiring Registration: Persons or entities that produce, treat, store, or dispose of hazardous waste.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.
Educational or Experience Requirement: N/A.
Average Time to Process Application: Same day.
Registration Renewal Period: None.
Authority: Health and Safety Code Sec. 25174.1, 25205.5, 25205.4, 25205.7, 25205.8, and 25343.
Other Special License Requirements: None.
Comments: Board may require posting of security. Operators of hazardous waste facilities and producers of hazardous waste pay various annual fees.
Information and Applications: State Board of Equalization, Environmental Fees Division, 450 N Street, MIC 57, Sacramento, CA 95814, P.O. Box 942879, Sacramento, CA 94279-0057; (916) 323-9555.

Insurance Tax

Businesses Requiring License: Insurance companies.
Fees: Application: none; Examination: none; License: none.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: See Comments.
License Renewal Period: None.
Authority: Under Department of Insurance authority.
Other Special License Requirements: None.
Comments: Board of Equalization processes the deficiency assessments, claims for refund, and determinations for the Insurance Tax; actual registration of the insurance companies is done by the Department of Insurance; collection of assessments is done by the State Controller's office.
Information and Applications: State Board of Equalization, Excise Taxes Division MIC 56, 450 N Street, Sacramento, CA 95814, P.O. Box 942879, Sacramento, CA 94279-0056; (916) 327-4208.

Integrated Waste Management Fee

Businesses Requiring Registration: Operators of Class III solid waste landfills.
Fees: Application: none; Examination: none; License: none.
Examination Frequency: N/A.
Examination Locations: N/A.
Educational or Experience Requirement: N/A.
Average Time to Process Application: Same day.
Registration Renewal Period: None.
Authority: Public Resources Code, Sec. 48000; Revenue and Taxation Code Part 23, Division 2.
Other Special License Requirements: Department of Health Services Solid Waste Facilities Permit.
Comments: Board may require posting of security: waste disposal sites pay a quarterly fee based on the number of tons of solid waste disposal into a solid waste landfill.
Information and Applications: State Board of Equalization, Excise Taxes Division, MIC 56, 450 N. Street, Sacramento, CA 95814, P.O. Box 942879, Sacramento, CA 94279-0056; (916) 327-4208.

International Fuel Tax Agreement License

Vocations Requiring License: Operators of qualified motor vehicles that are registered in California for DMV purposes and travel within and without California.
Fees: Application: \$10.00; Examination: none; License: none.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirements: None.
Average Time to Process Application: 14 days.
License Renewal Period: Annually.
Authority: Revenue and Taxation Code, Part 31, Div. 2.
Other Special License Requirements: Registration with the California Department of Motor Vehicles, California Public Utilities

Commission, and U.S. Department of Transportation.

Comments: Annual application fee for a California IFTA license is \$10. In addition to your license, you need one set of two decals for each qualified motor vehicle in your fleet. Each set costs \$2. The Board may also require posting of security. Another option available is a four-day California Fuel Trip Permit.

Information and Applications: State Board of Equalization, Fuel Taxes Division, MIC 65, 450 N Street, Sacramento, CA 94279-0065; (916) 322-9669.

Interstate User Diesel Fuel Tax License

Vocations Requiring License: Operators of qualified motor vehicles can apply for this license if they are California-based truckers whose only travel outside the state is to Mexico, or if they travel in California are based in Mexico or one of the following states or territories: Alaska, Maine, New Hampshire, Vermont, Northwest Territories, Ontario, Yukon Territory.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirements: None.

Average Time to Process Application: 14 days.

License Renewal Period: None.

Authority: Revenue and Taxation Code, Part 31, Div. 2.

Other Special License Requirements: Registration with the California Department of Motor Vehicles, California Public Utilities Commission and U.S. Department of Transportation.

Comments: Board may require posting of security. Another option available is a four-day California Fuel Trip Permit.

Information and Applications: State Board of Equalization, Fuel Taxes Division, MIC 65, 450 N Street, Sacramento, CA 94279-0065; (916) 322-9669.

Motor Vehicle Fuel License Tax

Businesses Requiring License: Businesses engaged in selling or distributing motor vehicle fuel in quantities of 200 gallons or more in a single sale (includes wholesalers, manufacturers, blenders, and importers).

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 15 days.

License Renewal Period: None.

Authority: Revenue and Taxation Code, Part 2, Div. 2.

Other Special License Requirements: Board of Equalization Sales Tax Permit.

Comments: Distributor's license may require security. Maximum security is \$1,000,000. Bond is based on three times monthly tax liability.

Information and Applications: State Board of Equalization, Fuel Taxes Division, MIC 30, 450 N Street, Sacramento 95814, P.O. Box 942879, 94279-0030; (916) 322-9669.

Occupational Lead Poisoning Fee

Businesses Requiring Registration: Businesses employing 10 or more persons in industries which present a potential source of occupational lead poisoning.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Educational or Experience Requirement: N/A.

Average Time to Process Application: Same day.

Fee Period: None.

Authority: Health and Safety Code Sec. 105190.

Other Special License Requirements: None.

Comments: A fee is paid annually by employers in industries identified by the four-

digit Standard Industrial Classification which present a potential source of occupational lead poisoning.

Information and Applications: State Board of Equalization, Environmental Fees Division, 450 N Street, MIC 57, Sacramento, CA 95814, P.O. Box 942879, Sacramento, CA 94279-0057; (916) 323-9555.

Oil Spill Prevention and Administration Fee

Businesses Requiring License: Any person who operates an oil refinery in this state; a marine terminal in marine waters; a pipeline across, under, or through marine waters; or any pipeline to transport crude oil out of the state.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A..

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 5 days.

License Renewal Period: None.

Authority: Government Code, Title 2, Chap. 7.4, Div. 1.

Other Special Requirements: None.

Comments: The Board may require security.

Information and Applications: State Board of Equalization, Fuel Taxes Division, 450 N. Street, MIC: 30, Sacramento, CA 95814, P.O. Box 942879, Sacramento, CA 94279-0030; (916) 322-9669.

Property Taxes Appraiser Certification

Vocations Requiring Certification: Persons who perform the duties or exercise the authority of an Appraiser or Auditor Appraiser for property tax purposes as an employee of the state or any California county, city, or city and county.

Fees: Application: none; Examination: yes; Certification: yes.

Examination Frequency: Once or twice a year.

Examination Locations: Varies.

Experience Requirement: Graduate of an accredited four-year institution of higher education or equivalent of high school graduation and four years of relevant experience.

Average Time to Process Application: 14 days.

Certification Renewal Period: Temporary (up to 12 months) until exam passed, then permanent.

Authority: Revenue and Taxation Code, Sec. 670 through 673; Property Tax Rules and Regulations, Article 7, Rule 281 through 283.

Other Special License Requirements: None.

Comments: 24 hours' continual annual education requirement; 24 hours; 12 if advanced (completed course of study). This certification is required shortly after employment in jobs described under Item A. One does not seek this certification before employment.

Information and Applications: State Board of Equalization, Property Taxes Department, Policy, Planning and Standards Division, 450 N Street, Sacramento, CA 95814; (916) 445-4982.

Sales and Use Tax Permit

Businesses Requiring License: Businesses engaged in selling tangible personal property at retail in California.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 30 minutes.

License Renewal Period: None.

Authority: Revenue and Taxation Code, Part 1, Div. 2.

Other Special License Requirements: None.

Comments: Consumers may apply for a use tax permit for payment of use tax. Out-of-state companies engaged in business in California are required to have a seller's permit. Out-of-state retailers not engaged in

business in California may voluntarily register with the Board to collect the use tax.

Information and Applications: Applications may be obtained at any Board of Equalization office listed under Sales and Use Taxes Field Offices or by calling 1-800-400-7115. Companies located outside California should contact the out-of-state District Office in Sacramento at (916) 227-6600.

Supplier Diesel Fuel Tax License

Businesses Requiring License: Any supplier (e.g. blender, enterer, position, holder, refiner, terminal operator, throughputter) who is a supplier of diesel fuel.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirements: None.

Average Time to Process Application: 15 days.

License Renewal Period: None.

Authority: Revenue and Taxation Code, Part 31, Div. 2.

Other Special License Requirements: Board of Equalization Sales Tax Permit.

Comments: Supplier's license may require security. Maximum security is \$1,000,000. Security is based on four times monthly tax liability.

Information and Applications: State Board of Equalization, Fuel Taxes Division, MIC 30, 450 N Street, Sacramento, CA 94279-0030; (916) 322-9669.

Timber Yield Tax Registration

Businesses Requiring Registration: Individuals or other entities intending to harvest forest products.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 5 days.

Fee Period: None.

Authority: Revenue and Taxation Code, Part 18.5, Sec. 38351.

Other Special License Requirements:

Requires Department of Forestry or federal agency approval of plans.

Comments: None.

Information and Applications: State Board of Equalization, Property Taxes Department, Timber Tax Section, 450 N Street, Sacramento 95814; (916) 445-6964.

Tire Recycling Fee

Businesses Requiring License: Any retail sales of new tires.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: None.

Average Time to Process Application: 10 days.

Fee Period: None.

Authority: Public Resources Code, Sec. 42860 to 42895; Revenue and Taxation Code, Part 30, Division 2.

Other Special License Requirements: Board of Equalization Sales Tax Permit.

Comments: None.

Information and Applications: State Board of Equalization, Excise Taxes Division, MIC 56, 450 N Street, Sacramento, CA 95814, P.O. Box 942879, Sacramento, CA 94279-0056; (916) 327-4208.

Underground Storage Tank Maintenance Fee

Businesses Requiring Registration: Owners of underground storage tanks containing petroleum products.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Educational or Experience Requirement:

N/A.

Average Time to Process Application: Same day.

Registration Renewal Period: None.

Authority: Health and Safety Code, Sec. 25299.41.

Other Special License Requirements: State Water Resources Control Board, Underground Storage Tank Permit.

Comments: Board may require posting of security. Owners of an underground storage tank pay a fee quarterly, but the Board may impose other payment periods.

Information and Applications: State Board of Equalization, Fuel Taxes Division, MIC 30, 450 N. Street, Sacramento, CA 95814, P.O. Box 942879, Sacramento, CA 94279-0030; (916) 322-9669.

Use Fuel Tax Permit

Vocations Requiring License: Operators of vehicles powered by compressed natural gas, liquefied petroleum gas, or liquid natural gas and alcohol fuels containing not more than 15% gasoline or diesel fuel (except operator of private passenger vehicle who purchases all fuel with the tax paid at the pump).

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 15 days.

Permit Renewal Period: None.

Authority: Revenue and Taxation Code, Part 3, Div. 2.

Other Special License Requirements: Registration California Department of Motor Vehicles, California Public Utilities Commission and Interstate Commerce Commission.

Comments: Operators of vehicles powered by liquefied petroleum gas, natural gas, or compressed natural gas may pay their tax for the use of such fuels by paying an annual flat rate tax. The flat rate fee is an annual tax. The period for which the annual fee payment shall apply will be any twelve-month period

beginning with the month in which payment is made.

Information and Applications: State Board of Equalization, Fuel Taxes Division, MIC 30, 450 N Street, Sacramento, CA 94279-0030; (916) 322-9669.

Vendor's Use Fuel Tax Permit

Businesses Requiring License: Businesses engaged in selling compressed natural gas, liquefied petroleum gas, liquid natural gas, or alcohol fuels containing not more than 15% gasoline or diesel fuel, for delivery into the fuel tank of a vehicle.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 15 days.

License Renewal Period: None.

Authority: Revenue and Taxation Code, Part 3, Div. 2.

Other Special License Requirements: Board of Equalization, Sales Tax Permit.

Comments: None.

Information and Applications: State Board of Equalization, Fuel Taxes Division, MIC 30, 450 N Street, Sacramento, CA 94279-0030; (916) 322-9669.

Film Commission, California

Motion Picture Location Permits for State-Owned and Operated Property

Business requiring permit: All motion picture, television, commercial and documentary production companies, and still photographers desiring to use State owned and operated property.

Fees: Employee reimbursements only; varies for permit approvals-by agency and number of employees assigned during production.

Examination Frequency: None.

Examination Location: N/A.

Experience or Education Requirements: None.

Average Time to Process Application: 24 to 48 hours, longer for more complex film activities.

Fee Period: N/A.

Authority: Government Code, Sec. 14998.8.

Other Special License Requirements: Written approval by any other state agency that controls property requested for filming.

Comments: Draft permit application is available by fax.

Information and Application: California Film Commission, 7080 Hollywood Blvd., Suite 900 Hollywood, CA 90028; (323) 860-2960 or (800) 858-4PIX.

Financial Institutions, Department of

Licenses and regulates state-chartered banks, business and industrial development corporations (BIDCOs), credit unions, foreign banks, industrial loan companies, payment instrument (money order) issuers, savings and loans, transmitters of money abroad, travelers check issuers and trust companies.

Banks

Businesses Requiring License: A banking business.

Fees: Application: \$5,000; Examination: fee for special exams only at \$200 per day; License: \$2,500; Other: annual assessment based on total assets.

Examination Frequency: Once every two calendar years.

Examination Locations: Location of bank.

Experience Requirement: None specific - evaluation of character/financial responsibility and experience of proposed officers and directors.

Average Time to Process Application: 90 - 120 days.

License Renewal Period: Continuous.

Authority: Financial Code, Sec. 360 et seq.

Other Special License Requirements: FDIC insurance of deposits.

Comments: None.

Information and Applications: Department of Financial Institutions, 111 Pine St., Suite 1100, San Francisco 94111; (415) 263-8500.

Business and Industrial Development Corporations

Businesses Requiring License: Business and Industrial Development Corporations (BIDCO).

Fee: Application: \$2,000; Examination: none; License: \$25.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 3 months.

License Renewal Period: Annually.

Authority: California Administrative Code, Title 10, Chap. 1, Sec. 50.1; Financial Code, Div. 15, Sec. 31115.

Other Special License Requirements: Department of Corporations, if recognized by SBA, requires SBA charter.

Comments: A BIDCO must be a California corporation.

Information and Applications: Department of Financial Institutions; 111 Pine Street, Suite 1100; San Francisco 94111- 5613; (415) 263-8500.

Credit Union

Businesses Requiring License: Those engaged in acceptance of share deposits from members and the making and servicing of consumer, residential, and commercial loans to members.

Fees: Application: \$5; Examination: none; License: annual assessment based on gross assets, minimum of \$20. See Sec. 14350 of the California Financial Code for assessment schedule.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 6 to 12 Months.

Fee Period: Annually.

Authority: Division 5 of the California Financial Code, commencing with Sec. 14000, and Title 10 of the California Code of Regulations, commencing with Sec 30.1.

Other Special License Requirements: Share (deposit) insurance required. Must have at least 500 eligible members a field of membership consistent with the principals of credit unions based on common bond of occupation, association, or groups within a well-defined neighborhood, community or rural district.

Comments: Operation of state-chartered credit unions is defined in Sec. 14000 of the

California

Financial Code. For operation of federally chartered credit unions, please contact the National Credit Union Administration.

Information and Applications: Department of Financial Institutions, 111 Pine St., Suite 1100, San Francisco 94111; (415) 263-8500.

Foreign Bank Branch Office

Businesses Requiring License: Foreign (other nation) banks.

Fee: Application: \$2,000 (\$1,500 if the foreign bank already maintains an agency in California); Examination: N/A; Certificate: \$25; License: continuous; Other: annual assessment based upon total assets.

Examination Frequency: Once each two calendar years.

Examination Locations: Site of business.

Experience Requirement: None specific - positive findings on experience and integrity.

Average Time to Process Application: 30 - 45 days.

License Renewal Period: Continuous.

Authority: Financial Code, Sec. 1700 et seq.

Other Special License Requirements: Asset pledge to Commissioner of Financial Institutions; Appointment of Commissioner of Financial Institutions as Attorney for Service of Process.

Comments: Also requires approval of the Federal Reserve Board.

Information and Application: Department of Financial Institutions Offices.

Foreign Bank Agency Office

Businesses Requiring License: Foreign (other nation) banks.

Fee: Application: \$1,000 (\$750 if the foreign bank already maintains an agency in California); Examination: N/A; Certificate: \$25; License: continuous; Other: annual assessment based upon total assets.

Examination Frequency: Once each two calendar years.

Examination Locations: Site of business.
Experience Requirement: None specific - positive findings on experience and integrity.
Average Time to Process Application: 30 - 45 days.
License Renewal Period: Continuous.
Authority: Financial Code, Sec. 1700 et seq.
Other Special License Requirements: Asset pledge to Commissioner of Financial Institutions; Appointment of Commissioner of Financial Institutions as Attorney for Service of Process.
Comments: Also requires approval of the Federal Reserve Board.
Information and Application: Department of Financial Institutions Offices.

Foreign Bank Representative Office

Businesses Requiring License: Foreign (other nation) banks
Fee: Application: \$250; Examination: N/A; Certificate: \$25; License: continuous; Other: annual assessment based upon total assets.
Examination Frequency: N/A.
Examination Locations: Site of business.
Experience Requirement: None specific - positive findings on experience and integrity.
Average Time to Process Application: 30 days.
License Renewal Period: At the start of every fiscal year, beginning July 1.
Authority: Financial Code, Sec. 1700 et seq.
Other Special License Requirements: Appointment of Commissioner of Financial Institutions as Attorney for Service of Process.

Industrial Loan

Businesses Requiring License: Those engaged in acceptance of deposits; making and servicing of consumer, residential and commercial loans; and insurance premium financing.
Fees: Application: \$400; Examination: none; License: annual assessment based on gross assets, minimum of \$250. See Sec.

18350 of the California Financial Code.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: President/CEO to have 5 years' banking, thrift, or other financial services experience.
Average Time to Process Application: 4 to 6 months.
Fee Period: Annually.
Authority: Division 7 and 8 of the California Financial Code, commencing with Sec. 18000 and Sec. 18560, respectively; and Title 10 of the California Code of Regulations, commencing with Sec. 1101.
Other Special License Requirements: Industrial loan companies must obtain FDIC deposit insurance and meet FDIC capital requirements. Industrial loan companies, see Sections 18130 and Section 18131 of the California Financial Code for minimum capital requirement. Premium finance agencies, see Section 18582 of the California Financial Code for minimum capital requirement.
Comments: Operation of industrial loan company is defined in Sec. 18003 of the California Financial Code; operation of premium finance agency is defined in Sec. 18560.
Information and Applications: Department of Financial Institutions Offices.

Payment Instruments (Money Orders)

Businesses Requiring License: Businesses selling payment instruments.
Fees: Application: \$2,000; Examination: \$200/day per examiner; Certificate: \$25; License: N/A; Other: annual assessment.
Examination Frequency: Discretion of Commissioner.
Examination Locations: Site of business.
Experience Requirement: Evaluation of experience and good character of officers and directors.
Average Time to Process Application: 90 - 120 days.
License Renewal Period: Continuous.

Authority: Financial Code, Sec. 33200 et seq.

Other Special License Requirements: Maintenance of eligible securities.

Comments: None.

Information and Applications: Department of Financial Institutions, Special Licensees Division; 111 Pine Street, Suite 1100; San Francisco 94111; (415) 577-3232.

Transmitter of Money Abroad

Businesses Requiring License: Transmitters of money abroad.

Fee: Application: \$5,000; Examination: \$400/day per examiner; License: \$2,500; Other: annual assessment.

Examination Frequency: Every two calendar years.

Examination Locations: Site of business.

Experience Requirement: None specific - Finding of good character and sound financial condition.

Average Time to Process Application: 120 - 180 days.

Fee Period: Annually.

Authority: Financial Code, Sec. 1800 et seq.

Other Special License Requirements: Surety bond required.

Comments: None.

Information and Applications: Department of Financial Institutions, Special Licensees Division; 111 Pine Street, Suite 1100; San Francisco 94111; (415) 263-8500.

Travelers Checks

Businesses Requiring License: Travelers check Companies.

Fees: Application: \$2,000; Examination: \$200/day per examiner; Certificate: \$25; License: N/A; Other: annual assessment on volume of checks issued.

Examination Frequency: At Commissioner's discretion.

Examination Locations: Location of business.

Experience Requirement: None specific.

Average Time to Process Application: 90 days.

License Renewal Period: Continuous.

Authority: Financial Code, Sec. 1853 et seq.

Other Special License Requirements: Maintenance of eligible securities.

Comments: None.

Information and Applications: Department of Financial Institutions; 111 Pine Street, Suite 1100; San Francisco 94111.

Trust Company

Businesses Requiring License: Trust Companies.

Fees: Application: \$5,000; Examination: \$200/day per examiner; Certificate: N/A; License: \$2,500; Other: annual assessment based on total corporate assets.

Examination Frequency: Every two calendar years.

Examination Location: Site of trust company operations.

Requirements: None specific - Evaluation of character, financial responsibility and experience or proposed officers and directors.

Average Time to Process Application: 90 - 120 days.

License Renewal Period: Continuous.

Authority: Financial Code, Section 360 et seq.

Other Special License Requirements: Asset pledge with State Treasurer.

Comments: None.

Information and Applications: Department of Financial Institutions Offices.

Agency Office, Approval (Savings and Loan Association)

Businesses Requiring Certificate

of Authority: State savings and loan associations.

Fees: Application: \$375; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 1 week.
Approval Renewal Period: N/A.
Authority: California Finance Code Sec. 10011 has been repealed.
Other Special Requirements: Be a State Savings and Loan Association or Foreign Association.
Comments: None.
Information and Applications: See Association Certificate of Authority, below.

Association Certificate of Authority (Savings and Loan Association)

Businesses Requiring Certificate of Authority: State savings and loan associations.
Fees: Application: \$7,500.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 4 months.
Certificate Renewal Period: Until revoked.
Authority: California Administration Code, Title 10, Chap. 2, Subchap. 3.
Other Special Requirements: Prior to the issuance of a certificate of authority, each new association must obtain insurance of accounts from the Federal Deposit Insurance Corporation. Associations must also comply with other corporate laws in California.
Comments: Corporate license, not an individual license.
Information and Applications: Sharon Dunlavey, 300 S. Spring St., 15513 Los Angeles, CA 90013; (213) 897-2225.

Conversion: Federal to State Association, Approval of Savings and Loan Association

Businesses Requiring Approval: Any federal association converting to a state association.
Fees: Application: \$7,500; Examination: none.

Examination Frequency: N/A.
Examination Locations: N/A.
Experience or Education Requirements: None.
Average Time to Process Application: 90 days.
Renewal Period: Until revoked.
Authority: California Financial Code, Sec. 5713; California Administration Code, Title 10, Chap. 2, Subchap. 3.
Other Special Requirements: None.
Comments: None.
Information and Applications: See Association Certificate of Authority above.

Organizing Permit (Savings and Loan Association)

Businesses Requiring Permit: Persons desiring to organize a new state savings and loan association.
Fees: Application: none; Examination: none; License: none.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 2 weeks.
Permit renewal period: N/A.
Authority: California Financial Code, Sec. 5401.
Other Special Requirements: N/A.
Comments: None.
Information and Applications: See Association Certificate of Authority, above.

Fish and Game, Department of

Anchovy Reduction

Businesses Requiring Permit: Fish processors who process anchovies for reduction purposes.

Fees: Application: none; Examination: none; Permit: \$30.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 10 working days.

Fee Period: Annually, April 1 - March 31.

Authority: Fish and Game Code, Sec. 8180, 8181, 8075-8080.

Other Special License Requirements: None. Information and Applications: Fish and Game Commission.

Anchovy Take Permit

Businesses Requiring Permit: Owner or operator of a vessel taking anchovies for reduction purposes.

Fees: Application: none; Examination: none; Permit: \$30.

Examination Frequency: N/A.

Examination Locations: N/A.

Examination Requirement: N/A.

Average Time to Process Application: 10 working days.

Fee Period: Annually, April 1 - March 31.

Authority: Fish and Game Code, Section 8180- 8190.

Other Special License Requirements: None.

Comments: None.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Aquaculture Registration

Businesses Requiring Registration: Persons rearing or maintaining aquatic plants or animals for commercial purposes.

Fees: Application: none; Examination: none; License: \$400 new operator/owner; \$300 surcharge for businesses with gross annual revenue of \$25,000 or more in prior year; Renewal: \$200.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: N/A.

Average Time to Process License: 30 working days.

Fee Period: Annually, calendar year.

Authority: Fish and Game Code, Section 15101-15102.

Other Special License Requirements:

Renewal applications received after April 1 are considered delinquent; penalty is \$25.00 plus one percent of the registration fee for each month.

Comments: Field inspection may be required.

Information and Applications: License and Revenue Branch, Sacramento.

Bay Shrimp Permit

Businesses Requiring Permit: Operators of vessels using trawl nets to take bay shrimp, oriental gobies, long jaw mudsuckers, and staghorn sculpin inside the Golden Gate Bridge.

Fees: Application: none; Examination: none; Permit: \$30.

Examination Frequency: N/A.

Examination Locations: N/A.

Examination Requirement: None.

Average Time to Process Application: 10 working days.

Fee Period: Annually, April 1 - March 31.

Authority: Title 14, California Code of Regulations, Section 119.

Other Special License Requirements: None.

Comments: None.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Commercial Boat Registration

Businesses Requiring License: Commercial fishing and party boats.
Fees: Application: none; Examination: none; Registration: resident: \$200, nonresident: \$400.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 10 working days.
Fee Period: Annually, April 1 - March 31.
Authority: Fish and Game Code, Section 7880-7891.
Other Special License Requirements: Party boats see Dept. of Boating and Waterways; vessels operating on Federal navigable waterways may also be under U.S. Coast Guard jurisdiction.
Comments: None.
Information and Applications: All Fish and Game offices, except Rancho Cordova.

Commercial Aircraft Registration

Businesses Requiring Registration: Any aircraft operated in airspace above public waters in connection with fishing operations for profit in this state.
Fees: Application: none; Examination: none; Registration: \$200.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 10 working days.
Fee Period: Annually, April 1 - March 31.
Authority: Fish and Game, Section 7887.
Other Special License Requirements: None.
Comments: None.
Information and Applications: Long Beach, San Diego, License and Revenue Branch, Sacramento.

Commercial Fish Business (Multifunction)

Businesses Requiring License: Receives processors, wholesalers, importers.
Fees: Application: none; Examination: none; License: \$1000.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 10 working days.
Fee Period: January 1 - December 31.
Authority: Fish and Game Code, Section 8032.
Other Special License Requirements: N/A.
Comments: License authorizes business to conduct activities of a retailer.
Information and Applications: All Fish and Game offices, except Rancho Cordova.

Commercial Ocean Enhancement Stamp

Businesses Requiring Stamps: Commercial fishermen taking white sea bass from ocean waters south of Point Arguello and owners of any commercial party boat operating south of Point Arguello.
Fees: Application: none; Examination: none; Stamp: \$25.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 10 working days.
Fee Period: Annually, April 1 - March 31.
Authority: Fish and Game Code, Section 6595.
Other Special License Requirements: Commercial Fishing License or Commercial Boat Registration and Commercial Passenger Fishing Boat License required.
Comments: N/A.
Information and Applications: All Fish and Game offices, except Rancho Cordova.

Crayfish Permit

Businesses Requiring Permit: Required in addition to a Commercial Fishing License or Live Fresh Water Bait Fishing License for each person taking crayfish for profit, bait, or human consumption.
Fees: Application: none; Examination: none; Permit: \$30.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 10 working days.
Fee Period: Annually, April 1 - March 31.
Authority: Fish and Game Code, Section 8490-8492.
Other Special License Requirements: None.
Comments: None.
Information and Applications: License and Revenue Branch, Sacramento.

Dredging Permit: Regular

Businesses Requiring Permit: Persons using any vacuums or suction dredging machines whose inside nozzles have intake diameters of less than six inches.
Permit Fees: Resident: \$32.25; Nonresident: \$127.00.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 7 working days.
Fee Period: Annually, calendar year.
Authority: Fish and Game Code, Section 5653.
Other Special License Requirements: None.
Comments: Permit does not allow extensive alteration of streambed.
Information and Applications: All Department of Fish and Game Offices.

Dredging Permit: Special

Businesses Requiring Permit: Persons engaged in dredging.
Permit Fees: Resident: \$161.50; Nonresident: \$273.25.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 30 working days.
Fee Period: Annually, calendar year.
Authority: Fish and Game Code, Section 5653.
Other Special License Requirements: May be under jurisdiction of Water Quality Control Commissioner via Regional Water Quality Control Boards.
Comments: If extensive alteration of streambed may result, this permit requires field inspection.
Information and Applications: All Fish and Game offices.

Dungeness Crab Vessel Permit

Business Requiring Licenses: Required for the owner of a registered commercial fishing vessel used to take Dungeness crab for commercial purposes.
Fees: Application: none; Examination: none; Permit: resident: \$200, nonresident: \$400.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None
Average Time to Process Application: 10 working days.
License Renewal Period: Annually, April 1 - March 31.
Authority: Fish and Game Code, Section 8280.1.
Other Special License Requirements: Commercial Boat Registration (resident or nonresident) Commercial Fishing License.
Comments: None.
Information and Applications: All Fish and Game offices, except Rancho Cordova.

Finfish Trap Permit

Business Requiring Licenses: Required for any person to take Finfish using traps south of Point Arguello.

Fees: Application: none; Examination: none; Permit: \$110.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 10 working days.

License Renewal Period: Annually, April 1-March 31.

Authority: Fish and Game Code, Section 9001.5.

Other Special License Requirements: A valid Commercial Fishing License; have possessed a valid General Gill Trammel Net Permit during the previous license year and the owner or operator of a currently registered commercial fishing vessel.

Comments: Specific landings are required to maintain the permit.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Fish Importer License

Businesses Requiring License: Persons who resale fish landed out of state.

Fees: Application: none; Examination: none; License: \$400.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 10 working days.

Fee Period: Annually, January 1 - December 31.

Authority: Fish and Game Code, Section 8036.

Other Special License Requirements: N/A.

Comments: None.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Fish Processor's License

Businesses Requiring License: Any person who processes fish or aquaculture products for profit and who sells to persons other than ultimate consumers. Commercial fishermen who dress fish on board a commercial fishing vessel to avoid spoilage or waste are exempt.

Fees: Application: none; Examination: none; License: \$400. **Examination Frequency:** N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 10 working days.

Fee Period: Annually, January 1 - December 31.

Authority: Fish and Game Code, Section 8034.

Other Special License Requirements: See Department of Health Services for cannery license and licensing of retort operators. Subject to inspection by county health department. Interstate shippers may be under jurisdiction of U.S. Food and Drug Administration.

Comments: Sanitation and wholesomeness requirements.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Fish Wholesaler's License

Businesses Requiring License: Any person who, for the purpose of resale to persons other than the ultimate consumer, receives, purchases, or obtains fish from another person who is required to be licensed as a fish processor, receiver, or fish wholesaler.

Fees: Application: none; Examination: none; License: \$270.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 10 working days.

Fee Period: Annually, January 1 - December 31.

Authority: Fish and Game Code, Section 8035.

Other Special License Requirements: Comply with local sanitation enforcement by county health department; U.S. Food and Drug Administration may exercise jurisdiction over interstate shippers.

Comments: None.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Fisherman’s Retail License

Businesses Requiring License: Commercial fishermen selling own catch to ultimate consumers.

Fees: Application: none; Examination: none; License: \$50.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 10 working days.

Fee Period: Annually, January 1 - December 31.

Authority: Fish and Game Code, Section 8033.5.

Other Special License Requirements: Commercial Fishing License required.

Comments: Licensee is required to report monthly landing taxes to the Department.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Fishing License, Commercial

Businesses Requiring License: Each person 18 years or older who is on board a commercial vessel while it is taking fish for profit.

Fees: Application: none; Examination: none; License: resident crewmember: \$50, resident operator: \$90; Nonresident: \$150.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 10 working days.

Fee Period: Annually, April 1 - March 31.

Authority: Fish and Game Code, Section 7850-7852.

Other Special License Requirements: None.

Comments: None.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Fishing License, Commercial Junior

Businesses Requiring License: Each person at least 16 years of age, but less than 18, who is actively assisting in commercial fishing activities.

Fees: Application: none; Examination: none; License: \$35.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 10 working days.

Fee Period: Annually, April 1 - March 31.

Authority: Fish and Game Code, Section 7850-7852.

Other Special License Requirements: None.

Comments: None

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Fur Agent License

Businesses Requiring License: Any person buying, selling, trading, or dealing in raw furs on behalf of a fur buyer/dealer.

Fees: License: \$55.75

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 10 working days.

Fee Period: Annually, July 1 - June 30.

Authority: Fish and Game Code, Section 4030-4043.

Other Special License Requirements: None.

Comments: Must work for a Fur Buyer/Dealer.

Information and Applications: License and Revenue Branch, Sacramento.

Fur Dealer License

Businesses Requiring License: Any person selling, trading, or dealing in raw furs.
Fees: Application: none; Examination: none; License: \$111.25.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 10 working days.
Average Renewal Period: Annually, July 1 - June 30.
Authority: Fish & Game Code, Section 4030-4043.
Other Special License Requirements: N/A.
Comments: N/A.
Information and Applications: License and Revenue Branch, Sacramento.

Game Breeder-Class I License

Businesses Requiring License: Breeders of domesticated game birds and mammals who do not sell more than 175 chinese ringneck or mongolian ringneck pheasants or both annually.
Fees: License: \$12.75.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 30 working days if new; no approval needed for renewals.
Fee Period: Annually, January 1 - December 31.
Authority: Fish and Game Code, Section 3200-3219.
Other Special License Requirements: If migratory birds are reared, a permit from U.S. Fish and Wildlife Service is required.
Comments: None.
Information and Applications: License and Revenue Branch, Sacramento.

Game Breeder-Class II License

Businesses Requiring License: Breeders of domesticated game birds and mammals who sell more than 175 chinese ringneck or mongolian ringneck pheasants or both annually.
Fees: License: \$63.50.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 10 working days; no approval needed.
Fee Period: Annually, January 1 - December 31.
Authority: Fish and Game Code, Section 3200-3219.
Other Special License Requirements: If migratory birds are reared, a permit from the U.S. Fish and Wildlife Service is required.
Comments: None.
Information and Applications: License and Revenue Branch, Sacramento.

General Gill/Trammel Net Permit

Businesses Requiring Permit: Qualified owners or operators of vessels using gill or trammel nets.
Fees: Application: none; Examination: none; Permit: \$330.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 10 working days.
Fee Period: Annually, April 1 - March 31.
Authority: Fish and Game Code, Section 8680-8696.
Other Special License Requirements: A valid Commercial Fishing License; possessed a valid General Gill Trammel Net Permit during the previous license year and be the owner or operator of a currently registered commercial fishing vessel.
Comments: None.
Information and Application: Fish and Game offices in Long Beach, Menlo Park, Monterey, and San Diego.

Golden, Spot, and Ridgeback Prawn Trawl Permit

Businesses Requiring Permit: Operators of vessels using or possessing trawl nets to take golden, spot, or ridgeback prawns in ocean waters.
Fees: Application: none; Examination: none; Permit: \$30.
Examination Frequency: N/A.
Examination Locations: N/A.
Examination Requirement: None.
Average Time to Process Application: 10 working days.
License Renewal Permit: Annually, April 1 - March 31.
Authority: California Code of Regulations, Title 14, Section 120.3.
Other Special License Requirements: None.
Comments: None.
Information and Applications: All Fish and Game offices, except Rancho Cordova.

Guide License (Nonresident)

Business Requiring Permit: Hunting and fishing guides
Fees: Permit: \$199; Guide employee: \$10.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: N/A.
Average Time to Process Application: 14 working days/approval needed.
Fee Period: Annually, February 1 - January 31.
Authority: Fish and Game Code, Section 2535-2546.
Other Special License Requirements: Fishing guides with boats must register boats, \$400.
Comments: Must possess a surety bond in the amount of not less than \$1000 to ensure faithful performance. Persons who have not resided in California for 6 months are nonresidents.
Information and Applications: License and Revenue Branch, Sacramento.

Guide License (Resident)

Businesses Requiring Permit: Hunting and fishing guides
Fees: Permit: \$71.25; Guide employee: \$10.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 14 working days/approval needed.
Fee Period: Annually, February 1 - January 31.
Authority: Fish and Game Code, Section 2535-2546.
Other Special License Requirements: Fishing guides with boats must register boats: \$200.
Comments: Must possess a surety bond in the amount of not less than \$1000 to ensure faithful performance. Persons who have resided in California for 6 months or more are residents.
Information and Applications: License and Revenue Branch, Sacramento.

Herring Fresh Fish Market Permit

Businesses Requiring Permit: Owners, lessees, or operators of vessels in San Francisco or Tomales Bay to take herring for the fresh fish market.
Fees: Application: none; Examination: none; Permit: \$30.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 10 working days.
Fee Period: Annually, November 1 - October 31.
Authority: California Code of Regulations, Title 14, Section 163.
Other Special License Requirements: None.
Comments: None.
Information and Applications: Menlo Park.

Herring Gill Net Permit (Resident or Nonresident)

Business Requiring Permit: Required for qualified persons to take herring with gill nets for commercial purposes.

Fees: Application: none; Examination: none; Permit: resident: \$265, nonresident: \$1000.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 10 working days.

License Renewal Period: Annually, April 1 - March 31.

Authority: Fish and Game Code, Section 8550.5.

Other Special License Requirements: None.
Comments: None.

Information and Applications: Menlo Park.

Herring Ocean Waters Permit

Business Requiring Permit: Owners, lessees, or operators of vessels taking herring in ocean waters.

Fees: Application: none; Examination: none; Permit: \$30.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 10 working days.

Fee Period: Annually, April 1 - March 31.

Authority: California Code of Regulations, Title 14, Section 163.

Other Special License Requirements: None.
Comments: None.

Information and Applications: Eureka, Menlo Park, and Monterey.

Hunting Club License, Commercial

Businesses Requiring License: Hunting clubs person in possession of property who collect fee for the privilege of taking birds or mam-

mals on the property.

Fees: License: \$262.25.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 10 working days.

Fee Period: Annually, July 1 - June 30.

Authority: Fish and Game Code, Section 3240.5 - 3246.

Other Special License Requirements: If migratory game birds reared, permit from U.S. Fish and Wildlife service is required.

Comments: None.

Information and Applications: License and Revenue Branch, Sacramento.

Kelp Harvesting License

Businesses Requiring License: Kelp harvesters or harvesters of other aquatic plants in California waters for profit.

Fees: Application: none; Examination: none; License: \$100.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 10 working days.

Fee Period: Annually, January 1 - December 31.

Authority: Fish and Game Code, Section 6650-6657.

Other Special License Requirements: None.
Comments: None.

Information and Applications: Fish and Game office, Long Beach.

Licensed Domesticated Game Bird Club License

Businesses Requiring License: Licensed Game Bird Clubs utilizing domestically reared game birds.

Fees: Under 500 acres: \$233.00; Over 500 acres: \$310.25.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.
Average Time to Process Application: 10 working days.
Fee Period: Annually, August 1 - July 31.
Authority: Fish and Game Code, Section 3270 et seq.
Other Special License Requirements: None.
Comments: Inspection fees required yearly.
Information and Applications: License and Revenue Branch, Sacramento.

Live Fresh Water Bait License

Businesses Requiring License: Live bait (freshwater) dealers, sporting goods dealers selling freshwater bait, persons taking live bait for sale.
Fees: Application: none; Examination: none; License: \$55.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 7 working days.
Fee Period: Annually, calendar year.
Authority: Fish and Game Code, Section 8460-8463.
Other Special License Requirements: May be subject to Domesticated Fish Breeders License, Department of Fish and Game.
Comments: None.
Information and Applications: License and Revenue Branch, Sacramento.

Lobster Crewmember Permit

Businesses Requiring Permit: Required for any commercial fisherman assisting in the take of lobster for commercial purposes.
Fees: Application: none; Examination: none; Permit: \$125.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 10 working days.

Fee Period: Annually, April 1 - March 31.
Authority: CCR, Title 14, Section 122.
Other Special License Requirements: Resident or nonresident commercial fishing license.
Comments: None.
Information and Applications: All Fish and Game offices, except Rancho Cordova.

Lobster Operator Permit

Businesses Requiring Permit: Persons taking or assisting in taking lobster for profit.
Fees: Application: none; Examination: none; Permit: \$265.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 10 working days.
Fee Period: Annually, April 1 - March 31.
Authority: Fish and Game Code, Section 8250-8259.
Other Special License Requirements: A valid Commercial Fishing License; have possessed a valid Lobster Operator Permit during the previous license year, and be the owner or operator of a currently registered commercial fishing vessel.
Comments: None.
Information and Applications: All Fish and Game offices, except Rancho Cordova.

Marine Aquaria Collector Permit

Businesses Requiring License: Required for any commercial fisherman taking or possessing any live marine species native to California waters for marine aquaria pet trade purposes.
Fee: Application: none; Examination: none; Permit: \$300.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 10 working days.

Fee Period: Annually, January 1 - December 31.

Authority: Fish and Game Code, Section 8597.

Other Special License Requirements: Resident or nonresident commercial fishing license.

Comments: None.

Information and Applications: License and Revenue Branch, Sacramento.

Marine Aquaria Receiver's License

Businesses Requiring License: Persons engaged in businesses receiving live marine species native to California waters for purpose of wholesaling or retailing these species for pet industry.

Fee: Application: none; Examination: none; Permit: \$1,000.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 10 working days.

Fee Period: Annually, January 1 - December 31.

Authority: Fish and Game Code, Section 8033.1.

Other Special License Requirements: N/A.

Comments: None.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Market Squid Boat Owner's Permit

Business Requiring Licenses: Required for the owner of a registered commercial fishing vessel used to take market squid for commercial purposes.

Fees: Application: none; Examination: none; Permit: \$2,500.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 10 working days.

License Renewal Period: Annually, April 1 - March 31.

Authority: Fish and Game Code Section 8423.

Other Special License Requirements: Commercial Boat Registration (resident or nonresident), Commercial Fishing License.

Comments: None.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Market Squid Vessel Permit

Business Requiring Licenses: Required for the owner of a registered commercial fishing vessel used to take market squid for commercial purposes.

Fees: Application: none; Examination: none; Permit: \$2,500.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 10 working days.

License Renewal Period: Annually, April 1 - March 31.

Authority: Fish and Game Code Section 8421.

Other Special License Requirements:

Commercial Boat Registration (resident or nonresident), Commercial Fishing License.

Comments: None.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Pacific Mackerel Permit

Businesses Requiring Permit: Owners or operators of vessels taking, possessing, or transporting loads of Pacific mackerel greater than three tons and taking Pacific mackerel with round haul nets.

Fees: Application: none; Examination: none; Permit: \$30.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 10 working days.

Fee Period: Annually, April 1 - March 31.

Authority: Fish and Game Code, Section 8410-8415.

Other Special License Requirements: None.

Comments: None.

Information and Applications: Long Beach.

Passenger Fishing Boat License, Commercial

Businesses Requiring License: Fishing boats charging a fee to sport fish from the vessel.

Fees: Application: none; Examination: none; License: \$200.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 10 working days.

Fee Period: Annually, April 1 - March 31.

Authority: Fish and Game Code, Section 7920-7924.

Other Special License Requirements: Commercial Boat Registration, Fish and Game required prior to issuance (See Dept. of Boating and Waterways); vessels operating on federally controlled navigable waters may also be under U.S. Coast Guard jurisdiction.

Comments: None.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Pink Shrimp Trawl (Individual or Vessel)

Businesses Requiring License: Persons commercially taking pink shrimp.

Fees: Application: none; Examination: none; Permit: \$285.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 10 working days.

Fee Period: Annually, April 1 - March 31.

Authority: Fish and Game Code, Section 8842.

Other Special License Requirements: A valid Commercial Fishing License; and or commercial boat registration and possessed a valid pink shrimp permit during the previous license year.

Comments: None.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Salmon Stamp, Commercial

Businesses Requiring License: Persons between the ages of 18 and 70 who commercially fish for salmon.

Fees: Application: none; Examination: none; License: \$260.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: N/A.

Average Time to Process Applications: 10 working days.

Fee Period: Annually, April 1 - March 31.

Authority: Fish and Game Code, Section 7860.

Other Special License Requirements: Commercial Fishing License or Certificate of Boat Registration required.

Comments: Required for each person 18 years of age and older who takes or assists in taking salmon for a profit, and for the owner or operator of each qualified commercial salmon fishing vessel to renew that vessel's salmon permit. Each commercial party boat taking salmon in ocean waters north of Point Arguello must have one of these stamps for the owner or operator and one stamp for each Coast Guard-required crew member affixed to that vessel's Certificate of Boat Registration. Not required for persons 70 years of age or older as of April 1 of current license year.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Salmon Stamp, Junior Commercial Fishing

Businesses Requiring License: Persons at

least 16 years of age, but less than 18, who take or assist in taking salmon for a profit.

Fees: Application: none; Examination: none; License: \$130.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 10 working days.

Fee Period: Annually, April 1 - March 31.

Authority: Fish and Game Code, Section 7852.3.

Other Special License Requirements: Owner of vessel upon which licensee is working shall obtain a policy of insurance which provides identification to the person licensed in case of accident or injury while working on the vessel.

Comments: None.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Salmon Stamp, "John Doe" Commercial Fishing

Businesses Requiring License: Commercial salmon fishing vessel owners/operators who wish one crew member to be exempt from having a Commercial Fishing Salmon Stamp affixed to his/her Commercial Fishing License.

Fees: Application: none; Examination: none; Stamp: \$260.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 10 working days.

Fee Period: Annually, April 1 - March 31.

Authority: Fish and Game Code, Section 7860(d).

Other Special License Requirements: Commercial Fishing License.

Comments: N/A.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Salmon Vessel Permit

Business Requiring Licenses: Required for the owner of a registered commercial fishing vessel used to take salmon for commercial purposes.

Fees: Application: none; Examination: none; Permit: \$30.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 10 working days.

License Renewal Period: Annually, April 1 - March 31.

Authority: Fish and Game Code, Section 8232.

Other Special Requirements: Commercial Boat Registration (resident or nonresident), Commercial Fishing Salmon Stamp.

Comments: None.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Sardine Permit

Businesses Requiring Permit: Owners or operators of a vessel taking sardines for live bait purposes.

Fees: Application: none; Examination: none; Permit: \$30.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 10 working days.

Fee Period: Annually, April 1 - March 31.

Authority: Fish and Game Code, Section 8150.5-8154.

Other Special License Requirements: Commercial Fishing License.

Comments: None.

Information and Applications: All Fish and Game offices.

Sea Cucumber Permit (Dive or Trawl)

Businesses Requiring Permit: Persons taking sea cucumbers by diving or using trawl nets.
Fees: Application: none; Examination: none; Permit: \$250.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 10 working days.
Fee Period: Annually, April 1 - March 31.
Authority: Fish and Game Code, Section 8405.
Other Special License Requirements: Commercial Fishing License.
Comments: Must have possessed a valid Sea Cucumber Permit (diving or trawl permit) in the immediately preceding permit year.
Information and Applications: All Fish and Game offices, except Rancho Cordova.

Sea Urchin Crewmember Permit

Businesses Requiring License: Persons 16 years or older working on a vessel taking sea urchins for profit.
Fees: Application: none; Examination: none; Permit: \$30.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 10 working days.
Fee Period: Annually, April 1 - March 31.
Authority: CCR, Title 14, Section 120.7.
Other Special License Requirements: Commercial Fishing License (operator or crewmember, nonresident).
Comments: Not transferable.
Information and Applications: All Fish and Game offices, except Rancho Cordova.

Sea Urchin Diving Permit

Businesses Requiring Permit: Qualified persons who take sea urchins for profit.

Fees: Application: none; Examination: none; Permit: \$330.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 10 working days.
Fee Period: Annually, April 1 - March 31.
Authority: Fish and Game Code, Section 9054-9070.5.
Other Special License Requirements: Possess a valid Commercial Fishing License; have possessed a valid Sea Urchin Diving Permit during the previous license year.
Comments: Specific landings are required to maintain the permit.
Information and Applications: Fish and Game offices in Long Beach, Menlo Park, and Monterey; License and Revenue Branch, Sacramento.

Scientific Collecting Permit

Businesses Requiring Permit: College facility, public and private companies, educational institutions, zoological gardens or aquariums etc.
Fees: Application: none; Permit: resident: \$42.75; nonresident: \$142.75.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 30 working days.
Fee Period: Annually, January 1 - December 31.
Authority: Fish and Game Code, Section 1002-1003.
Other Special License Requirements: Permit valid for 2 years from date of issue.
Comments: None.
Information and Applications: License and Revenue Branch, Sacramento.

Shark and Swordfish Permit, Drift Gill Net

Businesses Requiring Permit: Operators of vessels using drift gill nets to take shark and swordfish.

Fees: Application: none; Examination: none; Permit: \$330.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Required: N/A.

Average Time to Process Application: 10 working days.

Fee Period: Annually, April 1 - March 31.

Authority: Fish and Game Code, Section 8560-8570.

Other Special License Requirements: Commercial Fishing License and General Gill Trammel Net Permit is required; must have possessed a valid Drift Gill Net Permit during the previous license year.

Comments: Specific landing requirements are required to maintain the permit.

Information and Applications: Fish and Game offices in San Diego and Long Beach only.

Shrimp and Prawn Trawl Permit

Businesses Requiring Permit: Operators of vessels using or possessing trawl nets to take shrimp in ocean waters.

Fees: Application: none; Examination: none; Permit: \$30.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 10 working days.

Fee Period: Annually, April 1 - March 31.

Authority: Fish and Game Code, Section 8590-8598.

Other Special License Requirements: Commercial Fishing License.

Comments: None.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Sport-Caught Fish Exchange Permit

Businesses Requiring License: Any person who, for a fee or for exchange, cans or smokes fish taken under the authority of a sport fishing license.

Fees: Application: none; Examination: none; License: \$50.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 10 working days.

Fee Period: Annually, January 1 - December 31.

Authority: California Code of Regulations, Title 14, Section 231.

Other Special License Requirements: N/A.

Comments: N/A.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Squid Light Boat Owner's Permit

Business Requiring Licenses: Required for the owner of a registered commercial fishing vessel used to take squid for commercial purposes.

Fees: Application: none; Examination: none; Permit: \$2,500.

Examination Frequency: N/A.

Examination Locations: N/A

Experience Requirement: None.

Average Time to Process Application: 10 working days.

License Renewal Period: Annually, April 1 - March 31.

Authority: Fish and Game Code, Section 8423.

Other Special License Requirements: Commercial Boat Registration (resident or nonresident), Commercial Fishing License.

Comments: None.

Information and Applications: All Fish and Game offices, except Rancho Cordova.

Student Scientific Collecting Permit

Businesses Requiring Permit: Students.
Fees: Permit: \$14.25.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Permit issued to student in collegiate program when required by instructor in wildlife research to collect specimens used in supervised laboratory work in connection with a course of wildlife research or wildlife investigations and studies.
Average Time to Process Application: 30 working days.
Fee Period: Annually, calendar year.
Authority: Fish and Game Code, Section 1002 and 1003.
Other Special License Requirements: None.
Comments: Valid for one year from date of issue.
Information and Applications: License and Revenue Branch, Sacramento.

Swordfish Permit

Businesses Requiring Permit: Persons commercially fishing for swordfish.
Fees: Application: none; Examination: none; Permit: \$330.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: 10 working days.
Fee Period: Annually, April 1 - March 31.
Authority: Fish and Game Code, Section 8394-8394.5.
Other Special License Requirements: Commercial Fishing License required.
Comments: None.
Information and Applications: Fish and Game Offices in Long Beach and San Diego.

Tidal Invertebrate Permit

Business Requiring Permit: Persons who take specified invertebrates within 1,000 feet of

shore for profit.
Fees: Application: none; Examination: none; Permit: \$30.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 10 working days.
Fee Period: Annually, April 1 - March 31.
Authority: Fish and Game Code, Section 8500.
Other Special License Requirements: Commercial Fishing License required.
Comments: None.
Information and Applications: All Fish and Game offices, except Rancho Cordova.

Trap Permit

Businesses Requiring Permit: Every person who uses traps to take fin fish, mollusks, or crustaceans for profit, except spiny lobster and Dungeness crab, as defined in Fish and Game Code, Section 9001.
Fees: Application: none; Examination: none; Permit: \$35.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 10 working days.
Fee Period: Annually, April 1 - March 31.
Authority: Fish and Game Code, Section 9001.
Other Special License Requirements: Commercial Fishing License required.
Comments: None.
Information and Application: All Fish and Game offices, except Rancho Cordova.

Trapping Permit: Junior

Businesses Requiring Permit: Persons who take fur bearing mammals or nongame mammals by means of a trap, or sell, raw furs of such mammals. Also required of a person checking the traps of another person as their

designee.

Fees: Application: none; Examination: none; Permit: \$24.

Examination Frequency: As required.

Examination Locations: Various Fish and Game Regional offices.

Experience Requirement: N/A.

Average Time to Process Application: 14 working days.

Fee Period: Annually, July 1 - June 30.

Authority: Fish and Game Code, Section 4005-4012.

Other Special License Requirements: New applicant must present copy of trapping certificate of proficiency. Renewal report must be completed and sent to License Revenue Branch (LRB) by June 30.

Comments: Persons who have resided in California for 6 months or more are residents. Residents under 16 years of age may apply for this license.

Information and Applications: License and Revenue Branch, Sacramento.

Trapping Permit: Nonresident

Businesses Requiring Permit: Persons who take fur bearing mammals or nongame mammals by means of a trap, or sell, raw furs of such mammals. Also required of a person checking the traps of another person as their designee.

Fees: Application: none; Examination: none; Permit: \$358.00.

Examination Frequency: As required.

Examination Locations: Regional Fish and Game offices.

Experience Requirement: N/A.

Average Time to Process Application: 14 working days.

Fee Period: Annually, July 1 - June 30.

Authority: Fish and Game Code, Section 4005-4012.

Other Special License Requirements: See Junior Trapping.

Comments: Persons who have not resided in California for 6 months prior to application are nonresidents.

Information and Applications: License and Revenue Branch, Sacramento.

Trapping License: Resident

Businesses Requiring License: Persons who take fur bearing mammals or nongame mammals by means of a trap, or sell, raw furs of such mammals. Also required of a person checking the traps of another person as their designee.

Fees: Application: none; Examination: none; Permit: \$71.25.

Examination Frequency: As required.

Examination Locations: Regional Fish and Game offices.

Experience Requirement: N/A.

Average Time to Process Application: 14 working days.

Fee Period: Annually, July 1 - June 30.

Authority: Fish and Game Code, Section 4005-4012.

Other Special License Requirements: See Junior Trapping.

Comments: Persons who have resided in California for 6 months or more are residents; persons over 16 years of age may apply for this license.

Information and Applications: License and Revenue Branch, Sacramento.

Department of Fish and Game Offices

3211 S Street, Sacramento, CA 95816;
(916) 227-2245

601 Locust Street*, Redding, CA 96001;
(530) 225-2300

619 Second Street, Eureka, CA 95501;
(707) 445-6499

1701 Nimbus Road*, Rancho Cordova, CA 95670; (916) 358-2900

P.O. Box 47, (7329 Silverado Trail*), Yountville, CA 94599; (707) 944-5500

411 Burgess Drive, Menlo Park, CA 94025;
(650) 688-6340

20 Lower Ragsdale Drive, Monterey, CA 93940;
(831) 649-2870

1234 E. Shaw Avenue*, Fresno, CA 93710;
(209) 222-3761

330 Golden Shore*, Suite 50, Long Beach, CA
90802; (562) 590-5132

4949 Viewridge Avenue, San Diego, CA 92123;
(619) 467-4201

* Regional Offices

Food and Agriculture, Department of

Animal Industry, Division of

Animal Health Branch

Livestock into California, Permit for Movement of

Businesses Requiring Permit: Owners of
cattle, swine and poultry.

Fees: Application: none; Examination:
none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 2
minutes to write; additional time (in district
office) to verify.

Fee Period: N/A.

Authority: California Code of Regulations,
Title 3, Sec. 754.2, 757, 801 and 810; Food
and Agricultural Code, Sec. 9570, 10326.

Other Special License Requirements:

Livestock Dealers also are required to have
Dealer License, Bureau of Market Enforce-
ment, Dept. of Food and Agriculture.

Comments: Permits are not a requirement by
the Animal Health Branch to conduct a for-
profit business in the State. Our requirement
for a permit is for the purpose of notifying the
Branch of shipments of livestock expected to
enter the State for disease control.

Information and Applications: 1220 N
Street, Room A107, Sacramento, CA 95814;
(916) 654-1447.

Swine, License to Feed Garbage to

Businesses Requiring License: Hog ranches
that feed garbage.

Fees: Application: \$20; Examination: none;
License: \$20 renewal.

Examination Frequency: N/A.

Examination Locations: N/A.
Requirement: Adequate cooking and sanitation facilities.
Average Time to Process Application: 2 weeks.
Fee Period: Annually.
Authority: California Code of Regulations, Title 3, Sec. 793; Food and Agricultural Code, Sec. 10981-10990.
Other Special License Requirements: None.
Comments: Application fee covers first year license.
Information and Applications: 1220 N Street, Room A107, Sacramento, CA 95814; (916) 654-1447.

Vessel and Aircraft Garbage Collector, License as

Businesses Requiring License: Garbage collectors servicing ships and/or aircraft.
Fees: Application: none; Examination: none; License: none.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Sanitary conditions, adequate equipment and staff.
Average Time to Process Application: 2 weeks.
Fee Period: Until revoked.
Authority: California Code of Regulations, Title 3, Sec. 772; Food and Agricultural Code, Sec. 16001-16154.
Other Special License Requirements: Disposal sites may be covered by Solid Waste Management Board and Water Resources Commission.
Comments: None.
Information and Applications: 1220 N Street, Room A107, Sacramento, CA 95814; (916) 654-1447.

Veterinary Biologics, License for the Production of

Businesses Requiring License: Veterinary Biologic Producers.
Fees: Application: \$250; Examination: none; License: \$250 renewal.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Adequate facilities and staff.
Average Time to Process Application: 2 weeks.
Fee Period: Fiscal year.
Authority: California Food and Agricultural Code, Secs. 9201 et seq., California Code of Regulations, Title 3, Sec. 1305.1.
Other Special License Requirements: If engaged in interstate commerce, firm also must be licensed by USDA APHIS, not Calif. Dept. of Food and Agriculture.
Comments: Application fee includes first year's license.
Information and Applications: 1220 N Street, Room A107, Sacramento, CA 95814; (916) 654-1447.

Division of Inspection Services

Agricultural Commodities and Regulatory Services Branch

Commercial Feed License

Businesses Requiring License: Feed manufacturers and distributors, as well as label guarantors.
Fees: Application: none; Examination: none; License: \$50; Late penalty: \$20; Renewal: \$50.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: A permanent place of business.
Average Time to Process Application: 3 - 4

Weeks.

License Renewal Period: Biennially (July 1), of odd-numbered years (delinquent on August 1, of odd-numbered years).

Authority: Food and Agricultural Code, Sections 15051 - 15055.

Other Special Requirements: None.

Comments: There is a tax of 10 cents per ton paid by the last licensee.

Information and Applications: Contact the Agricultural Commodities and Regulatory Services Branch, 1220 N Street, Room A-472, Sacramento, CA 95814; (916) 654-0574.

Fertilizing Materials License

Businesses Requiring License: Manufacturers and distributors of fertilizing materials, label guarantors.

Fees: Application: none; Examination: none; License: \$100 (if issued in odd-numbered years), \$50 (if issued in even-numbered years); Renewal: \$100; Late penalty: \$50 (February 1 - 28), \$100 (after March 1), \$100 maximum.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: None.

Average Time to Process Application: 3 - 4 Weeks.

License Renewal Period: Biennially (January 1), of odd-numbered years (delinquent on February 1, of odd-numbered years).

Authority: Food and Agricultural Code, Sections 14591, 14593.

Other Special Requirements: Compliance with state and federal regulations concerning safety, health, and environmental protection.

Comments: Note: There is an assessment tax of 2.0 mill per dollar value of fertilizing materials sold. Assessment is on the manufacturer or label guarantor of packaged products. Assessment is on the last licensee of products sold in bulk. A tonnage report is required semiannually.

Information and Applications: Contact the Agricultural Commodities and Regulatory

Services Branch, 1220 N Street, Room A-472, Sacramento, CA 95814; (916) 654-0574.

Fertilizing Materials Registration

Labels Requiring Registration: Manufacturers must register each specialty fertilizer, packaged agricultural mineral, auxiliary soil and plant substance, and packaged soil amendment.

Fees: Application: none; Registration: \$100 per new product (if issued in even-numbered years), \$50 per new product (if issued in odd-numbered years); Renewal: \$50 per product; Late penalty: \$50 (after February 1).

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Labels must comply with California Code of Regulations, Sections 2300 - 2312.

Average Time to Process Application: 3 - 4 Weeks.

Registration Renewal Period: Biennially (January 1), of even-numbered years (delinquent on February 1, of even-numbered years).

Authority: Food and Agricultural Code, Sections 14601, 14603.

Other Special Requirements: None.

Comments: None.

Information and Applications: Contact the Agricultural Commodities and Regulatory

Products Requiring Registration: Livestock Drugs Manufactured as Over-the-Counter Products

Fees: \$180 per product registered (in even-numbered years), \$90 per product registered (in odd-numbered years); Late penalty: \$50 per product; Renewal: same rate; Application: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: N/A.

Average Time to Process Application: 4 Weeks.

Registration Renewal Period: Biennially (January 1), of even-numbered years (delinquent on February 1, of even-numbered years).

Authority: Food and Agricultural Code, Sections 14281 - 14296.

Other Special Requirements: Drugs must be approved by the Federal Drug Administration as safe and effective.

Comments: None.

Information and Applications: Contact the Agricultural Commodities and Regulatory Services Branch, 1220 N Street, Room A-472, Sacramento, CA 95814; (916) 654-0574.

Restricted Livestock Drug License

Businesses Requiring License: Retail sellers of restricted over-the-counter livestock drugs such as ranch or stock suppliers.

Fees: Application: none; License: \$25; Late penalty: \$10.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: See Comments for statutory reference.

Average Time to Process Application: 3 - 4 Weeks.

License Renewal Period: Annually; (January 1, of each year), (delinquent on February 1, of each year).

Authority: Food and Agricultural Code, Sections 14321 - 14330.

Other Special License Requirements: None.

Comments: *See Food and Agricultural Code, Section 14203, for definition of restricted livestock drug (products which are sensitive with respect to residue in food chain).

Information and Applications: Contact the Agricultural Commodities and Regulatory Services Branch, 1220 N Street, Room A-472, Sacramento, CA 95814; (916) 654-0574.

Egg Quality Control Branch

Container Exchange License (Eggs)

Businesses Requiring License: Container exchange businesses (dealing in master containers for eggs, constructed of materials other than fiberboard).

Fees: Application: none; Examination: none; License: none.

Examination Frequency: None.

Examination Locations: N/A.

Requirements: None.

Average Time to Process Application: 2 hours.

Fee Period: Until revoked.

Authority: Food and Agricultural Code, Div. 12, Pt. 4, Chap. 1, Art. 14.

Other Special License Requirements: None.

Comments: None.

Information and Applications: E.Q.C., 1220 N Street, Room A 447, Sacramento, CA 95814; (916) 654-0800.

Egg Handlers

Businesses Requiring Registration: All businesses acting as egg handlers.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: None.

Examination Locations: N/A.

Requirements: None.

Average Time to Process Application: 2 hours.

Fee Period: Until revoked or business terminates.

Authority: Food and Agricultural Code, Div. 12, Pt. 4, Chap. 1, Art. 3.

Other Special License Requirements: None.

Comments: None.

Information and Applications: 1220 N Street, Room A-447, Sacramento, CA 95814; (916) 654-0800.

Livestock Identification, Bureau of

Annual Out-of-State Permit

Businesses Requiring Permit: Cattle owners who move cattle out-of-state.

Fees: Application: Up to \$100 per year by law; Examination: none; License: none. Payment of annual fee must be made in advance, \$25 per year.

Examination Frequency: None.

Examination Locations: N/A.

Requirement: None.

Average Time to Process Application:

Approximately 1 week.

Permit renewal period: Annually.

Authority: Food and Agricultural Code, Div. 10, Chap. 6, Sec. 21067.

Other Special Requirements: None.

Comments: Permit's purpose is to allow cattle owners located on the border of the state to move cattle up to 50 miles across the state border to another pasture.

Information and Applications: See Brand Registration.

Brand Registration

Businesses Requiring License: Stockraisers desiring to use a brand.

Fees: Application: \$50; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Food and Agricultural Code, Sec. 20662, states brands must meet following: 1) not duplicate a brand recorded in Calif., 2) capable of being reproduced when burned into hide of animal, 3) symbolizing design to observer, 4) capable of common verbal description.

Average Time to Process Application: 3 to 4 weeks.

Fee Period: Biennially.

Authority: California Food and Agricultural Code, Sec. 407, 20171 and 20603; California Administration Code, Title 3, Sec. 895; Division 10, Chapter 4.

Other Special License Requirements: None.

Comments: Following charges are applicable: Duplicate: \$7; Reinstated: \$75; Recording: \$50; Transfer: \$50; Penalty for use of forfeited unrecorded or canceled brand: \$100.

Information and Applications: 1220 N Street, Rm. A 130, Sacramento, CA 95814; (916) 654-0889.

Cattle Movement Permit

Businesses Requiring Permit: Cattle owners who move cattle across a modified point of origin boundary.

Fees: Application: up to \$200 per year by law; Examination: none; License: none. Payment of annual fee must be made in advance: \$25 per year.

Examination Frequency: None.

Examination Locations: N/A.

Requirement: None.

Average Time to Process Application:

Approximately 1 week.

Permit renewal period: Annually.

Authority: Food and Agricultural Code, Div. 10, Chap. 6, Sec. 21059(d) and Sec. 21111.

Other Special Requirements: None.

Comments: Currently the state has 4 modified point-of-origin areas. Permit's purpose is to allow cattle owners located on the border of a zone to move up to 40 miles across the zone border to other pasture.

Information and Applications: See Brand Registration.

Dairy Exemption Certificate

Businesses Requiring License: Dairy (Dairy as defined in Food and Agricultural Code Section 32505).

Fees: Application: \$25; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 1-4

weeks.

Fee Period: 5 years.

Authority: California Food and Agricultural Code, Div. 9, Chap. 3, Sec. 16522.5.

Other Special License Requirements: None.

Comments: This license is an alternate evidence of ownership of cull dairy cows and bulls sold for slaughter.

Information and Applications: See Brand Registration.

Feedyard Registration

Businesses Requiring License: Feedyards for bovines.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: None

Average Time to Process Application: 1 week.

Fee Period: None.

Authority: California Food and Agricultural Code, Div. 10, Chap. 1, Sec. 20013.

Other Special License Requirements: May need clearance with State Solid Waste Management Board and Water Resources Commission.

Comments: None.

Information and Applications: See Brand Registration.

Mobile Slaughter Registration

Businesses Requiring License: Individual doing farm slaughter as a business.

Fees: None.

Examination Frequency: None.

Examination Locations: None.

Experience Requirement: California Food and Agricultural Code Sec. 22001.5 & 22037.

Average Time to Process Application: 1-4 weeks.

Fee Period: None.

Authority: California Food and Agricultural

Code, Div. 10, Chap. 8, Sec. 22001.5 & 22037.

Other Special License Requirements: None.

Comments: Purpose is to establish a list of individuals who provide field slaughter services. Could be instrumental in potential food safety issues.

Information and Applications: See Brand Registration.

Marketing Services, Division of

Dairy Marketing Branch

Milk Handler's License

Businesses Requiring License: Anyone involved in processing and distribution of milk and dairy products (see Comments below).

Fees: Application: two-year license fee \$25; Examination: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Conform to local statutory requirements.

Average Time to Process Application: 7 days after license requirements are completed.

Fee Period: Annually, staggered every two years.

Authority: Food and Agricultural Code, Div. 21, Pt. 3, Chap. 1, Sec. 61306, 61341, 61490, Chap. 2, Sec. 61891, Sec. 62141 et seq.

Other Special License Requirements: If milk processor, see section on Milk and Dairy Foods Control.

Comments: All handlers who process or manufacture dairy products must be licensed. Any person who regularly operates mobile vehicles on routes predominantly for sales of market milk, market cream, or dairy products on such routes to wholesale customers must be licensed.

Information and Applications:

1220 N Street, Rm. A-224,
Sacramento, CA 95814; (916) 654-1456

Market Enforcement Branch

Processors of Farm Products

Businesses Requiring License: Firms engaged in processing or manufacturing of any farm product purchased from the California producer of the farm product. NOTE: Does not cover purchases of milk, milk products, timber, and timber products.

Fees: License: \$100-\$500, (see Comments).

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 7 days after license requirements are completed.

Fee Period: Annually.

Authority: Food and Agricultural Code, Chap. 6, Sec. 55521; Chap. 7.

Other Special License Requirements:

Purchase from other states may require additional licenses from that state; cattle dealers/slaughterers require additional licenses with Packers Stockers Admin., U.S. Department of Agriculture; handlers of fruits and vegetables may require a license under Perishable Commodities Act, U.S. Department of Agriculture.

Comments: License fee is determined by annual dollar volume of transactions of purchases, consignment returns, or brokers' contracts. In the event firms do not pay producers in cash (coin or currency) at time of taking possession, the firm must submit with its application a financial statement.

Information and Applications:

1220 N Street, Rm. A-243, Sacramento, CA 95814; (916) 654-9789.

5 Thomas Mellon Circle, Ste. 164, San Francisco, CA 94143; (415) 469-6301.

1683 North Helm, Fresno, CA 93721; (209) 452-9831.

2151 Convention Center Way, Suite 201C, Ontario, CA 91764; (909) 937-0745.

Produce Dealers

Businesses Requiring License: Firms engaged in buying, receiving on consignment, soliciting for sale or consignment, or negotiating the sale of California farm products from a producer, dealer, broker, or commission merchant for resale (produce dealers).

NOTE: Does not cover purchases of milk, milk products, timber, and timber products, flower, agricultural or vegetable seed not purchased from a producer.

Fees: License: \$100-\$500.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 7 days.

Fee Period: Annually.

Authority: Food and Agricultural Code, Div. 20, Chap. 7, Sec. 56181.

Other Special License Requirements: See Processors of Food Products.

Comments: See Processors of Food Products.

Information and Applications: See Processors of Farm Products.

Measurement Standards, Division of

Container Tares and Cab Cards

Businesses Requiring Permit: Any business utilizing common container tare weights to determine the net weights of a commodity and seasonal tare weight for fuel consuming vehicles hauling bulk tomatoes.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: None.

Average Time to Process Application: 1 day.

Fee Period: Annually.

Authority: Business and Professions Code, Div. 5, Chap. 7, Sec. 12700-12735; Cal. Code of Regulations, Title 4, Div. 9, Chap. 9, Sec. 4401-4493.

Other Special License Requirements: N/A.

Comments: Cab cards are distributed to weighmasters who weigh and issue seasonal tare weights to vehicle operators, as to weight of their vehicle.

Information and Applications: 8500 Fruitridge Road, Sacramento, CA 95826; (916) 229-3000.

Additional Locations:
3609 Bechelli Lane, Room E, Redding, CA 96002; (916) 224-2410.

169 E. Liberty Avenue, Anaheim, CA 92801; (714) 680-7896.

2550 Mariposa Street, Room 3044, Fresno, CA 93721; (209) 445-5403.

8516 Fruitridge Road, Suite K, Sacramento, CA 95826; (916) 229-3060.

Weighing and Measuring Devices - Certificate of Type Approval

Businesses Requiring Approval: Manufacturers of new types or designs of commercial weighing, measuring, or counting devices.

Fees: Application: none; Examination: varies, (see Comments); License: none.

Examination Frequency: Minimum of one examination, may require more.

Examination Locations: Sacramento or field installation selected by device manufacturer.

Requirement: Certificate of approval issued once for individual types; if modified after approval, recertification required; devices tested subsequently by county weights and measures for accuracy and reliability.

Average Time to Process Application: Varies from one to six months, including examinations, depending on type of device.

Fee Period: None.

Authority: Business and Professions Code, Div. 5, Chap. 5, Sec. 12500.9.

Other Special License Requirements: None.

Comments: All costs including travel and technician time are recovered from the device manufacturer. All commercially used

measuring, weighing and counting devices must be tested and approved before sale in California. Approval is conditioned upon payment of fees. Devices tested and approved by the National Conference on Weights and Measures may be issued a California certificate without retesting.

Information and Applications: See Container Tares and Cab Cards.

Weights and Measures Registration of Device Repairmen

Businesses Requiring Registration: All individuals servicing or installing commercial weighing or measuring devices.

Fees: Application: none, (see Comments);

Examination: none; License: \$50.00 (see Comments).

Examination Frequency: N/A.

Examination Location: N/A.

Experience Requirement: None.

Average Time to Process Application: 6 days.

Fee Period: Annually.

Authority: Business and Professions Code, Div. 5, Chap. 5.5, Sec. 12531-12548; California Code of Regulations, Title 4, Div. 9, Chap. 4, Sec. 4080-4085.

Other Special License Requirements: None.

Comments: Additional Maintenance Location \$25; Employed Workmen Enrollment \$5 each; penalty for late renewal 100%.

Information and Applications: See Container Tares and Cab Cards.

Weighmaster, Fixed and/or Non-Fixed Locations

Businesses Requiring License: Any individual or firm that, for hire or otherwise, weighs, measures, or counts any commodity and issues a statement of the weight, measure, or count which is used as the basis for either the purchase or sale of that commodity or charge for service.

Fees: Application: none; Examination: none; License-fixed: \$75; License non-fixed: \$200 (see Comments).

Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
 Average Time to Process Application: 12 days.
Authority: Business and Professions Code, Div. 5, Chap. 7 Sec. 12700-12735; California Code of Regulations, Title 4, Div. 9, Chap. 9 Sec. 4401-4493.
Other Special License Requirements: None.
Comments: Additional Locations: \$30; Deputies: \$20; Penalty for late renewal more than 30 days 100%.
Information and Applications: See Container Tares and Cab Cards.

Meat and Poultry Inspection Branch

Collection Center License

Businesses Requiring License: Receiving areas for the temporary storage of animal carcasses, packinghouse waste, or other products before transportation to a licensed rendering plant.
Fees: \$1,600.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Adequate facilities and records.
Average Time to Process Application: 1-3 weeks.
Fee Period: Calendar year.
Authority: Food and Agricultural Code, Sec. 19220-19226, 19300.
Other Special License Requirements: None.
Comments: None.
Information and Applications: 1220 N Street, A-125, Sacramento, CA 95814; (916) 654-0504.

Custom Exempt Registration

Businesses Requiring License: Processors of custom-slaughtered livestock.

Fees: None.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Adequate facilities, equipment, sanitation, and records.
Average Time to Process Application: 1 week.
Fee Period: Until revoked.
Authority: United States Department of Agriculture, FSIS Directive 5930.1.
Other Special License Requirements: None.
Comments: None.
Information and Applications: 1220 N Street, A-125, Sacramento, CA 95814; (916) 654-0504.

Custom Livestock Slaughter Establishment and Meat Processing License

Businesses Requiring License: Custom livestock slaughter plants and retail meat processing plants.
Fees: \$50.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirements: Adequate facilities, equipment, sanitation, processing procedures, records, marking of product, and licensed LMI's.
Average Time to Process Applications: 1-3 weeks.
Fee Period: Calendar year.
Authority: Food and Agricultural Code, Sec. 19010, 19011.
Other Special License Requirements: None.
Comments: None.
Information and Applications: 1220 N Street, Room A-125, Sacramento, CA 95814; (916) 654-0504.

Inedible Kitchen Grease Transporter License

Businesses Requiring License: Transporters of inedible kitchen grease.
Fees: License: \$100; Registration: \$300 per vehicle.
Examination Frequency: N/A.

Examination Locations: N/A.
Requirements: Adequate records.
Average Time to Process Application: 1-3 weeks.
Fee Period: Calendar year.
Authority: California Food and Agricultural Code, Sec. 19220-19226, 19310-19316.
Other Special License Requirements: None.
Comments: None.
Information and Applications: 1220 N. Street, A-125, Sacramento, CA 95814; (916) 654-0504.

Inedible Permit

Businesses Requiring License: All California Department of Food and Agriculture and United States Department of Agriculture inspected meat and poultry establishments.
Fees: None.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirements: Proper disposal of inedible and/or condemned material.
Average Time to Process Application: 1 week.
Fee Period: Until revoked.
Authority: Food and Agricultural Code 19380, Sec. 11840.
Other Special License Requirements: None.
Comments: None.
Information and Applications: 1220 N Street, Room A-125, Sacramento, CA 95814; (916) 654-0504.

Livestock Meat Inspector License

Businesses Requiring License: Persons inspecting livestock at slaughter.
Fees: Application: \$25.
Examination Frequency: Upon completion of induction training.
Examination Locations: Place of employment.
Requirements: 18 years of age, plus the ability to understand laws and regulations pertaining to meat inspection and a practical

knowledge of all aspects of livestock slaughter and meat processing.
Average Time to Process Application: 2 months.
Fee Period: Calendar year.
Authority: Food and Agricultural Code, Sec. 18980, 18990 and 19000.
Other Special License Requirements: None.
Comments: Must be able to read and understand English and attend annual training.
Information and Applications: 1220 N Street, Room A 126, Sacramento, CA 95814; (916) 654-0504.

Obtain Specimens from Official Meat Inspection Establishment, Application and Permit to

Businesses Requiring Permit: Entities desiring to remove biological specimens from CDFA licensed meat and poultry plants.
Fees: None.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Proper disposition of specimens.
Average Time to Process Application: 1 week.
Permit renewal period: Until revoked.
Authority: Food and Agricultural Code, Sec. 19380, 19383, 19384, and California Code of Regulations, Title 3, Sec. 1180.39.
Other Special License Requirements: None.
Comments: None.
Information and Applications: 1220 N Street, A-125, Sacramento, CA 95814; (916) 654-0504.

Pet Food Slaughter, Pet Food Importer, Dead Hauler, Pet Food Processor License

Businesses Requiring License: Pet food slaughters, pet food importers, dead haulers, pet food processors.
Fees: \$100.
Examination Frequency: N/A.
Examination Locations: N/A.

Requirement: Adequate facilities, equipment, sanitation, and records.
Average Time to Process Application: 1-3 weeks.
Fee Period: One year from date of issue.
Authority: Food and Agricultural Code, Sec. 19220-19226, 19240, 19260, 19280, 19320; California Code of Regulations, Title 3, Sec. 1180.1.
Other Special License Requirements: None.
Comments: None.
Information and Applications: 1220 N Street, Room A-125, Sacramento, CA 95814; (916) 654-0504.

Poultry Meat Inspector License

Businesses Requiring License: Persons inspecting poultry meat.
Fees: \$10.
Examination Frequency: Upon completion of induction training.
Examination Locations: Place of employment.
Requirements: Ability to understand laws and regulations pertaining to poultry inspection and a practical knowledge of all aspects of poultry slaughter and processing.
Average Time to Process Application: 2 months.
Fee Period: Calendar year.
Authority: Food and Agricultural Code, Sec. 25051-25062.
Other Special License Requirements: None.
Comments: Must read and understand English and attend annual training.
Information and Applications: 1220 N Street, Room A 125, Sacramento, CA 95814; (916) 654-0504.

Poultry Plant License

Businesses Requiring License: Poultry slaughtering and processing operations.
Fees: \$40.
Examination Frequency: N/A.
Examination Locations: N/A.

Requirement: Adequate facilities, equipment, sanitation, processing procedures, records, marking of product, and licensed PMI's.
Average Time to Process Application: 1-3 weeks.
Fee Period: One year from date of issue.
Authority: Food and Agricultural Code, Sec. 24741 et seq., California Code of Regulations, Title 3, Section 1204.
Other Special License Requirements: None.
Comments: None.
Information and Applications: 1220 N Street, Room A 125, Sacramento, CA 95814; (916) 654-0504.

Processing Inspector License

Business Requiring License: Persons inspecting meat and poultry retail processing plants.
Fees: Application: \$25.00.
Examination Frequency: Upon completion of induction training.
Examination Locations: Place of employment.
Requirements: 18 years of age plus the ability to understand laws and regulations pertaining to meat and poultry processing and a practical knowledge of all aspects of meat hygiene and meat and poultry processing.
Average Time to Process Application: 2 months.
Fee Period: Calendar year.
Authority: Food and Agricultural Code, Secs. 18980, 18990, and 19000.
Other Special License Requirements: None.
Comments: None.
Information and Applications: 1220 N Street, Room A-125, Sacramento, CA 95814; (916) 654-0504.

Renderer License

Businesses Requiring License: Renderers of packinghouse waste, dead animal carcasses, and kitchen grease.
Fees: \$3,100.

Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Adequate facilities and records.
Average Time to Process Application: 1-3 weeks.
Fee Period: Calendar year.
Authority: Food and Agricultural Code, Sec. 19220-19226, 19300-19306; California Code of Regulations, Title 3, Sec. 1180.1.
Other Special License Requirements: None.
Comments: None.
Information and Applications: 1220 N Street, A-125, Sacramento, CA 95814; (916) 654-0504.

Milk and Dairy Foods Control Branch

Agricultural Food Products Permit (Milk Products)

Businesses Requiring Permit: Milk product firms desiring to manufacture other food products in the same plant processing milk.
Fees: Application: none; Examination: none; License: none.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Manufacture of other products must not affect quality of milk products.
Average Time to Process Application: 60 days.
Fee Period: Annually.
Authority: Food and Agricultural Code, Sec. 33705.
Other Special License Requirements: Unknown.
Comments: N/A.
Information and Applications: 1220 N Street, Room A170, Sacramento, CA 95814; (916) 654-0773.

1515 Clay Street, Ste. 803, Oakland, CA; 94612; (510) 622-2810.

2550 Mariposa St., Fresno, CA; 93721; (209) 445-5506.

1910 S. Archibald Ave., Ontario, CA; 91761 (714) 923-9929.

Brand Registration for Dairy Containers (Permissive)

Businesses Requiring Registration: Milk product manufacturers and distributors.
Fees: Application: \$10; Examination: none; License: none; Renewal: \$5.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 60 days.
Fee Period: Every 4 years.
Authority: Food and Agricultural Code, Sec. 34531.
Other Special License Requirements: Note: trademarks obtainable from Calif. Secretary of State; copyrights from U.S. Patent Office.
Comments: Registrations expire on June 30 of the fourth year after being granted, but may be renewed. Registration open to any person or association dealing in any fashion with milk or its products which are in containers, cabinets, identified by brand, wording, or device.
Information and Applications: See Agricultural Food Products Permit.

Butter Cutting and Wrapping Permit

Businesses Requiring Permit: Firms cutting and wrapping butter.
Fees: Application: none; Examination: none; License: none.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: 60 days.
Fee Period: Annually.
Authority: Food and Agricultural Code, Sec. 35131
Other Special License Requirements: Meet the requirements of state and federal health

code in addition to that of the state Food and Agricultural Code.

Comments: None.

Information and Applications: See Agricultural Food Products Permit.

Butter Distributors Permit (Out-of-State Importer)

Businesses Requiring Permit: Importer of packaged butter from out of state.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 60 days.

Fee Period: Annually.

Authority: Food and Agricultural Code, Sec. 35132.

Other Special License Requirements: May be under jurisdiction of U.S. Commerce Dept., U.S. Agriculture Dept., and U.S. Food and Drug Administration.

Comments: None.

Information and Applications: See Agricultural Food Products Permit.

Butter Grader's License

Businesses Requiring License: Personnel determining the grade of butter.

Fees: Application: \$15; Examination: none; License: none; Renewal: \$10.

Examination Frequency: Upon request.

Examination Locations: Place of business.

Experience Requirement: By examination, show proficiency in grading butter under Agricultural Code, Title 3, Chapter 2, Subchap. 1, Art. 24.

Average Time to Process Application: 30 days.

Fee Period: Biennially.

Authority: Food and Agricultural Code, Sec. 35134.

Other Special License Requirements: None.

Comments: None.

Information and Applications: See Agricultural Food Products Permit.

Dairy Inspector, Registered

Vocations Requiring Registration: Approved milk inspection services, Dept. of Food and Agriculture's dairy food inspectors, and persons enforcing Div. 15 of Food and Agricultural Code.

Fees: Application: \$10; Examination: \$25; License: none.

Examination Frequency: 2 times a year.

Examination Locations: Sacramento, Fresno, Benicia, Ontario.

Experience Requirements: Graduation from a 4-year college specializing in studies related to dairy farms, milk, and milk products or food service; veterinary college graduates with 1 year dairy experience; registered sanitarians with 2 years' experience.

Average Time to Process Application: 60 days.

Fee Period: Until revoked.

Authority: Food and Agricultural Code, Sec. 33112.

Other Special License Requirements: None.

Comments: None.

Information and Applications: See Agricultural Products Permit.

Diabetic and Dietetic Frozen Milk Products

Businesses Requiring License: Firms manufacturing frozen milk products for diabetic and dietetic usage.

Fees: Application: none; Examination: none; License: \$100.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Sanitation and wholesomeness requirements; must provide a statement of manufacturing method.

Average Time to Process Application: 60

days.

Fee Period: Annually.

Authority: Food and Agricultural Code, Sec. 35041, 35223.

Other Special License Requirements: Must hold frozen milk products plant license.

Comments: Fees prorated quarterly depending on date of application.

Information and Applications: See Agricultural Products Permit.

Frozen Milk Products Plant License

Businesses Requiring License: Frozen milk product plants (manufacturers).

Fees: Application: \$100.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: Facility must meet specified sanitation requirements.

Average Time to Process Application: 60 days.

Fee Period: Annually.

Authority: Food & Agricultural Code, Sec. 35011, 35221(a)(b).

Other Special License Requirements: None.

Comments: First-year fee of \$100 prorated quarterly depending on date of application. Renewal fee is based on volume.

Information and Applications: See Agricultural Products Permit.

Imitation Ice Cream or Imitation Ice Milk

Vocations Requiring License: Manufacturers of the above products.

Fees: Application: none; Examination: none; License: \$100.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Meet sanitation and wholesomeness requirements.

Average Time to Process Application: 60 days.

Fee Period: Annually, June 30.

Authority: Food and Agricultural Code, Sec. 35011(b) and 35101(c).

Other Special License Requirements: Must hold frozen products plant license.

Comments: None.

Information and Applications: See Agricultural Products Permit.

Limited Packaging Permit

Businesses Requiring Permit: Establishments manufacturing and selling directly to the public soft, frozen milk products consumed on premise.

Fees: Application: \$300; Examination: none; License: \$150.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Facility must meet specified sanitation requirements and maintain a current semi-frozen (soft-serve) milk products plant license.

Average Time to Process Application: 60 Days.

Fee Period: Annually.

Authority: Food & Agricultural Code, Sec. 35221(3), 33704(b).

Other Special License Requirements:

County Health Department registration.

Comments: Packaging must be labeled and product must be packaged after business is closed for the day.

Information and Applications: See Agricultural Food Products Permit.

Market Milk Permit

Businesses Requiring Permit: Milk producers, milk processors, milk sellers (not retail) and milk distributors (not retail outlets).

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Must meet minimum requirements, contact Bureau for the production, processing, selling or distribution of Market Milk or Market Milk Products Criteria.

Average Time to Process Application: 60

days

Fee Period: Annually.

Authority: Food and Agricultural Code, Sec. 33222.

Other Special License Requirements:

Interstate Milk Shippers Certification, U.S. Department of Agriculture.

Comments: If county or city health department has inspection jurisdiction, then that agency issues Market Milk Permits. Milk producers and processors selling milk or milk products to the Defense Department, interstate carriers, Veterans Administration or that distribute to other states must have an interstate milk shipper permit issued by the California Department of Food and Agriculture.

Information and Applications: See Agricultural Products Permit.

Milk and Cream Testers License

Vocations Requiring License: As above.

Fees: Application: \$25; Examination: none; License: \$10 renewal.

Examination Frequency: Upon request.

Examination Locations: Place of business.

Experience Requirement: Show by written, oral and demonstration examination an ability to accurately sample milk, and cream and to test for components, recording sample accurately.

Average Time to Process Application: 60 days.

Fee Period: Biennially.

Authority: Food and Agricultural Code, Sec. 35161 & 35162.

Other Special License Requirements: None.

Comments: Separate license is needed for each method or process of testing; applicable to milk producer associations, milk processors, and commercial laboratories testing milk and cream for components and tests used as basis of payment. Study material available at regional centers.

Information and Applications: See Agricultural Products Permit.

Milk Inspection Certificate of Proficiency

Businesses Requiring Certificate: Personnel making laboratory analyses for county or city milk inspection services.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: Upon request.

Examination Locations: At city or county health department laboratory.

Requirement: Study the American Public Health Assoc. Standard Methods for Examination of Milk Products and be able to perform all tests being made in a specific laboratory.

Average Time to Process Application: 60 days.

Fee Period: Until revoked.

Authority: California Administration Code, Title 3, Sec. 599(b).

Other Special License Requirements: None.

Comments: Approved milk inspection service operated by city or county health department.

Information and Applications: See Agricultural Products Permit.

Milk Products Permit to Manufacture Products with a Temporary Definition and Standard

Businesses Requiring Permit: As above

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 60 days.

Fee Period: Open.

Authority: Food and Agricultural Code, Sec. 36636.

Other Special License Requirements: None.

Comments: Permits licensed milk product manufacturers to manufacture new products by establishing temporary definition and standard.

Information and Applications: See Agricultural Food Products Permit.

Milk Products Plant License

Businesses Requiring License: Milk processing plants.
Fees: Application: \$100, see Comments;
Examination: none; License: see Comments.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Must meet specified sanitary requirements.
Average Time to Process Application: 60 days.
Fee Period: Annually.
Authority: Food and Agricultural Code, Sec. 35011.
Other Special License Requirements: None.
Comments: Application/license fee of \$100 is prorated quarterly for the year. Renewal fee is based on prior year's volume of milk fat processed.
Information and Applications: See Agricultural Products Permit.

Milk Testing Technician's License

Businesses Requiring License: Individuals who make bacterial determinations which are used as a basis for payment or determining values for payment purposes while working for milk processors, producer associations, and commercial laboratories.
Fees: Application: \$50; Examination: none;
License: none; Renewal: \$10.
Examination Frequency: Upon request.
Examination Locations: At applicant's place of business.
Requirement: By written, oral, and demonstration examination, applicant must show proficiency to make bacterial determinations by using standard recognized procedures.
Average Time to Process Application: 60 days.
Fee Period: Biennially.
Authority: Food and Agricultural Code, Sec. 35167.
Other Special License Requirements: None.
Comments: Persons desiring to obtain such

license should study the American Public Health Association's, Standard Methods for the Examination of Dairy Products.

Information and Applications: See Agricultural Food Products Permit.

Modified Milk License, Modified Sterilized Milk License, Modified Sterilized Cream License

Vocations Requiring License: Manufacturers of the above milk products which are modified for special nutritional requirements.
Fees: Application: none; Examination: none; License: \$100.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Plant must have qualified technician. Outline technician's qualifications in application letter. Department may examine technician for capability.
Average Time to Process Application: 60 days.
Fee Period: Annually.
Authority: Food and Agricultural Code, Sec. 35071 and 35225.
Other Special License Requirements: None.
Comments: License is issued to plant. Technician necessary to make license valid.
Information and Applications: See Agricultural Food Products Permit.

Nonfat Milk Solids Tester's License

Vocations Requiring License: Every person employed by Milk Producers Associations, milk processors, and commercial laboratories that test milk or nonfat milk for milk solids not fat content when results are used as a basis for payment.
Fees: Application: \$25 including license;
Examination: none; License: \$10 renewal.
Examination Frequency: Upon request.
Examination Locations: At place of business.
Experience Requirement: Show by written, oral, and demonstration examination proficiency in testing of milk or nonfat milk for milk solids not fat content.

Average Time to Process Application: 60 days.

Fee Period: Biennially.

Authority: Food and Agricultural Code, Sec. 35169.

Other Special License Requirements: Meet sanitation and wholesomeness requirements.

Comments: Only required when test results are used as a basis of payment. Study material available at branch offices. A separate license is issued for each testing method.

Information and Applications: See Agricultural Food Products Permit.

Oleomargarine License

Vocations Requiring License: Manufacturers of oleomargarine.

Fees: Application: none; Examination: none; License: \$100.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Meet sanitation and wholesomeness requirements.

Average Time to Process Application: 60 days.

Fee Period: Annually.

Authority: Food and Agricultural Code, Sec. 35101 and 35226.

Other Special License Requirements: May be subject to U.S. Dept. of Agriculture regulation if products are shipped interstate.

Comments: None.

Information and Applications: See Agricultural Food Products Permit.

Pasteurizer's License

Vocation Requiring License: Persons operating pasteurization equipment.

Fees: Application: \$15; Examination: none; License: \$10 renewal.

Examination Frequency: Upon request.

Examination Locations: At plant.

Requirement: Demonstrate by written, oral, and demonstration examination ability to

operate pasteurization equipment and comply with regulations on operating such equipment.

Average Time to Process Application: 60 days.

Fee Period: Biennially.

Authority: Food and Agricultural Code, Sec. 35168.

Other Special License Requirements: None.

Comments: Study material available at Branch Offices.

Information and Applications: See Agricultural Food Products Permit.

Products Resembling Milk Products, Manufacturer's Permit

Businesses Requiring License: Manufacturers of dairy substitutes except oleomargarine, imitation ice cream, and imitation ice milk.

Fees: Application: \$100; Renewal: \$100. Frequency of Examination: N/A.

Examination Locations: N/A.

Requirement: Meet sanitation and wholesomeness requirements.

Average Time to Process Application: 60 days.

License Renewal Period: Annually.

Authority: Food and Agricultural Code, Sec. 35101.

Other Special License Requirements: None.

Comments: License fee prorated quarterly when the business applies/receives the permit after March 31 of each year.

Information and Applications: See Agricultural Food Products Permit.

Products Resembling Milk Products, Registration of

Businesses Requiring License: Firms manufacturing products resembling milk products in taste and appearance and packaged and used like milk products.

Fees: Application: \$25; Examination: none; License: none; Renewal: \$10.

Examination Frequency: N/A.

Examination Locations: N/A.
Requirement: Manufacturer must submit sample labels when applying for registration.
Average Time to Process Application: 90 days.
Registration Renewal Period: Biennially.
Authority: Food and Agricultural Code, Sec. 38941.
Other Special License Requirements: None.
Comments: None.
Information and Applications: See Agricultural Food Products Permit.

Sampler's and Weigher's License

Businesses Requiring License: Persons sampling and weighing milk and cream at milk product plants, producers associations, milk transport firms.
Fees: Application: \$15; Examination: none; License: \$10 renewal.
Examination Frequency: Upon request.
Examination Locations: At plant.
Requirement: By written, oral and demonstration examination show proficiency in sampling and weighing or measuring milk and cream.
Average Time to Process Application: 60 days.
Fee Period: Biennially.
Authority: Food and Agricultural Code, Sec. 35163.
Other Special License Requirements: None.
Comments: Above firms require licensed samplers to sample, weigh, or measure milk or cream, with the results used as basis of payment. Study material available at regions.
Information and Applications: See Agricultural Food Products Permit.

Semi-Frozen (Soft Serve) Milk Products Plant License

Businesses Requiring License: Establishments manufacturing and selling directly to the public soft, frozen milk products consumed on premise.
Fees: Application: none; Examination: none; License: \$150; Renewal: \$150.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Facility must meet specified sanitation requirements.
Average Time to Process Application: 60 days.
Fee Period: Annually.
Authority: Food and Agricultural Code, Sec. 35011(a) and 35221.
Other Special License Requirements: County health department registration.
Comments: Fee is prorated quarterly depending on date of application.
Information and Applications: See Agricultural Food Products Permit and Limited Packaging Permit.

Vitamin and Mineral Permit

Businesses Requiring Permit: Those milk processing plants adding vitamins and minerals to milk.
Fees: Application: none; Examination: none; License: none.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Submit to the Department a proposal of what vitamins and minerals, and in what quantities, will be added to milk, with copy of directions to be followed in making such additions.
Average Time to Process Application: 60 days.
Fee Period: Until revoked.
Authority: California Administration Code, Title 3, Sec. 624.
Other Special License Requirements: Not indicated; may be under jurisdiction of U.S. Dept. of Agriculture if shipped interstate.

Comments: All milk processing or such product plants adding vitamins and minerals must have a permit.

Information and Applications: See Agricultural Food Products Permit.

Plant Industry, Division of

Pest Exclusion Branch

Importation Permit, Insect, Plant Pests, Plant Materials and Soil

Businesses Requiring License: Scientific laboratories and businesses that import insects, plant pests, plant materials and soil. Restricted for entry in California as specified by regulations unless certification or other requirements of the regulations are met.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: All material must be carefully handled to prevent escape of pests. Permit requirements must be obeyed. Laboratories are frequently inspected.

Average Time to Process Application: 14 days.

Fee Period: Variable.

Authority: Food and Agricultural Code, Sec. 6305; California Code of Regulations, Title 3, Sec. 3154.

Other Special License Requirements:

Insects, plant pests, soil and plant materials brought in from abroad must have a permit issued by the U.S. Dept. of Agriculture, Animal and Plant Health Inspection Service.

Comments: Scientific laboratories or industries using live insects, plants, plant pests or soil for experimental purposes. Permit is also required by nurseries importing certain types of plants and plant material. Application must be made before material is imported.

Information and Applications:

1220 N Street, Sacramento, CA 95814; (916) 654-1017

2889 North Larkin Ave., Suite 101 Fresno, CA 93727; (209) 445-5033

6143 Columbus Avenue, Riverside, CA 92504; (909) 782-4190

7845 Lemon Grove Way, Suite A, Lemon Grove, CA 91945; (619) 698-1046

Nursery Stock, License to Sell

Businesses Requiring License: Individuals involved with selling nursery stock.

Fees: License: \$100, plus acreage fee; see Comments.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 5-10 days.

Fee Period: Annually.

Authority: Food and Agricultural Code, Sec. 6721-6762.

Other Special License Requirements:

Landscapers—Landscape Board, Dept. of Consumer Affairs; Bales-Board of Equalization; produce-Dept. of Food and Agriculture.

Comments: License cost is a basic charge of \$100 plus acreage fee ranging from \$75 to \$500 with no charge for first acre. Individuals are licensed, not the business.

Information and Applications: 1220 N Street, Sacramento, CA 95814; (916) 654-0435.

Seed, Authorization to Sell

Businesses Requiring License: Seed Labelers.

Fees: License: \$40; Assessment fee: 25 cents per \$100 sales.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 5-10 days.

Fee Period: Annually.

Authority: Food and Agricultural Code, Sec. 52351.

Other Special License Requirements: None.

Comments: None.

Information and Applications:

1220 N Street, Sacramento, CA 95814;
(916) 654-0493.

Forestry and Fire Protection, Department of

The Department of Forestry requires timber owners or operators proposing to cut and remove commercial solid wood forest products from nonfederal timberlands to develop a harvest plan. Timberland owners that propose to remove the forest cover and convert the land to other than nontimber production purposes such as recreation, housing, or livestock grazing are required to obtain a timberland conversion permit.

Foresters License, Professional (Issued by Board of Forestry)

Vocations Requiring License: Required by persons practicing as professional foresters for state agencies, private industry, and consulting firms. License not necessary for persons working for federal government on federal lands.

Fees: Application: \$200; License: \$190 for two years, prorated if less than two years on initial licensing; Renewal: \$190 for two years.

Examination Frequency: April and October of each year.

Examination Requirements: Meet experience Requirement. Exams given in Eureka/Arcata, Fresno, Los Angeles, Redding, Riverside, Sacramento, San Diego, Santa Rosa, Ukiah, Berkeley.

Experience Requirements: Seven years of experience in forestry work, at least three years of which shall have been in charge of forestry work or forestry work under the direct supervision of a person registered or qualified for registration under provisions of the Public Resources Code:

a). A Bachelor of Science degree in a forestry major is equivalent to four years of experience.

b). A Bachelor's degree in a related major combined with a Master of Forestry degree is equivalent to four years' work experience.

c). A Bachelor of Forestry degree combined with a Master of Forestry degree is equivalent to 5 years' work experience. The Master of Forestry counts as one year of the required three years to be in charge of forestry work or working under the supervision of a qualified forester.

Average Time to Process Application: 3 months.

Fee Period: Biannually, May 15 - June 30: Odd numbered licenses renew in odd years, even numbered licenses renew in even years.

Authority: Calif. Code of Regulations, Title 14, Div. 1.5, Chap. 10, Art. 14; Public Resources Code, Sec. 750-783.

Other Special License Requirements: None.

Comments: None.

Information and Applications:

Professional Foresters Registration, 1416 9th Street, Room 1506-16; P.O. Box 944246, Sacramento, CA 94244-2460;
(916) 653-8031.

Timber Operator/Limited Timber Operator License

Businesses Requiring License: Timber or logging firms, persons self-employed or under contract for others, engaged in cutting or removal or both, of solid wood forest products, including Christmas trees for commercial purposes and related incidental work on nonfederal land. Does not include salaried employees.

Fees: Application: N/A; Examination: none;

License: Timber Operator license: \$125; Renewal: \$100; Limited Timber Operator license: \$60; Renewal: \$50.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: 3000 hours for new timber operators.

Average Time to Process Application: 1 hour.

Fee Period: Two years: January 1 through January 1.

Authority: California Administration Code, Title 14, Sec. 1022-1031; Public Resources Code, Sec. 4571-4577.

Other Special License Requirements: Timber Operator / Limited Timber Operator: California Code of Regulations, Title 14, Sec. 1024(h) requires that the applicant for a timber operator's license shall complete an approved timber operator education program. Applicant for renewal is not required to undergo the training if he/she holds a current timber operator's license. Proof of liability insurance, including logger's third party property damage liability.

Comments: See additional information at end of department section.

Information and Applications:

Administrative Unit, State Headquarters, 1416 Ninth Street, Sacramento, CA 95814; (916) 653-7211

North Coast Headquarters, 135 Ridgeway Ave., Santa Rosa, CA 94102; (707) 576-2275

Sierra Cascade Headquarters, 6105 Airport Rd., Redding, CA 96002; (916) 225-2445

Southern California Headquarters, 2524 Mulberry St., Riverside, CA 92501; (714) 781-4140

South Sierra Headquarters, 1234 E. Shaw Ave., Fresno, CA 93710; (209) 222-3714

Transportation of Minor Forest Products

The Department of Forestry does not issue licenses or permits for the transportation of minor forest products such as firewood or burlwood. However, Penal Code Section 384.5 requires possession of a valid bill of sale or written permit issued by the owner or property from which such products were removed while transporting the products on public roads or highways, if quantities exceed limits set forth in that statute. It does not apply to such products being transported in a passenger vehicle.

The transportation of trees (including Christmas trees), shrubs, or boughs purchased from a harvester on public roads or highways requires possession of a bill of sale and a transportation tag validated by a peace officer, where the load exceeds five trees or five pounds in the case of shrubs and boughs (Penal Code Sec. 384b-384i).

In addition, local ordinances and regulations should be consulted. City and county clerks can usually supply applicable information.

Fire Marshal, State

Automatic Fire Extinguishing Systems License

Vocations Requiring License: Businesses servicing Automatic Extinguishing Systems.

Fees: See Comments.

Inspection Frequency: Annually.

Inspection Locations: Licensee's place of business.

Requirement: None.

Average Time to Process Application: 90 days.

Fee Period: Annually, by November 1 for calendar year of January 1 to December 31.

Authority: Health and Safety Code, Sec. 13198; California Administration Code, Title 19, Sec. 905-905.2.

Other Special License Requirements: None.

Comments: Licenses shall be any one, or

any combination of the following: 1) Type 1 Fire Sprinkler Systems (\$500), 2) Type 2 Engineered and Pre engineered; Fixed Extinguishing System (\$500), 3) Type 3 Standpipe Systems (\$500). Additional locations: \$100 each type; Location change: \$100 processing fee; Name change: \$50 processing fee.

Information and Applications: See Fire Extinguisher Servicing Concern License, Portable.

Fire Extinguisher Servicing Concern License, Portable

Vocations Requiring License: Businesses servicing portable fire extinguishers.

Fees: See Comments.

Inspection Frequency: Annually.

Inspection Locations: Place of licensee's business.

Requirement: None.

Average Time to Process Application: 90 days.

Fee Period: November 1 for calendar year of January 1 to December 31.

Authority: Health and Safety Code, Sec. 13189; California Administration Code, Title 19, Sec. 560 and 567.

Other Special License Requirements: Certificate of Insurance, Per Title 19, Sec 596.14.

Comments: Licenses shall be any one, or any combination of the following: The original and annual renewal fees should be as follows:

1. Type A: Service, charge, recharge, inspect or hydrostatic tests of any type of cylinder as per (2), (3), (4), (5) and (6) (\$625).
2. Type B: Service, charge, recharge, inspect any or all fire extinguishers except halon, dry chemical and dry powder (\$125).
3. Type C: Hydrostatic tests of water and water chemical fire extinguishers (\$125).

4. Type D: Inspect, service, charge, recharge or conduct hydrostatic tests of dry cylinders listed and marked in conformance with the U.S. Department of Transportation (D.O.T.) regulations (\$125).

5. Type E: Hydrostatic tests of fire extinguisher cylinders listed and marked in conformance with the U.S. Department of Transportation regulations (\$125).

6. Type F: To service, hydrostatically test and recharge halon fire extinguishers (\$125).

Information and Applications:

7171 Bowling Drive, Suite 800, Sacramento, CA 95823; (916) 262-1870

1501 W. Cameron Avenue, Suite C 110, West Covina, CA 91790; (818) 960-6441

2300 Merced Street, Marina Merced Office Complex, San Leandro, CA 94577; (510) 357-8173

Fire Extinguisher Servicing, Portable Certificate of Registration

Vocations Requiring Certification: Persons servicing portable fire extinguishers.

Fees: Application: Original Examination Fee/Certificate of Registration: \$55.

Examination Frequency: One-time, prior to being licensed.

Examination Locations: State Fire Marshal's Offices, Sacramento, West Covina, San Leandro, and field offices.

Experience Requirement: Knowledge of how to serve and test all types of portable fire extinguishers.

Average Time to Process Application: 4 weeks.

Fee Period: Annually, by November 1 for calendar year of January 1 to December 31.

Authority: Health and Safety Code, Sec. 13189; California Administration Code, Title 19, Sec. 560 and 569.

Other Special License Requirements: None.

Comments: Certificate of Registration

required to do any one or any combination of the following:

1. Type 1: Charge, recharge, service and/or inspect any or all types of fire extinguisher cylinders.
2. Type 2: Hydrostatic test any or all wet and/or non D.O.T. cylinders.
3. Type 3: Hydrostatic test any or all D.O.T. listed cylinders using Water Jacket Volumetric Expansion Method.
4. Type 4: Hydrostatic test any or all D.O.T. listed cylinders using the Direct Pressure Method.
5. Type 5: Hydrostatic test of any or all D.O.T. listed cylinders using the Proof Pressure Method.

Information and Applications: See Fire Extinguisher Servicing Concern License, Portable.

Building Materials Listing

Items which must be listed and approved:

Fire alarm systems and devices.

Fees: Varies, see Comments.

Examination Frequency: N/A.

Examination Locations: N/A.

Education Requirement: None.

Average Time to Process Application: 35 days.

Fee Period: Annually, July 1.

Authority: Health and Safety Code, Sec. 13114 and 13117; California Administration Code, Title 19, Subchap. 1.5, California Administration Code, Title 24, Part 4.

Other Special License Requirements: Test report from CSFM approved laboratory.

Comments: The fee for listing fire alarm systems or device shall be: Original submittals: Application fee: \$170.00; Listing fee: \$120.00; Renewal applications: Listing fee: \$120.00; Revision fee: technical: \$200.00, non-technical: \$25.00.

Information and Applications:

BML Program, P.O. Box 944246, Sacramento, CA 94244-2460; (916) 445-8370; Fax (916) 445-8458.

Fireworks License and Registrations Various

Businesses Requiring License: See list under Comments.

Fees: See Comments.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: With the exception of license/registration #4, 5, 6 and 10 listed under Comments, fingerprints required at cost of \$37. License may be denied if applicant has ever been convicted as a principal or accessory in a crime against property involving arson or fire related offense or convicted in a felony using explosives or dangerous fireworks.

Average Time to Process Applications: 4 to 6 weeks.

Fee Period: Annually, July 1.

Authority: Health and Safety Code, Sec. 12570-12578; California Administration Code, Title 19, Sec. 981-981.9.

Other Special License Requirements: All public display (# 5, 6, 7, listed below) shall provide verification of insurance.

Comments: The original and annual renewal fees shall be as follows:

- 1) Manufacturer: \$1,500
- 2) Wholesaler: \$3,000.00
- 3) Importer and Exporter: \$4,500.00
- 4) Retailer: \$50.00
- 5) Public Display (spec.): \$350.00
- 6) Public Display (lim.): \$200.00
- 7) Public Display (gen.): \$1,500.00
- 8) Manufacture, import, or wholesale, or any combination thereof, agricultural and wildlife fireworks: \$500.00;
- 9) Manufacture, import, export, or wholesale, or any combination thereof, model rocket engines: \$500.00
- 10) Registration fee for each model of emergency signaling service: \$50.00.

Information and Applications:

Fireworks Program, P.O. Box 944246, Sacramento, CA 94244-2460; (916) 445-8373; Fax (916) 445-8458.

Fireworks Operator License

Vocation Requiring License: Persons firing dangerous fireworks for public displays, special effects fireworks in motion pictures, stage productions and television.

Fees: Fingerprints required, fee of \$37.

Basic commercial: \$75.00; Restricted commercial: \$50.00; Rockets 1st , 2nd and 3rd Class: \$50.00; Special effects, 1st Class: \$250.00, 2nd Class: \$200.00, 3rd Class: \$100.00; Theatrical: \$200.00; Theatrical Trainee: \$100.00; Performer: \$125.00.

Examination Frequency: One time, prior to being licensed.

Examination Locations: State Fire Marshal's Offices, Sacramento, West Covina, San Leandro.

Experience Requirements: Knowledge of setting up and firing dangerous fireworks as evidenced by experience and references.

Average Time to Process Applications: 4-6 weeks.

Fee Period: Annually, July 1.

Authority: Health and Safety Code, Sec. 12570-12578; California Administration Code, Title 19, Sec. 981-981.9.

Other Special License Requirements:

References (in writing) from at least 5 CSFM licensed pyrotechnic operators with corresponding work logs.

Comments: License may be denied if convicted of a felony involving explosives or dangerous fire works or convicted as a principal or accessory in a crime against property involving arson or other fire related offense.

Information and Applications: Fireworks Program, P.O. Box 944246, Sacramento, CA 94244-2460; (916) 445-8373; Fax (916) 445-8458.

Flame Retardant Chemicals/Fabrics Registration

Businesses Requiring License: Businesses wanting to have flame retardant chemicals or fabrics listed with us as passing flame retardancy tests and included in a published list as approved for use in California.

Fees: See Comments.

Examination Frequency: Annually.

Examination Locations: Sacramento.

Education Requirement: None.

Average Time to Process Application: 2 weeks.

Fee Period: Annually, July 1.

Authority: Health and Safety Code, Sec. 13127.

Other Special License Requirements:

Approved test reports.

Comments: THIS IS A VOLUNTARY LISTING, NOT MANDATORY. Materials/fabrics must meet minimum standards: Original and annual renewal of one flame retardant chemical: \$200; Original and annual renewal of flame retardant fabric: \$200; Testing fee for adding an additional fabric of a similar nature to an already existing fabric listing or retest of existing listed fabric: \$50.

Information and Applications: P.O. Box 944246, Sacramento, CA 94244-2460; (916) 445-8373; Fax (916) 445-8458.

Flame Retardant General/Limited Applicator Registration

Businesses Requiring License: Business applying flame retardant chemicals to fabrics or other materials and charging fees for these services.

Fees: Original and annual renewal fees: General applicators: \$175; Limited applicators (Christmas trees): \$85; General applicator laboratory authority testing services, charge per issued Certificate of flame resistance: \$9.

Examination Frequency: One time, prior to being licensed.

Examination Locations: Sacramento.

Educational Requirement: General Applica

tor Concerns must have one employee with proven (to satisfaction of the Fire Marshal's Office) knowledge the appropriate Laws and Regulations and flame retarding fabrics and other products. Limited Applicator Concerns must have one employee with proven knowledge of non-textile tree flame retarding and Laws and Regulations.

Average Time to Process Applications: 2 weeks.

Fee Period: Annually, July 1 (General), November 1 (Limited).

Authority: Health and Safety Code, Sec. 13127-13128; California Administration Code, Title 19, Sec. 1918.10.

Other Special License Requirements: Provide verification of equipment required to properly apply Flame Retardants.

Comments: None.

Information and Applications: P.O. Box 944246, Sacramento, CA 94244-2460; (916) 445-8373; Fax(916) 445-8458.

Gasoline Vapor Recovery Systems Certification

Items which must be certified: Vapor recovery systems and components.

Authority: See Comments.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 45-60 days.

Fee Period: N/A.

Authority: Health and Safety Code, Sec. 41955; California Administration Code, Title 19, Sec. 11.5.

Other Special License Requirements: None.

Comments: Gasoline and vapor recovery systems and components must be evaluated and certified before being sold in California.

Evaluation Authority:

- (a) Systems \$100.00
- (b) System revision \$ 50.00
- (c) Components \$ 50.00
- (d) Component Revision \$ 25.00
- (e) Certification Fees \$ 35.00

Information and Applications: See Fire Extinguisher Servicing Concern License, Portable.

Franchise Tax Board, State

While the Franchise Tax Board does not issue licenses, registrations, or permits described in this handbook, information is included as a service for persons desiring to start a business or embarking on a career as a self-employed individual.

The Franchise Tax Board administers the Bank and Corporation Tax Law and the Personal Income Tax relating to individuals, partnerships, corporations, limited liability companies, and trusts and estates.

Reporting Business Income

1. **Sole Proprietorship:** The income of an unincorporated business is taxed as the personal income of the proprietor. California's personal income tax law applies to the total income of a California resident, and to income from California sources of a California nonresident. The California system is patterned after the federal system, however, some differences do exist. When to File-Tax returns are due April 15 for taxpayers without an extension. A return is due October 15 if an extension was filed by the April 15 date.
2. **Partnerships:** The term "partnership" includes a limited partnership, syndicate, group, pool, joint venture, or other unincorporated organization which conducts any business, financial operation, or venture. (A partnership is not a corporation, trust, estate, or sole proprietorship). A partnership is not a taxable entity. The income, gains, losses, credits and deductions of a partnership are "passed-through" to the

partners based on each partner's distributive share of these items. Each partner then reports his or her share of the income, loss or credit on his or her individual income tax return.

Limited Partnerships: For post 1987 tax years, the minimum corporate franchise tax for the privilege of doing business in California has been extended to include limited partnerships. **Filing Requirement:** Although a general partnership pays no tax, every partnership doing business in California, or in receipt of any income from California sources, must file Form 565, California Partnership Return of Income. The partnership return shows the results of the partnership's operations for the tax year and the amounts that must be "passed through" to the partners.

When to File: Form 565 must be filed by the 15th day of the fourth month following the close of the partnership's taxable year.

- 3. Corporations:** All corporations doing business in or deriving income from sources in California must file a Form 100, Corporate Franchise or Income Tax Return and pay a tax based upon the corporation's net income. (in most cases, the tax will not be less than the annual minimum tax which is currently \$800). The tax rate for corporate taxpayers other than banks and financial corporations is currently 8.84 percent. Form 100 is due no later than the fifteenth day of the third month after the close of the income year.

Estimated Tax Payments

Since there are no provisions for withholding state taxes from the income of owners of a sole proprietorship, members of a partnership, corporations, and those individuals receiving corporate dividends there may be a requirement to file quarterly estimated tax payments to satisfy the tax liability to the State of California.

Obtaining California Tax Assistance

The following telephone numbers are available for tax assistance. **Note that only the 800 numbers are toll-free**

Tax Practitioner Hotline: (916)-845-7057

For practitioners only. Account resolutions problems, law questions. Available from 8 a.m. to 8 p.m., Monday-Friday, January-April 15; 8 a.m. to 5 p.m., rest of the year.

F.A.S.T. Service*
(800) 338-0505 (within US)
(916) 845-6600 (outside US)

*Fast Answers about State Taxes (automated telephone service). For recorded answers to your tax questions, to order forms, or to find out about your tax refund. A touch-tone phone is required. Available from 6 a.m. to 10 p.m., seven days a week, except state holidays.

Information Center

(800) 852-5711 (within US)
(916) 845-6500 (outside US)
(800) 822-6268 (TDD)
Hearing impaired: (800) 822-6268
Available from 7 a.m. to 8 p.m., Monday-Friday, January-April 15; 8 a.m. to 5 p.m., rest of the year.

General Services, Department of

Office of Small Business Certification and Resources

Qualifying as a Certified Small Business (State Bid Process)

Businesses Requiring License: Businesses seeking eligibility for the State's 5% small business bidding preference and/or Prompt Payment Program when selling to the state or bidding on state contracts.

Fees: Application: none; Examination:

none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Firms must meet statutory and regulatory definition of a small business under the Small Business Procurement and Contract Act.

Average Time to Process Application: Six to eight weeks; expedited process available if actively bidding.

License Renewal Period: 6 months to 3 yrs.

Authority: Government Code, Sec. 14835; California Code of Regulations, Title 2, Sec. 1896.

Other Special License Requirements: None.

Comments: Publications available on the Internet at <http://www.osmb.dgs.ca.gov>. The following are available in print: Small Business and Disabled Veterans Business Enterprise (DVBE) Certification Booklet, State Contracting Resource Packet, Disabled Veteran Business Enterprise (DVBE) Certified Firm Listing, State Contracting and Purchasing Officials Directory, OSBCR Annual Report.

Application for Status: The small business 5% bidding preference applies to state commodity, service, and construction contracts. The firms seeking the bidding preference must apply with the OSBCR. To obtain an application booklet, contact: Office of Small Business Certification and Resources, 1531 I Street, Second Floor, Sacramento, CA 95814-2016; (916) 322-5060; 24 Hour Electronic Service; (916) 323-5478, Receptionist. Additionally, commodity firms may wish to apply as a prequalified vendor with the Department of General Services, Procurement Division by calling (916) 445-2500 for an application.

Health Services, Department of

Health Services

Children's Medical Services Branch (Primary Care and Family Health)

School Audiometrist

Vocations Requiring License: Persons providing audiometric service in public schools.

Fees: Application: none; Examination: none; License: \$10.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: Applicant must have at least 6 units (semester hours) of courses in Audiology, Audiometry hearing conservation from an approved university or college. Public health nurses and credentialed school nurses may either fulfill the requirements as stated above or have 3 units (semester hours) of courses in audiology and audiometry designed specifically for them from an approved university or college.

Average Time to Process Application: 4 weeks.

Renewal Period: None.

Authority: Health and Safety Code, Sec. 1685, 1686; California Code of Regulations, Title 17, Sec. 2950.

Other Special Licensing Requirements: None.

Comments: None.

Information and Applications: 1800 3rd Street, Room 191, Sacramento, CA 95814; (916) 323-8087.

Health Care Facilities

Home Health Aide Certification

Vocation Requiring Certification: Home Health Aide.

Fees: \$15.00 initial; \$20.00 renewal every 2 years.

Examination Frequency: N/A.

Examination Locations: N/A.

Training Requirements: 65 hours of supervised clinical training and 55 hours of classroom training or 40 hours of supervised clinical training if applicant is a certified nurse assistant. Applicant must undergo a criminal background check.

Average Time to Process Application: See Information and Applications.

Renewal Period: Lifetime certificate.

Authority (Citation for Regulation or Law): Health and Safety Code, Section 1736.3.

Other Special License Requirements: Certification of a Nursing Assistant is usually required.

Comments: None.

Information and Applications: Department of Health Services, Licensing and Certification, 1800 Third Street, Suite 210, P.O. Box 942732, Sacramento, CA 94234-7320; (916) 327-2445.

Licensing and Certification

Businesses Requiring License or Certification: General Acute Care Hospitals including special permits for supplemental services, Acute Psychiatric Hospitals, Skilled Nursing Facilities including permits for optional services, Intermediate Care Facilities, Intermediate Care Facilities/Developmentally Disabled, Intermediate Care Facilities/Developmentally Disabled-Habilitative and/or Nursing, Congregate Living Health Facilities, Primary Care Clinics (Community and Free), Psychology Clinics, Specialty Clinics (Surgery, Dialysis and Rehabilitation), Adult Day Health Care, Home Health Agencies, Hospice and Pediatric Day Health and Respite Care Facilities.

Fees: License fees vary according to facility type. Some fees are based on bed capacity, some are based on facility type. Additional fees are charged for specific transactions

such as change of ownership. Application: application forms and process by facility type; Examination: none; License: licenses vary by facility type.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Statutory and regulatory compliance. All facility regulations and laws are in the California Code of Regulations, Title 22, Division 5 and in the Health and Safety Code.

Average Time to Process Application: 3 months.

Fee Period: Most licenses are issued annually; Some facilities have two-year licenses.

Authority: Health and Safety Code, Sec. 1214, 1214.1, 1214.5, 1266, 1403, 1575.9, 1729 and 1750; California Administration Code, Title 22, Div. 5, Chap. 8.5.

Other Special License Requirements: Fire Clearance, Life Safety Code inspections; Medicare and Medicaid (Medi-Cal) compliance for facilities participating in those federal programs; annual reporting to the Office of Statewide Health Planning and Development.

Comments: Professional license, registrations, certifications or permits of personnel are checked in licensed facility through on-site surveys and complaint visits.

Information and Applications: License applications and processing services are conducted through Licensing and Certification Program District Offices.

General Program Information:

Licensing and Certification, 1800 Third Street, Suite 210, P.O. Box 942732, Sacramento, CA 94234-7320; (916) 445-2070

Berkeley District, 1625 Shattuck Avenue, Suite 200 Berkeley, CA 94704; mailing address: 2151 Berkeley Way, Annex 2, Berkeley, CA 94704; (510) 540-2417; Counties served: Alameda and Contra Costa

Chico District, 1367 East Lassen Avenue, #B-1, Chico, CA 95973; (530) 895-6711;

Counties served: Butte, Colusa, Glenn, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity and Yuba

Daly City District, 350 90th Street, 2nd Floor, Daly City, CA 94015; (650) 301-9971; Counties served: San Francisco, San Mateo and Marin

Fresno District, Monterey Bldg., 7170 North Financial Drive, Suite 110, Fresno, CA 93720; (209) 437-1500; Counties served: Fresno, Kings, Madera, Mariposa, Merced and Tulare

Los Angeles, County of, Department of Health Services, County of Los Angeles, 5555 Ferguson Drive, Suite 320, Commerce, CA 90022; (323)837-1005; County served: Los Angeles

Riverside District, 625 East Carnegie Drive, Suite 280, San Bernardino, CA 92408; (909) 388-7170; Counties served: Riverside

Orange District, 2150 Towne Centre Place, Suite 210, Anaheim 92806; (714) 456-0630; County served: Orange

Sacramento District, 7801 Folsom Blvd, Suite 200, Sacramento, CA 95826; (916) 229-3400; Counties served: Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne and Yolo

San Diego District, 8880 Rio San Diego Drive, Suite 550, San Diego, CA 92108, (619) 688-6190; Counties served: Imperial and San Diego

San Bernardino District, 464 West Fourth Street, Suite 529, San Bernardino 92401; (909) 383-4777; Counties served: Inyo, Mono and San Bernardino

San Jose District, 1 Almaden Blvd., Ninth Floor, San Jose, CA 95113, (408) 277-1784;

Counties served: Monterey, San Benito, Santa Clara and Santa Cruz

Santa Rosa District, 50 Old Courthouse Square, Suite 200, Santa Rosa, CA 95404, (707) 576-2380; Counties served: Lake, Del Norte, Humboldt, Mendocino, Napa, Solano and Sonoma

Ventura District, 6401 Telephone Road, Ventura, CA 93003; (805) 654-4800; Counties served: Kern, Santa Barbara, Ventura and San Luis Obispo

Nursing Assistant Certification

Vocation Requiring Certification: Nursing Assistant.

Fees: \$80-\$85 for federal exam and \$15.00 for initial certificate.

Examination Frequency: Written exam contact local Red Cross Chapter.

Examination Locations: Local Red Cross Chapter.

Training Requirements: 100 hours of supervised clinical training and 50 hours of classroom training. After students successfully complete a state-approved certified Nurse Assistant Program, the school arranges for the federal exam. Applicant must undergo a criminal background check.

Average Time to Process Application: 8 weeks.

Renewal Period: Every two years; \$20 fee.

Authority (Citation for Regulation or Law): Health and Safety Code, Section 1337.7.

Other Special License Requirements: None.

Comments: None.

Information and Applications: Department of Health Services, Licensing and Certification, 1800 Third Street, Suite 210, P.O. Box 942732, Sacramento, CA 94234-7320; (916) 327-2445.

**Health Planning and Development,
Office of Statewide**

Health Facility Registration

Businesses Requiring License: All licensed hospitals and long-term care facilities.
Fees: Application: none; Examination: none; License: see Comments.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: None.
Average Time to Process Application: N/A.
Fee Period: See Comments.
Authority: Health and Safety Code, Part 1.8.
Other Special License Requirements: Licensing by the Department of Health Services.
Comments: OSHPD does not issue permits; however, hospitals and long-term care facilities cannot be relicensed by the Department of Health Services if the facility fails to pay assessment. All hospitals and long-term care facilities are required to implement and use on a day-to-day basis accounting systems specified by OSHPD. Failure to use an approved accounting system may result in a fine of up to \$5,000. Hospitals are required to submit quarterly and annual financial reports and discharge data; long-term care facilities are required to report annual financial data. Those which fail to file required reports are fined \$100/day. All facilities are required to report a change of ownership or fiscal period.
Information and Application: Office of Statewide Health Planning and Development, Health Care Information Division, 818 K Street, Suite 500, Sacramento, CA 95814; (916) 323-8399.

Prevention Services

Communicable Disease Control, Division of

Vector Control Technician, Certified

Public Agencies Requiring License: Supervisors or applicators of restricted pesticides to control public health pests.
Fees: None; Application/Examination: yes; Certification: yes (must pass exam with 70% score).
Examination Frequency: Usually, two times a year [May and November].
Examination Locations: Vary, usually Redding, Sacramento, Berkeley, Los Angeles, San Bernardino.
Requirements: Applicant must be an employee of a public agency conducting public health pest control.
Average Time to Process Application: 30 days.
License Renewal Period: Until revoked. See Comments.
Authority: California Code of Regulations, Title 17, Sec. 30001-30061.
Other Special License Requirements: None.
Comments: Certificate of competence to supervise or apply restricted use pesticides for vector control is available to government employees as long as employed by public agency. Continuing education requirements must be met.
Information and Applications: 601 N. 7th Street, MS 986; P.O. Box 942732; Sacramento, CA 94234-7320; (916) 324-3738.

Drinking Water and Environmental Management Division

Medical Waste Management Program

Businesses Requiring Registration or Permits: The Department permits offsite medical waste treatment facilities and medical waste transfer stations, and also registers/permits the following medical waste facilities in those counties where the Department of Health Services (DHS) is the enforcement agency: Small quantity generators of medical waste with onsite treatment (less than 200 pounds/month), common storage facilities for medical waste and small quantity generators that transport their own medical waste (less than 20 pounds/week) with a limited quantity hauling exemption. Counties/Cities in which DHS is the local enforcement agency include: Alpine, Amador, Butte, Calaveras, Fresno, Glenn, Humboldt, Imperial, Inyo, Lake, Los Angeles, Mariposa, Mendocino, Mono, Nevada, Pasadena, Placer, Plumas, San Benito, San Luis Obispo, Santa Barbara, Sierra, Solano, Sutter, Trinity, Yolo and the City of Berkeley.

Fees (annually unless otherwise noted): Small quantity generators with onsite treatment: \$100 biennially; Small quantity generators (no treatment): \$25; Large quantity generators: \$200 to \$1,400; Large quantity generators with onsite treatment: \$500 to \$2,400; Offsite medical waste treatment facilities: \$0.002 per pound of waste treated (billed quarterly) or \$10,000 — whichever is greater; Transfer stations: \$2,000; Common storage facilities: \$100 to \$500; Small quantity generators with a limited quantity hauling exemption: \$25 to \$50.

Application Fees: Offsite medical waste treatment facility: \$25,000 to \$50,000; Transfer Station: \$100 per hour processing fee, not to exceed \$10,000; Alternative medical waste treatment technology: \$2,500. Out-of-State Medical Waste Mail-

Back Services: \$1,000.

Examination Frequency: N/A

Examination Locations: N/A

Requirement: All generators of medical waste are subject to the requirements of the California Medical Waste Act.

Average Time to Process Application: 90 days.

Permit Renewal Period: Annually, except small quantity generators with onsite treatment is biennial, and offsite medical waste treatment facilities is five years.

Authority: California Health and Safety Code, Sec. 117600 to 118360 and the California Code of Regulations, Title 22. Sec. 65600 to 65628.

Other Special License Requirements:

Medical waste transfer stations and offsite treatment facilities are subject to the requirements of the California Environmental Quality Act (CEQA). Onsite medical waste treatment facilities may also be subject to CEQA depending on the location and type of treatment.

Comments: N/A

Information and Applications: Department of Health Services, Medical Waste Management Program, 601 North 7th Street, MS 396, P.O. Box 942732, Sacramento, CA 94234-7320.

Registered Environmental Health Specialist

Vocations Requiring License: Environmental health specialists working for local and state government.

Fees: Application: \$73; Examination: \$63; License: \$92.

Examination Frequency: 3 times yearly.

Examination Locations: Sacramento, Los Angeles.

Education and Experience Requirement:

B.A., 30 semester units of basic sciences and 12 months full-time experience.

Average Time to Process Application: 4 weeks.

License Renewal Period: Biennially.

Authority: California Health and Safety

Code, Section 106600-106735.

Other Special License Requirements:

None.

Comments: None.

Information and Applications: 601 North 7th Street MS 396, P.O. Box 942732, Sacramento, CA 94234-7320; (916) 324-8819.

Shellfish Growing Area Permits

Businesses Requiring Permit: All harvesters of commercial shellfish, i.e., bivalve mollusks, intended for human consumption and taken from California waters.

Fees: Application: N/A; Examination: N/A; Initial permit: to be established by new regulations; Renewal: to be established by new regulations.

Examination Frequency: None.

Examination Locations: N/A.

Requirement: Growing area must meet minimum water quality standards.

Average Time to Process Application: Time to process initial application varies greatly depending on the availability of existing water quality sampling data of growing area. **Permit renewal period:** Annually, February 15.

Authority: Statute: Health & Safety Code, Sec. 28500-28519.5; Regulation: California Administration Code, Title 17, Sec. 7706-7762.

Other Special License Requirements:

Harvesters must obtain a permit for growing waters over state lands from California Department of Fish and Game. Shellfish firms or persons culling, shucking, packaging, or repacking bivalve shellfish must have a permit issued by the California Department of Health Services, Food and Drug Branch.

Information and Applications: Department of Health Services, Environmental Management Branch, 2151 Berkeley Way, Room 118, Berkeley, CA 94704; (510) 540-3423.

Water Permit (Water System Operation)

Businesses Requiring License: Water utilities operating a water system for human consumption (serving 15 or more service connections, or 25 or more people).

Fees: Application: varies (see Health and Safety Code, Sec. 116565(a) and 116570 (a)(b) and (c); Examination: N/A; License: N/A.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirements: Contact Drinking Water Field Operations Branch field office regarding review process. System must meet specifications and requirements, pass inspection by department engineer.

Average Time to Process Application: Varies.

License Renewal Period: Approximately 10 years.

Authority: Health and Safety Code, Sec. 116525 to 116550.

Other Special License Requirements:

None.

Comments: Permit for a system serving fewer than 200 service connections may be issued by the Department or local County Health Department depending on which agency has responsibility in a specific county.

Information and Applications:

2151 Berkeley Way, Room 458, Berkeley, CA 94704; (510) 540-2158

8455 Jackson Road, Room 120, Sacramento, CA 95826; (916) 229-3126

1449 W. Temple Street, Room 202, Los Angeles, CA 90026; (213) 580-5723

5545 East Shields Avenue, Fresno, CA 93727; (209) 297-3883

415 Knollcrest Drive, Suite 110, Redding, CA 96002; (916) 224-4800

31 East Channel Street, Room 270, Stockton, CA 95202; (209) 948-7696

Government Center, 4th Floor, 464 W. 4th Street, # 437, San Bernardino, CA 92401; (909) 383-4328

50 D Street, Suite 200, Santa Rosa, CA 95404-4752; (707) 576-2145

530 E. Montecito Street, Room 102, Santa Barbara, CA 93103; (805) 963-8616

28 Civic Center Plaza, Room 325, Santa Ana, CA 92701; (714) 558-4410

1350 Front Street, Room 2050, San Diego, CA 92101; (619) 525-4159

Water Treatment Device Certification

Devices Requiring Certification: Home water treatment devices for which a health or safety benefit is claimed.

Fees: Application: \$1400; Examination: none; Modification: \$300; Renewal: \$400.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirements: Contact Water Treatment Device Certification Program on review process or refer to Water Treatment Device Regulations. Devices must meet specifications and requirements.

Average Time to Process Application: Two to three months.

License Renewal Period: Initial certificate is valid for one year and renewable for a period of no more than four years. (Five-year certification before retesting required).

Authority: Health and Safety Code, Sec. 116825-116865; California Code of Regulations, Title 22, Sec. 60400 to 60475.

Other Special License Requirements: None.

Comments: None.

Information and Applications: Department of Health Services, Water Treatment Device Certification Program, 601 North 7th Street, MS 92, P.O. Box 942732, Sacramento, CA 94234-7320; (916) 327-1140.

Water Treatment Operator Certification

Vocations Requiring Certification: Persons operating potable water treatment facilities.

Fees: Application: \$30 or \$63; Examination: yes; Initial certificate: none; Renewal: \$25 to \$57 (fees are subject to change).

Examination Frequency: Two times a year.

Examination Locations: Eureka, Fresno, Los Angeles, Redding, Sacramento, San Bernardino, San Diego, San Jose, Vallejo, Santa Barbara.

Requirements: Contact Operator Certification Program on review process or refer to Operator Certification Program Regulations. Applicant must meet specifications and requirements and pass written or oral examination.

Average Time to Process Application: Three months.

License Renewal Period: Initial certificate renewable after one year from date of issuance and two year period thereafter.

Authority: Health and Safety Code, Sec. 106875-106910; California Code of Regulations, Title 17, Sec. 7100 to 7134.

Other Special License Requirements: None.

Comments: None.

Information and Applications: Department of Health Services, Water Treatment Operator Program, 601 North 7th Street, MS 92, P.O. Box 942732, Sacramento CA 94234-7320; (916) 327-1140.

Food, Drug, and Radiation Safety Division

Bottle Washing and Sterilization License

Businesses Requiring License: All persons and firms that commercially wash and sterilize bottles for resale.

Fees: None.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: None.

Average Time to Process Application: 30 days.

License Renewal Period: Valid until re-voked.

Authority: Health and Safety Code, Sec. 112075.

Other Special License Requirements: None.

Comments: None.

Information and Applications: See Bottled Water Distributor's License

Bottled Water Distributor's License

Businesses Requiring License: Any person, other than an employee or representative of a bottled water plant, who delivers bottled water directly to consumers.

Fees: Application: \$913.24; Renewal fee: ranges from \$323.54 to \$913.24 based on production (adjusted annually); Examination: none; License: included in application.

Examination Frequency: N/A.

Locations: N/A.

Requirement: Meet sanitation and wholesomeness and potability requirements; comply with the good manufacturing practices described in Part 129, Title 21, Code of Federal Regulations.

Average Time to Process Application: 3-6 months.

License Renewal Period: Annually.

Authority: Health and Safety Code, Sec. 111120; California Code of Regulations, Title 17, Sec. 7870.

Other Special License Requirements: Bacterial analysis of water by approved laboratory; shall meet all maximum contaminant levels set for public drinking water.

Comments: N/A.

Information and Applications: 601 N. 7th Street, MS-357 P.O. Box 942732 Sacramento, CA 94234-7320; (916) 445-2263; www.dhs.cahwnet.go/fdb

Cannery License

Businesses Requiring License: Cannery of low acid foods.

Fees: License: \$162.27, adjusted annually.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Facilities must be properly equipped and in compliance with sanitation requirements.

Average Time to Process Application: Variable.

License Renewal Period: Biennially.

Authority: Health and Safety Code, Sec. 112750.

Other Special License Requirements: Fish and shellfish cannery, see Department of Fish and Game. Meat and poultry cannery or cannery of products containing meat and milk cannery, see Department of Food and Agriculture and may also be under jurisdiction of U.S. Department of Agriculture if engaged in interstate commerce.

Comments: Low acid food means any food with an equilibrium pH level greater than 4.6 which must be sterilized by time and temperature control or acidified to a pH equilibrium below 4.6.

Information and Applications: See Bottled Water Distributor's License.

Cold Storage License

Businesses Requiring License: Food cold storage warehouses.

Fees: License: \$162.27, adjusted annually.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Meet sanitation and wholesomeness requirements.

Average Time to Process Application: 30 days.

License Renewal Period: Biennially.

Authority: Health and Safety Code, Sec. 112385; California Code of Regulations, Title 17, Sec. 11601.

Other Special License Requirements: County public health inspection.

Comments: None.
Information and Applications: See Bottled Water Distributor's License.

Cosmetic Manufacturer Registration

Businesses Requiring Registration: Cosmetic firms that receive export document services from the Department of Health Services.
Fees: Application: \$357.77, see Comments.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Annual facility inspection.
Average Time to Process Application: 30 days.
License Renewal Period: Annually.
Authority: Health and Safety Code, Sec. 111795.
Other Special License Requirements: Current product labeling.
Comments: \$100 one-time start-up fee for first export certificate request; \$80/hour reinspection.
Information and Applications: See Bottled Water Distributor's License.

Drug Manufacturer License

Businesses Requiring License: Persons who manufacture drugs. (See Health and Safety Code, sec. 109995, 109970, and 109925 for definitions).
Fees: Application: \$324.60, adjusted annually.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Adequate manufacturing facilities, qualified personnel with demonstrated knowledge of drug manufacturing, quality assurance, practices and laws governing such manufacturing.
Average Time to Process Application: Variable.
License Renewal Period: Annually.
Authority: Health and Safety Code, Sec. 111615 et seq.; California Code of Regulations, Title 17, Sec. 10376.

Other Special License Requirements: N/A.
Comments: None.
Information and Applications: See Bottled Water Distributor's License.

Export and License Copy Document Application

Businesses Requiring Document: Any person who ships to another country California-produced foods, drugs, medical devices, and cosmetics which are licensed, registered, permitted, or certified by the Department of Health Services, Food and Drug Branch. [Pursuant to a request by foreign import officials to exporting firm.]
Fees: Application: One time startup fee \$100 for first export certificate request Export or Distributor Certificate: \$25 each; License/Registration Copy: \$15 each (Optional services are available. See comments); Examination: none; License: none.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Manufacturing practices and quality control must be adequate. Proper labeling, original labels, and advertising affixed to, accompanying, or relating to exported products must be provided for review.
Average Time to Process Application: 5 days.
License Renewal Period: N/A. Certificates are good for 180 days.
Authority: Health and Safety Code, Sec. 110200, 110210.
Other Special Requirements: N/A.
Comments: Notary service; overnight delivery service-arrangement (cost responsibility of firm).
Information and Application: See Bottled Water Distributor's License.

Frozen Food Locker Plant License

Businesses Requiring License: Public frozen food lockers.
Fees: Application: none; Examination:

none; License: \$80.76, adjusted annually.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Meet sanitation and wholesomeness requirements.
Average Time to Process Application: 30 days.
License Renewal Period: Biennially.
Authority: Health and Safety Code, Sec. 112505; California Code of Regulations, Title 17, Sec. 13701.
Other Special License Requirements: Inspection and licensing by county health department.
Comments: None.
Information and Applications: See Bottled Water Distributor's License.

Medical Device Manufacturing License

Businesses Requiring License: Persons who manufacture devices. (See health and Safety Code, Sec. 109995, 109970, 109920 for definitions.)
Fees: Application: \$324.60, adjusted annually.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Adequate manufacturing facilities, qualified personnel with demonstrated knowledge of device manufacturing, quality assurance, practices, and laws governing such manufacturing.
Average Time to Process Application: Variable.
License Renewal Period: Annually.
Authority: Health and Safety Code, Sec. 111615 et seq.; California Code of Regulations, Title 17, Sec. 10376.
Other Special License Requirements: N/A.
Information and Applications: See Bottled Water Distributor's License.

Olive Oil License

Businesses Requiring License: Firms manufacturing or packaging olive oil or

wholesaling olive oil under own name.
Fees: Application: none; Examination: none; License: none.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Manufacturers are required to meet the standards defining olive oil.
Average Time to Process Application: 30 days.
License Renewal Period: Until revoked.
Authority: Health and Safety Code, Sec. 112885.
Other Special License Requirements: None.
Comments: None.
Information and Applications: See Bottled Water Distributor's License.

Organic Processed Food Registration

Businesses Requiring Registration: Every processor or handler of processed food in California that is sold as organic (see comments for definitions).
Fees: Application: \$100; Examination: none; License: validated registration included in application.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Report information to department of Health Services regarding quantity of organic products sold and gross sale volume; the Department is required to prepare a report displaying this information and to preserve its confidentiality.
Average Time to Process Application: 4-6 weeks.
License Renewal Period: Annually.
Authority: Health and Safety Code, Sec. 110810 et seq., California Organic Foods Act of 1990.
Other Special License Requirements: N/A.
Comments: "Handler" means any person who ships, packs, repacks, sells for resale, warehouses, wholesales, imports into the state, or stores food and is other than a grower, producer, processor, or retailer of that food. "Sold as Organic" means any use

of the terms “organic,” “organically grown,” “naturally grown,” “ecologically grown,” or “biologically grown,” or grammatical variation of those terms, whether orally or in writing, in connection with any food grown, handled, processed, sold, or offered for sale in this state, including, but not limited to, any use of these terms in labeling or advertising of any food and any ingredient in a multi-ingredient food.

Information and Applications: See Bottled Water Distributor’s License.

Pet Food Manufacturers License

Businesses Requiring License: Any person or firm manufacturing a processed pet food.

Fees: Initial: \$162.27, adjusted annually; Examination: none; License: included in application.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 30 days.

License Renewal Period: Annually.

Authority: Health and Safety Code, Sec. 113060 and 113065.

Other Special License Requirements: None.

Comments: N/A.

Information and Applications: See Bottled Water Distributor’s License.

Pet Food Registration

Businesses Requiring License: Every person or firm manufacturing a processed pet food for import into California from another state.

Fees: Initial: \$162.27, adjusted annually; Examination: none; Registration included in application.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 30

days.

License Renewal Period: Annually.

Authority: Health and Safety Code, Sec. 113060 and 113065.

Other Special License Requirements: None.

Comments: None.

Information and Applications: See Bottled Water Distributor’s License.

Private Water Source Operator’s License

Businesses Requiring License: Privately owned source of water, other than a public water system, which is used for bottled or vended water and meets the requirements of an approved source for bottled water as defined in Section 129.3, Title 21, Code of Federal Regulations.

Fees: Application: \$325.80, adjusted annually; Examination: none; License: included in application.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Maintain in a clean and sanitary condition at all times; comply with the good manufacturing practices described in Part 129, Title 21, Code of Federal Regulations.

Average Time to Process Application: 3-6 months.

License Renewal Period: Annually.

Authority: Health & Safety Code, Sec. 111120, 111075; California Code of Regulations, Title 17, Sec. 7870.

Other Special License Requirements: N/A.

Comments: None.

Information and Applications: See Bottled Water Distributor’s License.

Processed Food Registration

Businesses Requiring Registration: All processors, manufacturers, packers, and holders (e.g., warehouse) of processed food.

Fees: Application: sliding scale, adjusted annually, (see Comments); Examination:

none; Registration: included in application.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: None.

Average Time to Process Application: 6 weeks.

License Renewal Period: Annually.

Authority: Health and Safety Code, Sec. 110460.

Other Special License Requirements: \$100 Food Safety Fee in addition to registration fee funds food safety training.

Comments: For warehousing only: 0-10,000 sf, \$257.85; over 10,000 sf, \$386.77. For manufacturing, packing and labeling processed food: with 0-5 employees, 0-5,000 sf, \$257.85; 0-5 employees, over 5,000 sf, \$386.77; 6-20 employees, 0-5000 sf, \$386.77; 6-20 employees, over 5,000 sf, \$515.70; more than 20 employees, 0-5,000 sf, \$515.70; more than 20 employees, over 5,000 sf, \$644.52.

Information and Applications: See Bottled Water Distributor's License.

Radioactive Material License

Businesses Requiring License: Those possessing radioactive material as defined in California Administration Code, Title 17, Sec. 30100.

Fees: License: \$508.55 to \$6,356.85.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: Varies; level of education, training, and experience required is dependent on the activity and type of applicant.

Average Time to Process Application: 3 months.

License Renewal Period: Every 7 years.

Authority: California Administration Code, Title 17, Sec. 30100.

Other Special License Requirements: Varies; depending on profession of applicant or whether the applicant is with an institution such as a hospital or pharmaceutical manufacturer.

Comments: Fee is subject to annual adjust-

ment.

Information and Applications: P.O. Box 942732, MS 178, Sacramento, CA 94234-7320; (916) 445-0931.

Radiation Source Registration

Businesses Requiring License: Those possessing radiation-emitting machines or devices containing radioactive material. Examples include physicians, dentists, hospitals, and industrial plants.

Fees: License: \$107.81 to \$323.44; Mammography: \$970.31

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 1 month.

License Renewal Period: Biennially.

Authority: California Administration Code, Title 17, Chap. 5, Subchap. 4, Sec. 30100-30146.

Other Special License Requirements:

None, except licensure in profession (e.g. physician) or institution (e.g. hospital), if required.

Comments: Fee listed is subject to annual adjustment.

Information and Application: P.O. Box 942732, MS 178, Sacramento, CA 94234-7320; (916) 445-0931.

Radiologic Technologist, Certified

Vocations Requiring Certification: Persons permitted to take x-rays of the entire human body for therapeutic or diagnostic purposes.

Fees: Applications: \$55.56 to \$81.81; Renewals still current: \$41.42 to \$165.48; Renewals within 6 Mos.: \$46.91 to \$171.18; Renewals between 6 mos. & 5 years: \$96.96 to \$351.52.

Examination Frequency: Monthly.

Examination Locations: Hayward and Carson; by appointment at other locations.

Experience Requirement: Completion of an approved 2-year academic program and clinical experience.

Average Time to Process Applications: 90 days.

License Renewal Period: Biennially.

Authority: California Administration Code, Title 17, Subchap. 4.5, Group 3.

Comments: Fees listed are subject to annual adjustments.

Information and Applications: 601 North 7th Street, MS 178, Sacramento, CA 94234; mailing address: P.O. Box 942732, MS 178, Sacramento, CA 94234-7320; (916) 445-0931.

Retail Water Facility License

Businesses Requiring License: Any commercial establishment where vended water is sold and placed in customer's containers, or placed in containers sold or given to customers who come to the establishment to obtain water.

Fees: Application: \$325.80 (adjusted annually); Examination: none; License: included in application.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Meet sanitation, wholesomeness, and potability requirements; maintain in a clean and sanitary condition at all times; comply with good manufacturing practices.

Average Time to Process Application: 3-6 months.

License Renewal Period: Annually.

Authority: Health and Safety Code, Sec. 111120; California Code of Regulations, Title 17, Sec. 7870.

Other Special License Requirements: Bacterial analysis of water by approved laboratory; bottled and vended water shall meet all maximum contaminant levels set for public drinking water.

Comments: None.

Information and Applications: See Bottled Water Distributor's License.

Retort Operator Permit (Canning)

Vocations Requiring License: Operators of various canning process machines or equipment.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: Upon request.

Examination Locations: At cannery.

Experience Requirement: Knowledge of state and federal laws on retort operations; practical demonstration of ability to operate equipment.

Average Time to Process Application: 30 days.

License Renewal Period: Until revoked.

Authority: Health and Safety Code, Sec. 112800.

Other Special License Requirements: None.

Comments: None.

Information and Applications: See Bottled Water Distributor's License.

Shellfish Plant Certification

Businesses Requiring License: Firms or persons culling, shucking, packing, or repacking fresh oysters, clams, or mussels for sale to public.

Fees: Application: none; Examination: none; License: shellfish handling and marketing certificate.

Examination Frequency: N/A.

Locations: N/A.

Experience Requirement: Meet sanitation and wholesomeness requirements, operate to seafood HACCP plan.

Average Time to Process Application: 30 days.

License Renewal Period: Annually.

Authority: Health and Safety Code, Sec. 112205; California Code of Regulations, Title 17, 7707.

Other Special License Requirements:

Shellfish harvesting: Department of Fish and Game; Growing water evaluation and certification: Environmental Management Branch, Department of Health Services.

Also subject to approval for shellfish wet storage and depuration by the Department of Health Services.

Comments: None.

Information and Applications: See Bottled Water Distributor's License.

Water Bottling Plant License (In-State or Out-of-State Bottler)

Businesses Requiring License: Any facility in which bottled water is produced.

Fees: Application: \$919.63; Renewal fee ranges from \$325.80 to \$919.63 based on production (adjusted annually); Examination: none; License: included in application.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Meet sanitation, wholesomeness, and potability requirements; maintain in a clean and sanitary condition at all times; comply with the good manufacturing practices described in Part 129, Title 21, Code of Federal Regulations.

Average Time to Process Application: 3-6 months.

License Renewal Period: Annually.

Authority: Health and Safety Code, Sec. 111120; California Code of Regulations, Title 17, Sec. 7870.

Other Special License Requirements: Chemical and bacterial analysis of water by approved laboratory; meet all minimum contaminant levels set for public drinking water.

Comments: None.

Information and Applications: See Bottled Water Distributor's License

Water Hauler's License

Businesses Requiring License: Any person who hauls water in bulk (250 gallons or greater) by any means of transportation if the water is to be used for drinking, culinary, or other purposes involving a likelihood of the

water being ingested by humans.

Fees: Application: \$325.80 (adjusted annually); Examination: none; License: included in application.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Maintain in a clean and sanitary condition at all times; comply with the good manufacturing practices described in Part 129, Title 21, Code of Federal Regulations.

Average Time to Process Application: 3-6 months.

License Renewal Period: Annually.

Authority: Health and Safety Code, Sec. 111120; California Code of Regulations, Title 17, Sec. 7870.

Other Special License Requirements: Chemical and bacterial analysis of water by approved laboratory.

Comments: None.

Information and Applications: See Bottled Water Distributor's License.

Water Vending Machine Operator

Businesses Requiring License: Persons providing self-service device(s) which takes a form of payment and dispenses a unit volume of water to be used for drinking, culinary, or other purposes involving a likelihood of the water being ingested by humans.

Fees: Application: \$10.75 per machine, per year (adjusted annually); Examination: none; License: included in application.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Meet sanitation, wholesomeness, and potability requirements; comply with federal good manufacturing practices described in Part 129, Title 21, Code of Federal Regulations.

Average Time to Process Application: 1-3 months.

License Renewal: Annually.

Authority: Health and Safety Code, Sec. 111120; California Code of Regulations,

Title 17, Sec. 7870.

Other Special License Requirements:

Machines must be evaluated and certified for design, construction, and performance (sanitation) standards; vended water shall meet all maximum contaminant levels set for public drinking water.

Comments: None.

Information and Applications: See Bottled Water Distributor's License.

X-Ray Supervisor and Operator, Certification

Vocations Requiring Certification: As above. Persons working in hospitals, laboratories, private offices, x-ray laboratories, technical and medical schools.

Fees: Application: \$55.56; Examination: none; License: \$45.46 (see Comments).

Examination Frequency: Monthly.

Examination Locations: Hayward, Carson, and by appointment at other locations.

Experience Requirement: Professional licensure in the healing arts, i.e., M.D., D.O., D.C., or D.P.M.

Average Time to Process Application: 90 days.

Fee Period: N/A.

Authority: California Administration Code, Title 17, Subchap. 4.5, Group 5.

Other Special License Requirements:

Applicant must be licentiate in profession: M.D. and D.P.M. Medical Board of California, D.O. Board of Osteopathic Medicine, D.C. Board of Chiropractic Examiners.

Comments: Fee is subject to annual adjustment.

Information and Applications: P.O. Box 942732, MS 178, Sacramento, CA 94234-7320; (916) 445-0931.

X-Ray Technician, Limited

Vocations Requiring Permit: Technicians allowed to use x-rays on a limited portion of the human body.

Fees: Application: \$45.46/category;

Examination: none; **Permit:** \$41.42 (see Comments).

Examination Frequency: Monthly.

Examination Locations: Hayward, Carson, and by appointment at other locations.

Experience Requirement: Graduation from approved training programs and clinical experience.

Average Time to Process Applications: 90 days.

License Renewal Period: Biennially.

Authority: California Administration Code, Title 17, Subchap. 4.5, Group 2.

Other Special License Requirements:

None.

Comments: Fee listed is subject to annual adjustment.

Information and Applications: P.O. Box 942732, MS 178, Sacramento, CA 94234-7320; (916) 445-0931.

X-Ray Training Approval Certificate

Businesses Requiring Certificate: X ray schools.

Fees: Application: \$350; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: Curriculum and facilities must meet minimum requirements set by Health and Safety Code, Sec. 107045.

Average Time to Process Application: 30 days.

License Renewal Period: One academic quarter to five years

Authority: California Administration Code, Title 17, Subchap. 4.5, Group 3 and 5.

Other Special License Requirements: X ray technology schools, State Dept. of Education, Office of Postsecondary Education.

Comments: On-site inspection required 1 to 3 years. Four types of permits issued:

- 1) diagnostic certified radiologic technician
- 2) therapeutic radiologic technologist
- 3) limited permit x ray technician
- 4) medical and dental laboratory

Information and Applications: P.O. Box 942732, MS 178, Sacramento, CA 94234-7320; (916) 445-0931.

Laboratory Science Division

Biologics, License for the Production of

Businesses Requiring License: Blood banks, plasmapheresis centers, and other facilities producing products that meet the definition of a biologic.

Fees: Application: \$1,540; Examination: N/A; Renewal: \$1,540 and \$513 for each offsite collection center up to a maximum of three.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Meet all requirements of California Biologics Laws and Regulations.

Average Time to Process Applications: 2 weeks.

License Renewal Period: Annually.

Authority: Health and Safety Code, Div. 2, Chap. 4; California Code of Regulations, Title 17.

Other Special License Requirements: Other biologics, see U.S. Food and Drug Administration Livestock biologics, see Department of Food and Agriculture.

Comments: None.

Information and Application: 2151 Berkeley Way, Annex 12, Berkeley, CA 94704; (510) 873-6328.

Cholinesterase Testing Approval

Businesses Requiring Approval: Laboratories performing red cell and plasma cholinesterase tests for occupational health surveillance.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: Proficiency test may be given by mail periodically.

Examination Locations: N/A.

Experience Requirement: Must be licensed clinical or public health laboratory.

Average Time to Process Application: Variable depending on laboratory's ability to meet requirements.

Fee Period: Until relinquished or revoked.

Authority: California Code of Regulations, Title 3, Sec. 6728.

Other Special License Requirements: None.

Comments: None.

Information and Applications: 2151 Berkeley Way, Annex 9, Berkeley, CA 94704; (510) 540-2219.

Environmental Laboratory Accreditation Program (ELAP)

Vocations Requiring Certification: Laboratories performing analyses of environmental samples and reporting the results to regulatory agencies for monitoring compliance.

Fees: A basic fee of \$953 and a Field of Testing Fee of \$429 for each of the 22 Fields of Testing requested must be paid at the time of application and annually after certification.

Examination Frequency: N/A.

Examination Location: N/A.

Experience or Education Requirements: N/A.

Average Time to Process Applications: Six months.

License Renewal Period: Certificates are valid for two years.

Authority: Health and Safety Code, Sec. 100825 - 100920 (formerly Sec. 1010 - 1029) and the California Code of Regulations, Sec. 64801 - 64827.

Other Special License Requirements: None.

Comments: None.

Information and Applications: Environmental Laboratory Accreditation Program, California Department of Health Services, 2151 Berkeley Way, Annex 2, Berkeley, CA 94704; (510) 540-2800; Fax: (510) 849-5106.

Forensic Alcohol Laboratory License

Businesses Requiring License: Laboratories performing blood alcohol, urine or tissue tests to determine blood ethyl alcohol level by or for law enforcement agencies.
Fees: Application: \$126, see Comments; Examination: none; License: none.
Examination Frequency: Proficiency test given by mail quarterly.
Examination Locations: N/A.
Requirement: Laboratory must employ supervisor with two years experience.
Average Time to Process Application: Variable.
Fee Period: Annually.
Authority: California Code of Regulations, Title 17, Sec. 1215-1222.2.
Other Special License Requirements: None.
Comments: State, county, city or public organizations exempt from fee.
Information and Applications: See Cholinesterase Test Approval Breath Alcohol Analysis, Instrument for (Registration) Repealed.

Hemoglobin Counseling Laboratory Approval

Businesses Requiring Approval: All laboratories accepting specimens from approved sickle cell counseling programs.
Fees: Application: none; Examination: none; License: none.
Examination Frequency: Proficiency test may be given by mail periodically.
Examination Locations: N/A.
Requirement: Licensed clinical or public health laboratory.
Average Time to Process Application: Variable.
Fee Period: Until relinquished or revoked.
Authority: California Code of Regulations, Title 17, Sec. 6507.7.
Other Special License Requirements: None.
Comments: None.
Information and Applications: See Cholinesterase Test Approval.

Laboratory Approval Certificate, Public Health

Businesses Requiring License: As above.
Fees: Application: none; Examination: N/A; License: none.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirement: N/A.
Average Time to Process Application: Variable, see Comments.
License Renewal Period: N/A.
Authority: California Health and Safety Code Sec. 101160, California Code of Regulations, Sec. 1075-1084, 1255-1302.1.
Other Special Requirements: Clinical Laboratory Services (CLIA) U.S. Department of Health and Human Services. Health Care Finance Administration.
Comments: Approval of application involves one or more on-site surveys evaluating personnel, facilities, and records.
Information and Applications: 2151 Berkeley Way, Annex 12, Berkeley, CA 94704; (510) 873-6328.

Laboratory, Clinical: Bioanalyst License

Businesses Requiring License: As above.
Fees: Application: \$156; Examination: included in application fee; License: \$156 + \$9 continuing education renewal.
Examination Frequency: Twice a year.
Examination Locations: Oral: Berkeley and Los Angeles; Written: Hayward and Carson.
Requirement: Master's degree plus four years' acceptable clinical laboratory experience as a licensed clinical laboratory scientist.
Average Time to Process Application: 10 weeks.
License Renewal Period: Annually.
Authority: Business and Professions Code, Div. 2, Chap. 3, Sec. 1200-1322.
Other Special License Requirements: None.
Comments: Clinical laboratory director as defined by law in clinical laboratories.
Information and Applications: 2151 Berkeley

ley Way, Annex 12, Berkeley, CA 94704;
(510) 873-6328.

Laboratory, Clinical: Chemist License

Businesses Requiring License: As above.

Fees: Application: \$156; Examination: included in application fee; License: \$156 + \$9 continuing education renewal.

Examination Frequency: Twice a year.

Examination Locations: Oral: Berkeley and Los Angeles; Written: Hayward and Carson.

Requirement: Master's degree plus four years' acceptable clinical laboratory experience.

Average Time to Process Application: 10 weeks.

License Renewal Period: Annually.

Authority: Business and Professions Code, Div. 2, Chap. 3, Sec. 1200-1322.

Other Special License Requirements: None.

Comments: Clinical laboratory director as defined by law in clinical laboratories.

Information and Applications: 2151 Berkeley Way, Annex 12, Berkeley, CA 94704; (510) 873-6328.

Laboratory, Clinical: Cytotechnologist License

Businesses Requiring License: As above.

Fees: Application: \$125; Examination: included in application fee; License: \$125, renewal + \$8 continuing education.

Examination Frequency: Periodically.

Examination Locations: Berkeley and Los Angeles.

Requirement: Baccalaureate with required courses plus one year of cytotechnology training or five years' of experience.

Average Time to Process: Application: 3 weeks.

License Renewal Period: Two years, date of issuance

Authority: Business and Professions Code, Div. 2, Chap. 3, Sec. 1200-1322.

Other Special License Requirements:

None.

Comments: Diagnostic services as defined by law in clinical laboratories.

Information and Applications: See Biologics.

Laboratory, Clinical: Microbiologist License

Businesses Requiring License: As above.

Fees: Application: \$156, Examination: included in application fee; License: \$156 + \$9 continuing education renewal.

Examination Frequency: Twice a year.

Examination Locations: Oral: Berkeley and Los Angeles; Written: Hayward and Carson.

Requirement: Master's degree plus four years' acceptable clinical laboratory experience.

Average Time to Process Application: 10 weeks.

License Renewal Period: Annually.

Authority: Business and Professions Code, Div. 2, Chap. 3, Sec. 1200-1322.

Other Special License Requirements: None.

Comments: Diagnostic services as defined by law in clinical laboratories.

Information and Applications: 2151 Berkeley Way, Annex 12, Berkeley, CA 94704; (510) 873-6328.

Laboratory, Clinical: Scientist License

Vocations Requiring License: As above.

Fees: Application: \$94; Examination: included in application; License: \$63 + \$9 continuing education renewal.

Examination Frequency: Biennially.

Examination Locations: Hayward, Carson.

Requirement: Baccalaureate with required courses plus one year of clinical laboratory training.

Average Time to Process Application: 10 weeks.

License Renewal Period: Annually.

Authority: Business and Professions Code,

Div. 2, Chap. 3, Sec. 1200-1322; California Code of Regulations, Title 17.

Other Special License Requirement: None.

Comments: Clinical laboratory practice as defined by law in clinical laboratories.

Information and Applications: 2151 Berkeley Way, Annex 12, Berkeley, CA 94704; (510) 873-6328.

Laboratory, Clinical: Scientist Trainee License

Businesses Requiring License: As above.

Fees: Application: \$34; Examination: none; Renewal: \$20.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Baccalaureate with required courses.

Average Time to Process Application: 10 weeks.

License Renewal Period: Annually.

Authority: Business and Professions Code, Div. 2, Chap. 3, Sec. 1200-1322.

Other Special License Requirements: None.

Comments: Clinical laboratory director as defined by law in clinical laboratories.

Information and Applications: 2151 Berkeley Way, Annex 12, Berkeley, CA 94704; (510) 873-6328.

Laboratory, Clinical: Scientist Limited License (Clinical Chemist, Microbiologist, Immunohematologist, Toxicologist, Scientist)

Profession Requiring License: As above.

Fees: Application: \$94; Examination: included in application; License: \$63 + \$9 continuing education renewal.

Examination Frequency: Biennially.

Examination Locations: Hayward, Carson.

Requirement: Baccalaureate in the specialty with required courses plus one year of clinical laboratory training in the specialty.

Average Time to Process Application: 10 weeks.

License Renewal Period: Annually.

Authority: Business and Professions Code, Div. 2, Chap. 3, Sec. 1200-1322; California Code of Regulations, Title 17.

Other Special License Requirements: None.

Comments: Clinical laboratory practice as defined by law in clinical laboratories.

Information and Applications: 2151 Berkeley Way, Annex 12, Berkeley, CA 94704; (510) 873-6328.

Laboratory, Histocompatibility: Director License

Businesses Requiring License: As above.

Fees: Application: \$156; Examination: included in application fee; License: \$156 + \$9 continuing education renewal.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Doctorate plus four years' immunology and histocompatibility clinical laboratory experience.

Average Time to Process Application: Four weeks.

License Renewal Period: Annually.

Authority: Business and Professions Code, Div. 2, Chap. 3, Sec. 1200-1322.

Other Special License Requirements: None.

Comments: Clinical laboratory director as defined by law in clinical laboratories.

Information and Applications: 2151 Berkeley Way, Annex 12, Berkeley, CA 94704; (510) 873-6328.

Laboratory, Clinical: Toxicologist License

Businesses Requiring License: As above.

Fees: Application: \$156; Examination: included in application fee; License: \$156 + \$9 continuing education renewal.

Examination Frequency: Twice a year.

Examination Locations: Oral: Berkeley and Los Angeles; Written: Hayward and Carson.

Requirement: Master's degree plus four years' acceptable clinical laboratory experi-

ence.

Average Time to Process Application: 10 weeks.

License Renewal Period: Annually.

Authority: Business and Professions Code, Div. 2, Chap. 3, Sec. 1200-1322.

Other Special License Requirements: None.

Comments: Clinical laboratory director as defined by law in clinical laboratories.

Information and Applications: 2151 Berkeley Way, Annex 12, Berkeley, CA 94704; (510) 873-6328.

Laboratory License, Clinical

Businesses Requiring License: Clinical laboratories as defined by law.

Fees: Application: \$826; Examination: N/A; License: \$768.

Examination Frequency: Inspections every two years.

Examination Locations: N/A.

Requirement: Meet all laws and regulations relating to clinical laboratories.

Average Time to Process Application: 4 weeks.

License Renewal Period: Annually.

Authority: Business and Professions Code, Div. 2, Chap. 3, Sec. 1200-1327, California Code of Regulations, Title 17.

Other Special License Requirements: Clinical Laboratory Improvement Amendments, (CLIA), U.S. Dept. of Health and Human Services, Health Care Finance Administration.

Comments: No fee required of state, county, city, or district government agencies.

Information and Applications: 2151 Berkeley Way, Annex 12, Berkeley, CA 94704; (510) 873-6328.

Methadone Drug Analysis Laboratory License

Businesses Requiring License: Methadone drug analysis laboratories

Fees: Application: \$126, see Comments; Examination: none; License: none.

Examination Frequency: Proficiency test give by mail monthly.

Examination Locations: N/A.

Requirement: Must employ supervisor with two years experience.

Average Time to Process Application: Variable.

Fee Period: Annually.

Authority: California Code of Regulations, Title 17, Sec. 1160-1196.

Other Special License Requirements: None.

Comments: Laboratories operated by state, county, city, public agency or licensed clinical laboratory exempt from fee.

Information and Applications: See Cholinesterase Test Approval Phenylketonuria (PKU) Testing Approval Repealed.

Microbiologist Certificate, Public Health

Vocations Requiring License: Microbiologists employed by local health agencies or Department of Health Services.

Fees: Application: none; Examination: none; Certificate: none.

Examination Frequency: As needed (usually 6 times/year).

Examination Locations: Berkeley and Los Angeles.

Experience Requirements: Baccalaureate with major in medical microbiology or equivalent, and six months as public health microbiologist trainee.

Average Time to Process Application: 10 weeks.

Fee Period: N/A.

Authority: N/A.

Other Special License Requirements: None.

Comments: None.

Information and Applications: 2151 Berkeley Way, Annex 12, Berkeley 94704; (510) 873-6328.

Tissue Bank License, Approval to Operate

Businesses Requiring License: Tissue banks.
Fees: Application: \$975; Examination: none; License: \$975.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Meet all laws and regulations relating to tissue banks.
Average Time to Process Application: 1 week.
License Renewal Period: Annually.
Authority: Health and Safety Code, Div. 2, Pt. 1, Chap. 4.1; California Administration Code, Title 17, Chap. 2, Subchap. 1
Other Special License Requirements: None.
Comments: No fee required of any state agency, district, city, county or city and county or any subdivision of agency thereof.
Information and Applications: See Biologics.

Highway Patrol, California

Ambulance Service License

Services Requiring License: Privately-owned or operated emergency ambulance services.
Fees: Application: Initial: \$200; Renewal: \$150.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Criminal records may preclude licensing (Vehicle Code, Sec. 2541) eligibility.
Average Time to Process Application: Initial: 6 weeks; Procedures exist for obtaining temporary licenses/permits.
Fee Period: Annually.
Authority: Vehicle Code. 2501.
Other Special Requirements: Required Inspections: Ambulances: Highway Patrol and local Emergency Medical Services Agency Authorization; Participation in Department of Motor Vehicles' Pull Notice

Program.

Comments: Annual license inspections are due prior to expiration of existing ambulance company.

Information and Applications: California Highway Patrol, Commercial Vehicle Services Section, P.O. Box 942898, Sacramento, CA 94298-0001; (916) 327-3310.

Armored Car Services License

Services Requiring Licenses: Privately-owned or operated armored car services.
Fees: Application: Initial: \$10; Renewal: \$5.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Criminal records may preclude licensing (Vehicle Code, Sec. 2541) eligibility.
Average Time to Process Application: Initial: 6 weeks; Procedures exist for obtaining temporary licenses/permits.
Fee Period: Annually; Permit: biennially.
Authority: Vehicle Code, Sec. 2501.
Other Special Requirements: Required Inspections. Armored car services: Public Utilities Commission Highway Permit; Participation in Department of Motor Vehicles Pull Notice Program.
Comments: None.
Information and Applications: California Highway Patrol, Commercial & Technical Services Section, P.O. Box 942898, Sacramento, CA 94298-0001; (916) 327-3310.

Authorized Emergency Vehicle Permit

Services Requiring License: Privately-owned or operated ambulance and armored car services. Privately owned fire fighting/law enforcement vehicles and others listed in California Vehicle Code Section 2416 require permits.
Fees: Application: none; Examination: none; License: Ambulance: \$200, renewal:

\$150; Armored car: \$10, renewal: \$5.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Criminal records may preclude licensing (Veh. Code, Sec. 2541) eligibility.

Average Time to Process Application:

Initial: 6 weeks; procedures exist for obtaining temporary licenses/permits.

Fee Period: Annually; Permit: Biennially.

Authority: Ambulance: California Vehicle Code, Sec. 2501. Armored Cars: California Vehicle Code, Sec. 2501.

Authority Emergency Vehicle: California Vehicle Code, Sec. 2416.

License Permit Other Special Requirements:

Required Inspections. Armored Car Services: Department of Motor Vehicles, Motor Carrier Permit. Ambulances-Local Emergency Medical Services Agency Authorization; Participation in Dept. of Motor Vehicles Pull Notice Program.

Comments: Annual License inspections are due prior to expiration of existing ambulance company.

Information and Applications: California Highway Patrol, Commercial Vehicle Section, P.O. Box 94298, Sacramento, CA 94298 0001; (916) 445-1865.

Fleet Inspection and Maintenance Station

Businesses Requiring License: Firms with a fleet of 3 or more vehicles of the types specified in California Vehicle Code, Sec. 34500 and engaged in transportation of persons, property and the vehicles are registered in California, who desire to inspect own vehicles and clear enforcement documents.

Fees: Application: none; Examination: none; License: \$10 initial, \$5 annually.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 6 weeks.

Fee Period: Annually.

Authority: California Vehicle Code, Sec. 2501.

Other Special License Requirements: Each license is valid for use at a single maintenance facility by a named individual and is not transferable to another location or another person.

Each fleet owner inspection and maintenance station shall be equipped to inspect, service, and repair vehicles and related components and equipment as required by laws and regulations related to the safe operation of such vehicles. Each station shall maintain readily accessible to the superintendent of maintenance at least one current copy of the California Vehicle Code; Chapter 2, Title 13, California Code of Regulations; and if the fleet is engaged in interstate transportation, Title 49, Chapter 3, Parts 390 through 397 of the Code of Federal Regulations. Each station shall maintain in current status, and available to the superintendent of maintenance, all appropriate publications issued by the department and by manufacturers, including handbooks, bulletins, manuals, and instructions related to safe condition of vehicles, vehicle components, and auxiliary equipment. At least one full-time journeyman truck mechanic shall be regularly employed in each station. Systematic inspection and maintenance of vehicles, and records of such inspection and maintenance, shall comply with the provisions of applicable parts of Sections 1232 and 1234 of Title 13, California Code of Regulations and, if vehicles are engaged in interstate transportation, the requirements of the United States Department of Transportation.

Comments: Carriers' facilities inspected annually.

Information and Applications: California Highway Patrol, Commercial Vehicle Section, P.O. Box 942898, Sacramento 94298- 0001; (916) 445-1865.

Hazardous Materials Transportation License

Businesses Requiring License: Any motor carrier transporting hazardous materials (HM) shipments requiring the display of placards, and HM shipments transported for a fee in excess of 500 pounds that would otherwise require placarding at 1001 pounds gross weight when packaged in the same manner.

Fees: Initial License: \$100; Renewal: \$75.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Required: None.

Average Time to Process Application: 45 days; procedures exist for obtaining temporary licenses.

Fee Period: Annually.

Authority: California Vehicle Code, Sec. 2501 and 32000.5.

Other Special License Requirements: Laws and regulations governing the transportation of explosives, inhalation hazards and radioactive materials are more restrictive than those concerning the transportation of hazardous materials in general. The specific requirements for transportation of these materials are identified herein.

Shipments of explosive materials (HMX) that meet the definitions outlined in Division 14 of the California Vehicle Code must follow additional rules and regulations for routing, safe stopping places and inspection stops designated by the California Highway Patrol (CHP) in Title 13, California Code of Regulations, Chapter 6, Article 1 (Sections 1150-1152.10). These additional requirements are effective in transporting: an amount in excess of 1,000 pounds of any class 1.1, 1.2, or 1.3 (formerly class A or B) explosives, **or** a combined load in excess of 1,000 pounds of any class 1.1, 1.2, or 1.3 (formerly class A or B) explosive and blasting agent, or any amount of class 1.1, 1.2, or 1.3 (formerly class A or B) when the transportation is rendered as a delivery service or for hire. (NOTE: These regulations do not include special fireworks transported by

carriers licensed by the State Fire Marshal or any other class of explosives.)

Shipments of inhalation hazards (HMPIH) that meet the definitions outlined in Division 14.3 of the California Vehicle Code must follow additional rules and regulations for routing, safe stopping places and inspections stops designated by the CHP in Title 13, California Code of Regulations, Chapter 6, Article 2.5 (Sections 1157-1157.18). These additional requirements are effective if: it is a material meeting the defining criteria in Section 173.115 (c) of Title 49 Code of Federal Regulations or for which a "Poison-Inhalation Hazard" or "Inhalation Hazard" shipping paper description is required pursuant to Section 172.203 of Title 49 Code of Federal Regulations, AND; it is being transported in bulk packaging except when that packaging contains only residue. This would include, but not necessarily be limited to, hazardous materials that are poisonous by inhalation (liquid or gaseous) in Hazard Zones A, B, C, or D.

Shipments of radioactive materials meeting the definition of Highway Route Controlled Quantity (HRCQ) found in Section 174.403, Title 49 Code of Federal Regulations, must follow the routes designated by the California Highway Patrol in Title 13, California Code of Regulations, Chapter 6, Article 2.7 (Sections 1158-1159.)

Applicants who indicate transportation of one, or more, of the materials requiring specialized routing (HMX, HMPIH, HRCQ) will be placed on appropriate mailing list(s) to receive special highway routing requirements. Those on the HMX and HMPIH mailing lists will also receive safe stopping place and in route inspection stop information. Questions concerning the specialized highway routing requirements or how to obtain additional copies of these requirements should be directed to the Commercial Vehicle Section, Routing Coordinator at (916) 327-3310.

A copy of the license must be carried in the vehicle transporting the hazardous materials and is subject to inspection by CHP personnel.

Comments: Federal, state, county, city, and city and county agencies are exempt from the licensing requirements of Section 32000.5 of the California Vehicle Code.

Information and Applications: California Highway Patrol, Commercial Vehicle Section, P.O. Box 942898, Sacramento, CA 94298-0001; (916) 327-5039.

Schoolbus Contractor's License

Services Requiring License: Private schoolbus contractors who contract with a school district for the transportation of school pupils.

Fees: Application: none; Examination: none; License: \$100.00; Renewal: \$75.00.

Examination Frequency: N/A.

Examination Locations: N/A.

Average Time to Process Application: 45 days.

Fee Period: Annually.

Authority: California Vehicle Code Sec. 2670.

Comments: Schoolbuses must be annually inspected and certified by the California Highway Patrol.

Information and Applications: California Highway Patrol, Commercial Vehicle Section, P.O. Box 942898, Sacramento, CA 94298-0001; (916) 327-5039.

Vapor Recovery System Certification for Cargo Tanks Transporting Gasoline

Information and Applications: Contact the California Air Resources Board at (916) 327-1524

Horse Racing Board, California

Occupational Participants in Horse Racing License

Vocations Requiring License: All occupations directly connected with racing, such as owner, trainer, driver, jockey, jockey agent, racing official, association officer or director, veterinarian, pari-mutuel employee, valet, horseshoer, exercise rider, groom, stable employee, association employee, etc.

Fees: Application: none; Examination: depends on license classification; License: \$15 to \$300 depending on license classification (for more detail information, please visit CHRB Web site <http://www.chrb.ca.gov> and link to "Listing of Occupational Licenses and Fees").

Examination Frequency: Varies by type of license.

Examination Locations: At track where live racing is in progress.

Experience Requirement: Experience and training levels set in California Code of Regulations, Title 4, Div. 4.

Average Time to Process Application: 1 hour.

License Renewal Period: 3-year period expiring in birth month for all classes except grooms and stable employees which are 1-year period expiring December 31.

Authority: California Code of Regulations, Title 4, Div. 4, Sec. 1481; Business and Professions Code, Sec. 19480 and 19510.

Other Special License Requirements: Note: Veterinarians also must be licensed by the Veterinary Examiners Board.

Comments: None.

Information and Applications: 1010 Hurley Way, Suite 300, Sacramento, CA 95825; (916) 263-6000

(Los Alamitos Race Course) 4961 E. Katella Ave., Los Alamitos, CA 90720; (714) 236-4366

(Santa Anita Park Race Track) 285 W.

Huntington Dr., Arcadia, CA 91007-3439;
(626) 574-6348

(Hollywood Park Race Track) 1050 S. Prairie
Ave., Inglewood, CA 90301;
(310) 419-1508

(Del Mar Race Track) 2260 Jimmy Durante
Blvd., Del Mar, CA 92014; (619) 755-1141

(Bay Meadows Race Track) 2600 S. Dela-
ware Street, San Mateo, CA 94402;
(650) 573-4607

(Golden Gate Fields Race Track) 1100 E.
Shore Highway, Albany, CA 94710;
(510) 559-7430.

Race Track Operator License

Businesses Requiring License: Race track operators and Simulcast Facility Operators.

Fees: License: varies, license fees paid to state pursuant to the Business and Professions Code; \$10,000 deposit required for application, bonds of \$100,000 and up are required for conducting the meet.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: See California Code of Regulations, Title 4, Div. 4.

Average Time to Process Application:

Varies; requires approval by the Board at public hearings.

Fee Period: Annually.

Authority: Business and Professions Code, Sec. 19480 and 19510; California Administration Code, Title 4, Chap. 4, Sec. 1433.

Other Special License Requirements:

None.

Comments: None.

Information and Applications: See Occupational Participants in Horse Racing License, above.

Housing and Community Development, Department of

Codes and Standards, Division of

Commercial Coach Construction Approval

Businesses Requiring Approval: Commercial coach and third-party entities: Design Approval Agency (DAA), Quality Assurance Agency (QAA), Quality Assurance Inspector (QAI).

Fees: Third Party Certification: See Commercial Coach Manufacturer; Identification number: issued by HCD; Application for Certification of Third Party DAA/QAA/QAI: DAA \$180, QAA \$180, QAI \$65; Insignia of Approval: \$48 for each commercial coach.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirements: Manufacturers must contract with an HCD approved DAA for plan review and QAA for inspection services. When plans are approved, the commercial coach manufacturer may begin construction. After commercial coach inspection approval is received, an HCD insignia of approval is affixed.

Average Time to Process Application: Varies.

Plan Approval Renewal Period: 15 months.

Authority: Health and Safety Code, Sec. 18020, 18025, and 18026.

Other Special License Requirements: N/A.

Comments: Product must have an HCD insignia of approval before product can be sold or used in California. Manufactures must be separately licensed by HCD's OL Program, then enter into a written contract with an HCD approved third party entity.

Information and Applications: 1800 3rd Street, PO Box 31, Sacramento, CA 95814; (916) 445-3338.

Employee Housing Permit (Farm Labor Facilities)

Businesses Requiring License: Employers providing housing for five (5) or more employees.
Fees: Issuance fee: \$35; per employee fee: \$12.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Facility must pass inspection covering safety, sanitation and health factors.
Average Time to Process Application: Within one week of submittal to completed application.
Fee Period: Annually.
Authority: Health and Safety Code, Div. 13, Part 1, and CA Code of Reg, Title 25, Chapter 1.
Other Special License Requirements: None.
Comments: An annual permit to operate will be issued when the facility passes inspection.
Information and Applications: 8911 Folsom Blvd., Sacramento, CA 95826; (916) 255-2501

3737 Main Street, Suite 400 Riverside, CA 92501; (909) 782-4420.

Factory Built Housing Plan Approval

Businesses Requiring Approval: Manufacturers and Third-Party Entities; Design Approval Agency (DAA), Quality Assurance Agency (QAA), Quality Assurance Inspector (QAI).
Fees: License: none; Identification number: issued by HCD; Application for Certification of FBH third party entity: DAA \$197, QAA \$145, QAI \$266; Insignia of Approval: \$62/section of dwelling unit, \$.85/building component.
Requirements: Manufacturers may contract with a HCD approved DAA for plan review and HCD approved QAA for inspection services. When factory-built building

component plans are approved the manufacturer may begin construction. After factory-built building component inspection approval is received an HCD insignia of approval is affixed by the manufacturer.
Average Time to Process Application: Varies.
Plan Approval Renewal Period: 3 years.
Authority: Health and Safety Code, Sec. 19960-19997.
Other Special Requirements: N/A.
Comments: Product must have and HCD insignia of approval before product can be sold in California.
Information and Applications: 1800 3rd Street, PO Box 31, Sacramento, CA 95812-0031; (916) 445-3338.

Manufactured Home, Mobilehome, Commercial Coach Dealer License

Businesses Requiring Permit or License: Dealers selling the above listed units, new or used.
Fees: Application Fee, for each location (two year minimum): \$1,100. Before a dealers license is issued or renewed, each applicant must pay a one-time fee of \$250 for their primary location and \$100 for each secondary location for deposit into the Manufactured Home Recovery Fund (commercial coach exempt).
Examination: Dealers selling manufactured homes, mobilehomes or commercial coaches must pass an examination. The examination may be repeated as often as needed to pass, however, the \$100 fee applies to each examination taken. Study material at a cost of \$10 is available at all HCD offices as noted in the Locations Section.
Examination Locations: See Locations Section.
Experience Required: (See experience/educational requirements) Continuing and preliminary education will be required prior to issuance or renewal of a dealers license (commercial coach exempt).

Average Time to Process Application:

Within one week of submitting a complete application and passing of the examination, a temporary permit may be issued allowing operation up to 120 days while the department investigates and processes the license.

Fee Period: Licenses will be issued for a two-year period expiring on the last day of the month in which the temporary permit or license was issued. Applications to renew licenses must be delivered to the department before the date of license expiration, or if mailed, must bear a postmark date on or before the expiration date. See Comments Section.

Authority: Health and Safety Code, Div. 13, Part 2 and California Code of Regulations, Title 25, Chap. 4.

Other Special License Requirements:

Applicants must have an established place of business.

Comments: Applicants must provide two (2) facial photos 1 1/4 x 1" inch. See Other Documents Required in Addition to Application and Fees and two fingerprint cards.

Information and Applications: 1800 Third Street, Sacramento, CA 95814; mailing address P.O. Box 31, Sacramento, CA 95814-0031; (916) 323-9803.

Manufactured Home, Mobilehome and Commercial Coach Manufacturer License

Businesses Requiring License: Manufacturers of the above; does not include manufacturers of factory built houses or recreational vehicles.

Fees: Application fee (two year minimum): \$1,100.

Examination Frequency: None.

Examination Locations: N/A.

Experience Required: N/A.

Average Time to Process Application:

Within one week of submittal of a complete application a temporary permit may be issued allowing operation up to 120 days while the department investigates and processes the license.

Fee Period: Licenses will be issued for a two-year period expiring on the last day of the month in which the temporary permit or license was issued. Applications to renew licenses must be delivered to the department before the date of license expiration, or if mailed, must bear a postmark date on or before the expiration date.

Authority: Health and Safety Code, Div. 13, Part 2 and California Code of Regulations, Title 25, Chap. 4.

Other Special License Requirements:

Applicants must have an established place of business, file fingerprints and a personal history questionnaire and two facial photographs 1 1/4 x 1 inch.

Comments: See section on Other Documents required.

Information and Applications: See Manufactured Home, Mobilehome and Commercial Coach Dealer License.

Manufactured Home, Mobilehome, Commercial Coach Distributor License

Businesses Requiring License: Distributors of the above; does not include distributors of factory built houses or recreational vehicles.

Fees: Application Fee (two year minimum): \$1,100.

Examination Frequency: None.

Examination Locations: N/A.

Experience Required: N/A.

Average Time to Process Application:

Within one week of submittal of a complete application a temporary permit may be issued allowing operation up to 120 days while the department investigates and processes the license.

Fee Period: Licenses will be issued for a two-year period expiring on the last day of the month in which the temporary permit or license was issued. Applications to renew licenses must be delivered to the department before the date of license expiration, or if mailed, must bear a postmark date on or before the expiration date.

Authority: Health and Safety Code, Div. 13,

Part 2 and California Code of Regulations, Title 25, Chap. 4.

Other Special License Requirements:

Applicants must file fingerprints and a personal history questionnaire and two facial photographs 1 1/4 x 1 inch.

Comments: See section on Other Documents required.

Information and Applications: See Manufactured Home, Mobilehome and Commercial Coach Dealer License.

Manufactured Home, Mobilehome, Commercial Coach Salesperson License

Fees: Original Application: \$200 for each applicant, plus \$25 for the Manufactured Home Recovery fund from manufactured home/mobilehome applicants; Renewal of License: \$150.

Examination Frequency: Applicants must successfully pass an examination. Exam may be repeated as often as necessary to pass, however, the \$50 fee applies to each examination taken. Study material at a cost of \$10 is available at all HCD offices as noted in the Locations Section.

Examination Locations: See Locations Section.

Experience Required: None.

Education: Completion of six (6) hours preliminary education before examination and continuing education after licensure for manufactured home/mobilehome applicants.

Average Time to Process Application: See Manufactured Home, Mobilehome, Commercial Coach Dealer License.

Fee Period: Licenses will be issued for a two-year period expiring on the last day of the month in which the temporary permit or license was issued.

Authority: Health and Safety Code, Div. 13, Part 2, and California Code of Regulations, Title 25, Chapter 4.

Other Special Requirements: None.

Comments: Applicants must provide two (2) facial photos 1 1/4 inch x 1 inch. See "Other

Documents Required in Addition to Application and Fees".

Information and Applications: See Manufactured Home, Mobilehome, Commercial Coach Dealer License.

The Department may, on a one-time-only basis, issue a 90-day Certificate to an applicant for an original salesperson license. A certificate holder shall be employed for not more than 90 days from the date of issuance by a licensed dealer and may, under direct supervision, induce others to buy or sell a manufactured home, mobilehome or commercial coach except as noted below:

NOTE: 90-Day Certificate holders shall not execute any documents, contracts, or listing agreements, or accept any cash or cash equivalent, for the sale or lease of a new or used manufactured home pursuant to Section 18052.6(a) of the Health and Safety Code.

90-Day Certificate

Application: \$100; Examination: none; Education: none; Experience: none; Forms required: application for Manufactured, Home, Mobilehome, Commercial Coach 90-Day Certification (HCD-OL90) form. Concurrent with the submission to the department of a completed form HCD-OL 90, "Application For Manufactured Home/Mobilehome/Commercial Coach 90-Day Certificate," dated 4/91, the applicant shall also submit a completed application for license as a salesperson, with the exception of the following items: proof of successful passage of the mobilehome or commercial coach salesperson examination; proof of completion of a preliminary education program; the original salesperson license application fee. To become a licensed salesperson, the 90-day certificate holder shall complete any remaining salespersons prerequisites within the 90-day certificate

period or within three (3) months of the certificate's expiration date.

Manufacturers

1. Two (2) fingerprint cards for each person shown participating in the direction, control and/or management of the manufacturing or sales operations of the business.
2. Two (2) full facial photographs of each person shown on the application, minimum size 1 ¼" x 1", taken from a maximum distance of six (6) feet.
3. Business photographs: One photograph showing the manufacturing area and one photograph of the exterior of the office of each established place of business.
4. A list of model or brand names to be manufactured at each established place of business.
5. A copy of the new manufactured home or mobilehomes warranty (NOT required for manufacturers of commercial coaches only).
6. An explanation of the serial number configuration to be assigned to manufactured homes, mobilehomes or commercial coaches.
7. Proof of citizenship or qualified alien status to receive public benefits (does not apply to corporations or partnerships).

Manufacturers/Distributors

1. Application for Occupational License, Part A (Form OL-12).
2. Application for Occupational License, Part B (Form OL-29), for each person shown on Part A.
3. Application for Occupational License, Part C (Form OL-21), for each established place of business.
4. HCD-Benefits Status Form 1, Verification of Citizenship or Alien Status (if required).

Distributors

1. Two (2) fingerprint cards for each person shown on the application.
2. Two (2) full facial photographs of each person shown on the application, minimum

size 1" x 1", taken from a maximum distance of six (6) feet.

3. Business photograph: One photograph showing the exterior of the office of each established place of business.
4. A list of the name, address, brands and models of each manufacturer whose line will be distributed: Application Forms When Filing an Original License Application form
Proof of citizenship or qualified alien status to receive public benefits.

Distributors

1. Application for Occupational License, Part A (Form OL-12).
2. Application for Occupational License, Part B (Form OL-29), for each person shown on Part A.
3. Application for Occupational License, Part C (Form OL-21), for each established place of business.
4. HCD-Benefits Status Form 1, Verification of Citizenship or Alien Status (if required).

Dealers

1. Two (2) fingerprint cards for each person shown on the application.
2. Two (2) full facial photographs of each person shown on the application, minimum size 1 ¼" x 1", taken from a maximum distance of six (6) feet.
3. Business photographs: One photograph showing the exterior of the office.
4. A Letter of Authorization from, and a copy of any franchise or contractual agreement with, each manufacturer indicating its approval to sell manufactured homes, mobilehomes or commercial coaches at the address of the established place of business (NOT required by dealers selling used units).
5. Proof of successful passage of the dealer examination by each participating person shown in Part A, Section 4, of the Mobilehome or Commercial Coach Dealer Application, as required by law and the California Code of Regulations, Title 25,

Section 5022, within six (6) months prior to the application date.

6. A sample of all purchase documents to be used, including but not limited to, purchase orders, conditional sales contracts, security agreements, or other instruments of purchase, and receipts of deposit.
7. (If known at the time of application) a list of all names, license numbers and home addresses of all salespersons and managing employees to be employed at each established place of business.
8. Execution of a Certificate of Appointment (on Department prescribed form HCD-OL 28) appointing the Director of HCD as the dealer's lawful agent for the purposes of receiving process served for actions arising out of any claim for damages suffered by a plaintiff by reason of the dealer's violation of the California Health and Safety Code.
8. Proof of citizenship or qualified alien status to receive public benefits (does not apply to corporations or partnerships)

Dealers

1. Application for Occupational License, Part A (Form OL-12).
2. Application for Occupational License, Part B (Form OL-29), for each person shown on Part A.
3. Application for Occupational License, Part C (Form OL-21), for each established place of business.
4. Application for Occupational License, Part D (Form OL-50).
5. Certificate of Appointment (Form OL-28).
6. HCD-Benefits Status Form 1, Verification of Citizenship or Alien Status (if required).

Salespersons

1. Two (2) fingerprint cards.
2. Two (2) full facial photographs, minimum size 1 ¼" x 1", taken from a minimum distance of six (6) feet.
3. Proof of successful passage of the

mobilehome or commercial coach salesperson examination, as required by law and the California Code of Regulations, Title 25, Section 5022 within six months prior to the application date.

4. Proof of citizenship or qualified alien status to receive public benefits.

Salespersons

1. Application for Occupational License, Part A (Form OL-16).
2. Application for Occupational License, Part B (Form OL-29)
HCD-Benefits Status Form 1, Verification of Citizenship or Alien Status.

Established Place of Business (Dealers, Manufacturers of Manufactured Homes, Mobilehomes and Commercial Coaches)

1. An office meeting the regulatory requirements where all business records and books pertinent to the license will be kept and open to inspection.

Legal Requirements and Regulations

The legal requirements and regulations governing the licensing of dealers, salespersons, distributors and manufacturers of manufactured homes, mobilehomes and commercial coaches are included in the Health and Safety Code, Division 13, Part 2 and the California Code of Regulations, Title 25, Chapter 4.

Temporary Permits

If the department finds a completed manufacturer and dealer application to be acceptable, it may issue the applicant a temporary permit to enable the applicant to operate the business for a period not to exceed 120 days, pending the department's investigation.

Time Required To Issue The License

Time for issuance of the license depends on a number of factors. The following indicates the principal contributions to delays: (1) incomplete applications that results in additional correspondence, (2) the place of

business does not meet requirements of the Health and Safety Code, and (3) indications of a criminal record. Under normal conditions, the license will be issued within 120 days.

NOTE: All applications must be neatly typed or printed in ink, free from strikeouts or corrections. All required information must be provided and accurate.

Occupational Licensing Examinations

The Occupational Licensing Study Guide is revised annually on January 1st and may be used as a resource in preparing for the Occupational Licensing Examination. The current Dealer Examination fee is \$100 and the Salesperson Examination fee is \$50. Copies of the Study Guide may be obtained from the HCD District Offices for \$10 a copy or by sending a \$10 check or money order for each copy requested to the Department of Housing and Community Development (HCD), Occupational Licensing Section, P.O. Box 31, Sacramento, CA 95812-0031.

Listed below for your reference are the HCD District Offices:

2986 Bechelli Lane, Suite 201, Redding, CA 96002; (916) 224-4815; Testing hours: M-F 9:00 a.m.- 2:30 p.m. Call to make an appointment.

8911 Folsom Blvd., Sacramento, CA 95826; (916) 255-2532; Testing hours: M-F 9:00 a.m.-2:30 p.m. Call to make appointment.

100 Paseo de San Antonio, Room 306, San Jose, CA 95113-1485; (408) 277-1211; Testing hours: M-F 9:00 a.m.- 2:30 p.m. Call to make an appointment.

2444 Main Street, Suite 160, Fresno, CA 93721; (209) 445-5440; Testing hours: M-F 8:00 a.m.- 2:30 p.m. Call to make appointment.

3220 S. Higuera Street, Room 103B, San Luis Obispo, CA 93401; (805) 549-3373;

Testing hours: M-F 9:00 a.m.- 2:30 p.m.
Call to make appointment.

20201 Sherman Way, Suite 106, Winnetka, CA 91306-3297; (818) 717-5267; Testing hours: M-F 9:00 a.m.- 2:30 p.m. Call to make appointment.

3737 Main Street, Riverside, CA 92507; (714) 782-4431; Testing hours: M-F 9:00 a.m.- 2:30 p.m. Call to make an appointment.

7777 Alvarado Rd., Suite 302, La Mesa, CA 91941; (619) 645-2960; Testing hours: M-F 9:00 a.m.-2:30 p.m. Call to make an appointment.

2333 North Broadway, Suite 200, Santa Ana, CA 92706-1641; (714) 558-4974 Testing hours: 9:00 a.m.-2:30 p.m. Call to make an appointment.

Manufactured Housing Plan Approval

Plans for manufactured home production are not submitted to HCD. Plans must be approved by independent Design Approval Primary Inspection Agency (DAPIA) approved by the U.S. Department of Housing and Urban Development (HUD). Authority vary from DAPIA to DAPIA.

Manufactured housing manufacturers are required to be HCD licensed.

Mobilehome Park Permit to Operate

Businesses Requiring Permit: Operators of a mobilehome or recreational vehicle park or tent camp where two or more lots are rented or leased or held out for rent or lease to accommodate manufactured homes, mobilehomes, recreational vehicles or tents.
Fees: Manufactured home: \$6 per lot; Recreational vehicles: \$2 per lot
Operating : \$25; Administrative fee: \$40 to \$1600 (depending on the number of spaces

in the park).

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Required: N/A.

Average Time to Process Application: within one week of submittal of a complete application.

Fee Period: Annually, staggered renewal expiration date varies depending on location of park.

Authority: Health and Safety Code, Div. 13, Part 2.1 and CA Code of Regulations Title 25, Chapter 2.

Other Special License Requirements:

Compliance with the construction, use, and maintenance provisions of the Health and Safety Code, Division 13, Part 2.1 and to the California Code of Regulations, Title 25, Chapter 2 and local land use requirements.

Comments: Any construction, alteration or additions made within a mobile home park require a permit and inspection. All mobilehomes being installed require an installation permit and inspection.

Information and Applications: HCD, 8911 Folsom Blvd., Sacramento, CA 95827; (916) 255-2501

HCD, 3737 Main, Suite 400, Riverside, CA 92507; (909) 782-4420.

Plan approval for Factory-Built Housing, Manufactured Housing, Mobilehomes, Commercial Coaches, and Recreational Vehicles does not require a technical license, registration or permit, however, products cannot be sold in California without HCD approval.

Multi-Unit Manufactured Home Construction Approval

Businesses Requiring Approval: Multi-unit manufactured home (MUMH) third-party entities: Design Approval Agency (DAA), Quality Assurance Agency (QAA), Quality Assurance Inspector (QAI).

Fees: Third Party Certifications: application

for certification of third party DAA/QAA/QAI: DAA \$180, QAI \$65, QAA \$180; Insignia of Approval: \$48 for each mobilehome.

Examination Frequency: N/A.

Examination Locations: N/A.

Average Time to Process Application: Varies.

Plan Approval Renewal Period: 15 months.

Authority: Health and Safety Code, Sec. 18020, 18025 and 18026.

Other Special License Requirements: N/A.

Comments: Manufacturers may contract with an HCD approved DAA for plan review and QAA for inspection services. When MUMH plans are approved the manufacturer may begin construction. After mobilehome inspection approval an HCD insignia of approval is affixed. MUMHs must have an HCD insignia of approval before it can be sold or used in California. Manufactures must be separately licensed by HCD OL Program, then enter into a written contract with an HCD approved third party.

Information and Applications: 1800 3rd Street, PO Box 31, Sacramento, CA 95812-0031; (916) 445-3338.

Industrial Medical Council

Qualified Medical Evaluation Program

Physicians

Business Requiring Certificates: Any licensed physician, as defined in Labor Code Section 3209.3, who acts as a Qualified Medical Evaluator (QME) and who writes medical/legal reports to evaluate the extent of disability and need for medical treatment of injured workers in the California workers compensation system. Physician includes medical doctor, doctor of osteopathy, chiropractor, psychologist, optometrist, dentist, podiatrist and acupuncturist.

Examination: Physician is required to meet

eligibility criteria specified in Labor Code Section 139.2 (b)(1) to sit and pass an examination for the purpose of demonstrating competence in evaluating medical-legal issues in the workers' compensation system prior to appointment as a QME.

Examination Frequency: Twice per year (March and September).

Examination Locations: Northern & Southern California.

Requirements: Covers all "physicians" as defined in Labor Code Section 3209.3. Physicians must be licensed, comply with certain specialty criteria and pass a competency examination. Eligibility criteria for physicians in Labor Code Section 139.2(b) and 8 Cal. Code Regs. Section 10, 10.1, 10.1A, 11, 11.1, 12, 13, 13.5 and 13.7.

Exam criteria in Labor Code Section 139.2(b) and Cal. Code Regs. Section 11.
Average Time to Process Application: 120 days (including exam).

Fees: Pursuant to Labor Code Section 139.2(n) and 8 Cal. Code Regs. Section 16, the Industrial Medical Council requires all physicians appointed or reappointed as QMEs to pay an annual fee. \$500 if the QME performs 25 or more medical-legal evaluations per year; \$250 if the QME performs fewer than 25 medical-legal evaluations. Additional \$100 per additional location at which the QME performs medical-legal evaluations.

Appointment: The appointment shall be for a two-year term.

License Renewal Period: Applicant must provide proof of completion of 12 hours of approved continuing medical education in impairment evaluation or workers' compensation-related medical dispute evaluation approved by the IMC within the 24 months preceding the reappointment. Labor Code Section 139.2(d); 8 Cal. Code Regs. Section 53.

Authority: Labor Code Section 139.2.

Comments: IMC also investigates complaints filed against QMEs. Complaint Hotline: 1-800-999-1041.

Information and Applications: Department

of Industrial Relations, Industrial Medical Council, P.O. Box 8888, San Francisco, CA 94128; (800) 794-6900, (650) 737-2700; *Fax on Demand: (650) 737-2063 or 1 (800) 794-6900 ext. 2063; *Web site address: www.dir.ca.gov

Industrial Relations, Department of

Self-Insurance Plans

Certificate Third Party Administrator for Self-Insurance of Workers' Compensation Programs

Business Requiring Certificate: Third party administrators who administer workers' compensation benefits for permissibly self insured employees.

Fees: Annually: \$650.

Examination Frequency: Applications must be made by July 1 of each year for 1, 2 or 3 year renewal.

Locations: Sacramento.

Experience Requirements: See Comments.

Average Time to Process Application: 1 week.

Fee Period: 1,2, or 3 year by July 1.

Authority: Labor Code, Sec. 3702.1; California Administration Code, Title 8, Chap. 8, Group 2, Art. 12.

Other Special License Requirements:

Employees must pass examination for self insurance administrators.

Comments: A certificate may be obtained by a person or an organization, but the rights of the certificate cannot be exercised unless there are qualified persons to make decisions on workers' compensation claims or benefits. Such person or persons qualify by examination on workers' compensation law and matters related to the handling or adjustment of a claim or benefits. The examination is given as needed. The cost of examination is \$100 per person.

Information and Applications: Self Insur-

ance Plans, 2265 Watt Avenue, Suite 1,
Sacramento, CA 95825; (916) 483-3392.

Labor Standards Enforcement, Division of

Exemption Permits

Businesses Requiring Permit: All firms seeking exemptions from one or more working conditions and record keeping requirements of the Industrial Welfare Commission's work orders.

Fees: Application: none; Examination: none; Permit: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: N/A.

Average Time to Process Application: 4-6 weeks.

Permit renewal period: Annually.

Authority: California Administration Code, Title 8, Art. 2-18, Sec. 18; IWC Order Sec. 17.

Other Special License Requirements: None.

Comments: None.

Information and Applications: DLSE Headquarters,
P.O. Box 420603, San Francisco, CA 94142;
(415) 975-2080.

District Office Locations:

Bakersfield—5555 California Ave., Ste. 200
(93309); (805) 395-2710

Eureka—619 Second Street, Room 109,
(95501); (415) 557-7878

Fresno—770 East Shaw Ave., Ste. 315
(93704); (209) 248-8400

Long Beach—245 West Broadway, Ste. 450
(90807); (310) 590-4843

Los Angeles—107 South Broadway, Suite
5015 (90012); (213) 897-4037

Marysville—1204 "E" St. (95901);
(916) 741-4061

Oakland—360 22nd Street, Room 500
(94612); (415) 557-7878

Redding—2115 Akard Avenue, Room 17
(96001); (916) 225-2654

Sacramento—2422 Arden Way, Suite 360
(95825); (916) 323-4920

Salinas—21 West Laurel Drive (93906),
Room 69; (415) 557-7878

San Bernardino—303 West 3rd Street, Room
140 (92401); (909) 383-4333

San Diego—8765 Aero Drive, Ste. 120
(92123); (619) 637-5510

San Francisco—30 Van Ness Ave., Ste. 3400
(94102); (415) 557-7878

San Jose—100 Paseo de San Antonio, Room
120 (95112); (415) 557-7878

Santa Ana—28 Civic Center Plaza, Room
625 (92701); (714) 558-4111

Santa Barbara—411 East Canon Perdido
Street, Room 3 (93101); (805) 568-1222

Santa Rosa—50 "D": Street, Suite 360
(95404); (415) 557-7878

Stockton—31 East Channel Street, Room
317 (95202); (209) 948-7770

Van Nuys—6150 Van Nuys Blvd., Room
100 (91401); (818) 901-5312.

Farm Labor Contractor License

Businesses Requiring License: Contract suppliers of agricultural labor as provided in Labor Code, Sec. 1682.

Fees: Application: \$10; Examination:

\$100; License: \$350.

Examination Frequency: Every 2 years.

Examination Locations: Statewide at District Offices.

Experience Requirement: Knowledge of material provided by the Division for study.

Average Time to Process Application: 6-9 weeks.

Fee Period: Annually.

Authority: Labor Code, Sec 1682.

Other Special License Requirements: Must deposit with the Labor Commissioner a surety bond of \$10,000, and must submit fingerprints.

Registration Required By: U.S. Department of Labor, 71 Stevenson Street, Room 930, San Francisco, CA 94105; (415) 975-4520.

Information and Applications: Division of Labor Standards Enforcement, P.O. Box 420603 San Francisco 94142; (415) 975-2065.

Garment Manufacturers' Registration

Business Requiring Registration: All manufacturers of garments (see Comments for exceptions).

Fees: Application: \$150 (includes first year's license); Examination: \$35; Renewal: \$100.

Examination Frequency: Varies.

Examination Locations: Statewide at District Offices.

Requirements: Knowledge of laws and regulations covering garment workers.

Average Time to Process Application: 4-8 weeks.

Fee Period: Annually.

Authority: Labor Code, Sec. 2670-2692.

Other Special License Requirements: None.

Comments: Seamstress or tailors creating garments on order for individual purchasers and manufacturers of wet suits (skin diving) are exempted.

Information and Applications: Division of Labor Standards Enforcement, Licensing and Registration, P.O. Box 420603, San Fran-

cisco, CA 94142; Renewals:

(415)975-2067; New: (415) 975-2068.

Industrial Homework License and Permit

Businesses Requiring License: All persons manufacturing, packaging, assembling or processing work in or on premises used as living quarters.

Fees: Application: none; Examination: none; License: \$125 per homemaker.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: N/A.

Average Time to Process Application: 4-6 weeks.

Fee Period: Annually.

Authority: California Administration Code, Title 8, Article 15.

Other Special License Requirements:

Homework on jewelry, gloves, mittens, buttons, handkerchiefs, embroidery U.S. Dept. of Labor, Wage and Hour Division, 71 Stevenson St., Room 930, San Francisco, CA 94105.

Comments: Covers those persons who own and supply material to be assembled or partially assembled by homemaker for resale. Supplier obtains license; homeworkers must have permit. Does not apply to crafts who own material which they fashion for sale. Does not apply to persons owning material supplied to homemaker if the goods are to be used by the owner or a member of the owner's family.

Information and Applications: Division of Labor Standards Enforcement, Licensing and Registration, P.O. Box 420603, San Francisco, CA 94142; (415) 975-2065.

Licensing of Employers, Transporters, and Supervisors of Minors Engaged in Door-to-Door Sales

Businesses Requiring License: Employers, Transporters and Supervisors of minors engaged in door-to-door sales more than 10 miles from the minor's residence.

Fees: Employer License: initial: \$350.00, renewal: \$200.00;
Transporter/Supervisor License: initial: \$100.00, renewal: \$50.00; Applicants for both Employer and Transporter/Supervisor Joint License: initial: \$450.00, renewal: \$250.00.

Examination Frequency: N/A.

Examination Locations: N/A.

Examination Requirements: N/A.

Average Time to Process Application: 4-8 weeks.

Fee Period: Annually.

Authority: Labor Code, Sec. 1308.2, 1308.3, 1308.4.

Other Special License Requirements: Must submit fingerprints.

Comments: Licensees must submit copies of contracts or agreements offered by the applicant to the minor and copies of sales brochures or pamphlets used by the applicant that are to be distributed by the minors.

Information and Assistance: DLSE, Licensing Unit, P.O. Box 420603, San Francisco, CA 94142; (415) 975-2068.

Produce Unloader Registration

Businesses Requiring License: Produce dealers in San Mateo, Alameda, and San Francisco counties.

Fees: Application: none; Examination: none; License: \$400.00 per unloader used.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 1 week.

Fee Period: Annually.

Authority: California Administration Code, Title 8, Sec. 11570-11590.

Other Special License Requirements: None.

Comments: None.

Information and Applications: See Exemption Permits.

Sheltered Workshop License

Businesses Requiring License: Sheltered workshops and rehabilitation facilities paying handicapped workers less than minimum wage for work performed.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: By inspection, Department determines the degree of handicap status of workers, and whether the wages to be paid are commensurate with pay for similar work in the community.

Average Time to Process Application: 4-6 weeks.

Fee Period: N/A.

Authority: California Labor Code. Sec. 1191.5.

Other Special License Requirements: Sheltered workshops and rehabilitation facilities U.S. Dept. of Labor, Wage and Hour Division, 71 Stevenson Street, Room 930, San Francisco, CA 94105.

Comments: None.

Information and Applications: DLSE Licensing Unit, P.O. Box 420603, San Francisco, CA 94142; (415) 975-2075.

Talent Agency License

Businesses Requiring License: Entities engaged in the occupation of procuring employment for artists.

Fees: Application: \$25; Examination: none; Main Office License: \$225; Branch Office License: \$50.

Examination Frequency: N/A.

Examination Locations: N/A.

Examination Requirement: N/A.

Average Time to Process Application: 4-8 weeks.

Fee Period: Annually.

Authority: Labor Code, Sec. 1700.

Other Special License Requirements: Must deposit with the Labor Commissioner a surety bond of \$10,000 and must submit fingerprints.

Comments: Licensees must submit contract format to the Labor Commissioner for approval. Schedule of fees must also be filed with the Commissioner.

Information and Applications: Division of Labor Standards Enforcement, Licensing and Registration, P.O. Box 420603, San Francisco, CA 94142; (415) 975-2057.

Occupational Safety and Health, Division of

Aerial Passenger Tramways

Businesses Requiring License: Businesses operating aerial passenger tramways.

Inspection Fee: Based on \$125 per hour.

Requirements: Compliance with applicable safety orders.

Average Time to Process Application: 15 days.

Median Time to Process a Permit: 60 days.

Term of Permit: 1 year.

Authority: California Code of Regulations, Title 8, Passenger Tramway Safety Orders, Sec. 3150-3191 of Safety Engineers Code.

Information and Application: Sacramento District Office, 2424 Arden Way, Suite 425, Sacramento, CA (95825); (916) 263-7995; Fax (916) 263-1957.

District Offices:

Anaheim—(District), 2100 E. Katella, Suite 140, (92806); (714) 939-0145

Concord—1465 Enea Circle, Bldg. E, Rm. 900, 94520; (510) 602-6517

Fresno— 2550 Mariposa St., Rm. 4000, (93721); (209) 445-5302

Los Angeles—3550 W. Sixth St., Room 431, (90020); (213) 736-3041

Oakland—7700 Edgewater Dr., Ste. 125

(94621); (510) 568-8602

Pico Rivera—9455 E. Slauson Ave., (90660); (310) 949-7827

Redding—381 Hemsted Drive, (96002); (916) 224-4743

Sacramento—2424 Arden Way, Ste. 165, (95825); (916) 263-2800

San Bernardino—242 E. Airport Drive, Suite 103, (92408); (909) 383-4321

San Diego—7807 Convoy Court, Suite 140, (92111); (619) 637-5534

San Francisco— 1390 Market St., Ste. 718, (94102); (415) 557-1677

San Jose—2010 No. First St., Ste. 401 (95131); (408) 452-7288

San Mateo—1900 So. Norfolk St., Ste. 215, (94403); (415) 573-3812

Santa Rosa—1211 Farmers Lane, Suite 300, (95405); (707) 576-2388

Torrance/Long Beach/South Bay—680 Knox St., Ste. 100, Torrance (90502); (310) 516-3734

Van Nuys—6150 Van Nuys Blvd., Suite 405, (91401); (818) 901-5403

Ventura—1655 Mesa Verde, Room 150, (93003); (805) 654-4581

West Covina—417 No. Azusa Avenue, (91791); (818) 966-1166.

Amusement Rides

Businesses Requiring License: Businesses operating non-fixed location amusement rides.

Inspection Fee: \$125.00 per hour.

Requirements: Compliance with applicable

safety orders.

Average Time to Process Application: 15 days.

Median Time to Process a Permit: 30 days.

Term of Permit: 1 year.

Authority: California Code of Regulations, Title 8, General Industry Safety Orders, Sec. 3900-3920.

Information and Application: Sacramento District Office, 2424 Arden Way, Suite 425, Sacramento, CA 95814; (916) 263-2830; Fax (916) 263-2837.

Asbestos Certification

Businesses Requiring Certification: Persons who contract to provide professional health and safety services relating to the management of asbestos-containing building materials must be certified as an “asbestos consultant.” Persons who act as independent, on site representatives of an asbestos consultant must be certified as a “site surveillance technician.”

Fees: Asbestos Consultant application: \$375; Site Surveillance Technician: \$275; Examination and Initial License Certificate: included in application fee; License: (see Certificate); Asbestos Consultant renewal: \$150; Site Surveillance renewal: \$125; Asbestos Consultant re-exam: \$187.50; Site Surveillance Technician: \$137.50.

Examination Frequency: Approximately every 8 weeks.

Examination Locations: Each cycle, the examination is given both in Oakland and in Anaheim.

Experience or Education Requirements: Asbestos Consultant: BS in science or related field and one year asbestos-related experience, or BA and two years asbestos-related experience, or AA and three years asbestos-related experience, or high school and four years asbestos-related experience. Site Surveillance Technician: high school or equivalent and six months asbestos-related experience under the supervision of an asbestos consultant.

Average Time to Process Application: 15 days.

License Renewal Period: Annually.

Authority: Business and Professions Code, Sec. 7180; Labor Code, Sec. 60.5, 6308, and 9021.5, and California Code of Regulations, Title 8, Section 341.15.

Other Special License Requirements: In addition to the experience and education requirements listed above, applicants must provide passport type photos to be used in preparing a photo identification card and certificates showing completion of the following EPA AHERA courses: Asbestos Consultant: Management Planner, Project Designer, Contractor/Supervisor; Site Surveillance Technician: Building Inspector, Contractor/Supervisor.

Comments: None.

Information and Application: Division of Occupational Safety and Health, Asbestos Consultant Certification Unit, 2121 Park Towne Circle, Suite 1, Sacramento, CA 95825; (916) 574-2993.

Blasters License, Gas Tester and Safety Representative Permit

Blasters License: It is the policy of the Division of Occupational Safety and Health to require that any person who uses explosives, as defined in Labor Code Sec. 6710 (b), during the course of any type of employment obtain a Blasters License from the Division in order to ensure that such persons possess an adequate level of knowledge about blasting safety, to restrict the use of explosives by blasters to those categories about which they have knowledge and experience, and to establish and maintain a list of licensed blasters.

Gas Testers Certification: Examination and certification of gas testers by the Mining and Tunneling Unit promotes the safe operation of underground mines and tunnels and ensures that gas testers possess adequate knowledge and competence in underground

gas testing.

Safety Representative Certification: Examination and certification of safety representatives by the Mining and Tunneling Unit promotes the safe operation of underground mines and tunnels and ensures that safety representatives possess adequate knowledge and competence in underground work safety and health.

Businesses Requiring Above Licenses and Certifications: All places of employment where blasting takes place and underground mines and tunnels.

Fees: Application: none; Examination: \$15; License: none.

Examination Frequency: As needed.

Examination Locations: Contact Division of Occupational Safety and Health, Mining and Tunneling Unit.

Experience Requirement: Knowledge of blasting methods, safety orders, and dealing with flammable concentrations.

Average Time to Process Application: Varied.

Fee Period: 5 years.

Authority: Labor Code, Sec. 7990-8000.

Other Special License Requirements: None.

Comments: None.

Information and Applications: Sacramento—2211 Park Towne Circle, Suite 2, (95825); (916) 576-2540.

Boilers, Air Tanks, Liquid Petroleum Gas Tanks

Businesses Requiring License: Businesses using above equipment.

Fees: Application: N/A; Examination: N/A; License: varies.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Comply with regulations on safety.

Average Time to Process Application: Varied.

Fee Period: Boilers: 1 year; Air and Lp Gas

Tanks: 3 years, 5 years, or indefinite, depending on size and use.

Authority: California Administration Code, Title 8. Boilers, Sec. 780; Air Tanks, Sec. 461; LPG, Sec. 470.

Other Special License Requirements: None.

Comments: All boilers and pressure vessels must be built to the American of Safety Engineers Code. Insured objects may be inspected and permitted by the company's insurer.

Information and Applications:

San Francisco (Headquarters), 30 Van Ness Avenue, Suite 3002-B, 94102; (510) 622-3052

Anaheim (Southern District), 2100 E. Katella Ave., Suite 280, 92806; (714) 939-0434
Oakland (Northern District), 7700 Edgewater Drive, Suite 602, 94621; (510) 729-5175.

Carcinogen/Report of Use

Businesses Requiring License: All businesses using carcinogens which are regulated by Title 8 of the California Code of Regulations.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Compliance with Health and Safety Standards, regulations found in Title 8, California Code of Regulations.

Comments: Firms must provide notices of exposure incidents; change of address and/or name; and information regarding change in use of carcinogen added or discontinued.

Fee Period: None.

Authority: California Code of Regulations, Title 8, Sec. 1529, 1532, 1535, 5200-5215 and 5217-5220.

Other Special License Requirements: N/A.

Comments: N/A.

Information and Applications: See District Offices and/or Carcinogen Control Unit, DOSH, 45 Fremont Street, Room 1110, San Francisco, CA 94105; (415) 972-8578.

Crane and Derrick Certifiers

Occupation Requiring License: Accredited crane and derrick certifiers.

Fees: Application: \$250; written exam: \$190, \$190 for each surveyor; and renewal fee: \$75.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: 5 years.

Average Time to Process Application: 30-60 days.

Fee Period: 3 years.

Authority: Labor Code, Sec. 142.3; California Code of Regulations, Title 8, Sec. 1588.2, 5020-5025.

Other Special License Requirements: None.

Comments: None.

Information and Applications: Research and Standards Unit, 455 Golden Gate Avenue, San Francisco 94102; (415) 703-4341.

Crane and Derrick Licensed Crane and Derrick Certifying Agency

Business Requiring Certification: California Crane and Derrick Licensed Crane and Certifying Agency.

Fees: Certificating Agency application and license fee: \$250.00; Examination: fee for Crane Surveyors is \$190.00 for General Knowledge and one of the following crane categories: Bridge and Gantry Cranes, Mobile Cranes or Tower Cranes; \$390.00 for three or all four examinations.

Examination Frequency: All crane certifier licensees and surveyors are required to retake written examinations every six years. Fees are the same as in "Fees" above.

Examination Location: Anaheim on any prearranged, prescheduled day with no minimum number of applicants. Oakland and/or Sacramento schedules shall be established when five applicants or more request to take the examination.

Requirements: All applicants must possess knowledge of Title 8, California Code of

Regulations (T8CCR) Sections 4884, et. seq. as well as American National Standards Institute (ANSI) and Society of Automotive Engineers (ASE) standards relating to the design and operation of cranes and derricks, including those specifically applicable to the type of cranes for which a license will be issued. In addition, all applicants must demonstrate at least five years related experience with cranes and derricks. This five years must include not less than two years of crane related field duties such as crane inspection, crane operator, heavy equipment mechanic, shop foreman, operations supervisor, rigging specialist, or mechanical, structural or civil engineer. Related education may be substituted for experience on a ratio of two years of education for one year of experience, up to three years.

Average Time to Process Application: New application process time is from five to 30 business days. License approval and issue after satisfactory completion of required examinations and approval is from five to 60 business days.

License Renewal Period: The license to certify cranes must be renewed every three years with a 60 notice of intention to renew submitted to the Division. This renewal requires a \$75.00 fee. The license and surveyors shall be retested every six years with an examination fee of \$190.00 per person for the original two examinations or \$390.00 for three or all four examinations.

Authority: Labor Code Sec. 7375 and T8CCR Article 11, Sec. 344.60 through 344.81.

Other Special License Requirements: None.

Comments: None.

Information and Applications: State of California, Cal/OSHA Crane Unit, 2100 E. Katella Ave., Ste. 100, Anaheim, CA 92806; (714) 939-8478.

Elevators

Businesses Requiring Licenses: Operating permit required.
Fee: Inspection: \$55-\$275, Depending on equipment.
Requirements: Compliance with applicable safety orders.
Average Time to Process Application: 15 days.
Median Time to Process a Permit: 60 days.
Term of Permit: 1 to 2 years.
Authority: California Code of Regulations, Title 8, Elevator Safety Orders, Sections 3000-3113.
Information and Application: San Francisco Headquarters Office, 45 Fremont Street, San Francisco, CA 94102;(415) 972-8533; Fax (415) 972-8541.

Excavation, Trenching, Scaffolding, Falsework, Construction and Demolition Permits

Businesses Requiring License: All businesses performing above activities.
Fees: Application: none; Examination: none; License: \$50. See Comments.
Examination Frequency: N/A.
Examination Locations: N/A.
Requirement: Compliance with safety standards.
Average Time to Process Application: 1 hour.
Fee Period: N/A.
Authority: California Code of Regulations, Title 8, Art. 2, Sec. 341.
Other Special License Requirements: None.
Comments: \$100 for annual permits covering excavation/trenching or falsework/scaffolding.
Information and Applications: See District Offices.

Radio Controlled Cable Logging Operations Registration

Businesses Requiring Registration: All firms or persons employing radio controlled logging.
Fees: None.
Examination Frequency: N/A.
Examination Locations: N/A.
Experience Requirements: None.
Average Time to Process Applications: 3 days.
Registration Renewal Period: N/A.
Authority: Labor Code, Sec. 142.3; California Code of Regulations, Title 8, Sec. 6272.
Other Special License Requirements: None.
Comments: N/A.
Information and Applications: Research and Standards Unit, 45 Fremont Street, Room 1110, San Francisco 94105; (415) 972-8577.

Registration—Asbestos-Related Work

Businesses Requiring Registration: All employers and contractors involved in working with 100 square feet or more of surface area of construction materials containing 1/10th of 1% or more of asbestos by weight which may release asbestos fibers.
Fees: Application: \$350 for initial, and \$150 for annual registration renewal.
Examination: None at DOSH but at the California Constructor's State License Board for most of the classifications (Call for CSLB for information).
Examination Frequency: N/A
Registration and Renewal: Done by Asbestos Contractors Registration Unit, 45 Fremont Street, Room 1110, San Francisco, CA 94105; (415) 972-8589.
Requirements: In compliance with Health and Safety standards, General Industry Safety Orders, Carcinogen regulations, and the Construction Safety Orders.
Special Registration Requirements:
1. If a contractor, proof of certification if required pursuant to Section 7058.5 of the

Business and Professions Code.

2. Proof that sufficient health insurance coverage has been obtained to cover the entire cost of medical examinations and monitoring required by law or proof that a \$500 trust account has been provided for each employee engaged in such asbestos-related work. In addition, the employer must provide proof of coverage for worker's compensation insurance.

3. Proof that all training and certification requirements for employees engaged in asbestos-related work have been completed in accordance with all requirements of law and Section 1529 CCR T8.

4. Proof that the employer has knowledge of the applicable occupational safety and health standards, and will comply with such standards and any other such lawful orders of the Division. In addition, that the conditions, practices, means, methods, operations or processes used or proposed to be used will provide a safe and healthful place of employment and that the employer is proficient in and has the necessary equipment to safely perform asbestos-related work.

Registration Renewal Period: One year.

Authority: California Code of Regulations, Title 8, Sec. 341.6-341.14 and Sec. 1529; and Labor Code Sec. 60.5, 6308 and 6501.5. Reference: Labor Code, Sec. 6501.5; Business and Professions Code, Sec. 7058.5 and Government Code, Sec. 15376.

Other Special Registration requirements:

All employers must provide changes of address, telephone number, number of employees, company name, and training information.

Comments: N/A.

Information and Applications: Asbestos Contractors Registration Unit, 45 Fremont Street, Room 1110, San Francisco, CA 94105; (415) 972-8589.

Tower Crane Erection Permits

Businesses Requiring License: All business erecting tower cranes.

Fees: Application: \$350; Examination: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Compliance with safety standards.

Average Time to Process Application: 2 hours.

Fee Period: N/A.

Authority: California Code of Regulations, Title 8, Art. 2, Sec. 341.

Other Special Requirements: None.

Comments: Required for each erection of a Tower Crane.

Information and Applications: See District Offices.

Tower Crane Operation Permits

Businesses Requiring License: All businesses operating tower cranes.

Fees: Application: \$200; Examination: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Compliance with safety standards.

Average Time to Process Application: 2 Hours.

Fee Period: N/A.

Authority: California Code of Regulations, Title 8, Art. 12, Sec. 344.70.

Other Special Requirements: None.

Comments: Twice-annual inspections required, inspection fee \$150 per hour.

Information and Application: See District Offices.

Additional Information: In addition to the specific licenses, registrations and permits listed above, the Department of Industrial Relations has jurisdiction over the following functions:

1. **Division of Apprenticeship Standards:**

Establishes standards and training programs for apprentice programs. Please consult the

telephone directory for nearest office. The Division is headquartered at: 45 Fremont Street, Suite 1050, P.O. Box 420603, San Francisco, CA 94142; (415) 975-2035.

2. Mediation and Conciliation Service:

Assists in bringing parties to a labor dispute together. Offices are located in Fresno, Los Angeles, Oakland, San Diego and San Jose. Please consult telephone directory for address and phone numbers. The service is headquartered at: 45 Fremont Street, Suite 275, P.O. Box 420603, San Francisco, CA 94142; (415) 972-8857.

3. The Division of Labor Standards Enforcement:

Has jurisdiction over wage, hours and working conditions which are set forth in the Industrial Welfare Commission's Wage Orders. Copies of Wage Orders can be obtained from the Division's offices located throughout the State. Please consult the telephone directory for the addresses and telephone numbers of the nearest office or contact the Division's Headquarters at: 45 Fremont Street, Suite 3250, P.O. Box 420603, San Francisco, CA 94142; (415) 975-2080.

4. Division of Workers' Compensation: All firms with employees must carry workmen's compensation insurance provided by self insurer, private carrier, or the State Compensation Insurance Fund. The Division has a number of offices statewide as does the Compensation Insurance Fund. Please refer to the telephone directory for the closest office, or contact the Division's Headquarters at: 45 Fremont Street, Suite 3160, P.O. Box 420603, San Francisco, CA 94142, (415) 975-0700; State Compensation Insurance Fund, 1275 Market Street, San Francisco, CA 94103; (415) 565-1234.

5. Cal OSHA Consulting Service: The service was established to assist employers in identifying unsafe working conditions and determining ways of eliminating such hazards from the workplace. The consulting service is separate and apart in function from the Cal/OSHA Enforcement Division. The consultation service has a number of offices statewide. Please refer to the tele-

phone directory for the nearest office; Headquarters is located at 45 Fremont Street, Suite 1260, P.O. Box 420603, San Francisco, CA 94142; (415) 972-8515.

6. Division of Occupational Safety and Health:

Ensures safe and healthy working conditions through standards enforcement, assistance to employers, research, and training programs. In addition to scheduled inspections of high-risk businesses, DOSH investigates worksite fatalities, serious injuries or illnesses, and complaints about workplace hazards. Please refer to the telephone directory for the nearest office or contact Division Headquarters at 45 Fremont Street, Suite 1200, P.O. Box 420603, San Francisco, CA 94142; (415) 972-8500.

Insurance, Department of

Corporate Affairs Bureau

Regulates the licenses and certificates of authority of insurance companies, including stock, mutual, county mutual fire and reciprocal insurance exchanges, viatical settlement companies, motor clubs, fraternal benefit societies, grants and annuities societies, underwritten title companies and home protection companies, all of which require licenses to operate in this state.

Fraternal Benefit Societies (Certificate of Authority)

Businesses Requiring License: Any incorporated society, order or supreme lodge, without capital stock, conducted solely for the benefit of its members and their beneficiaries and not for profit, operated on a lodge system with ritualistic form of work, having a representative form of government, and which makes provision for the payment of life insurance or annuity benefits.

Fees: Application: \$4,722; Examination: none; Fingerprint processing: none; Renewal fee: \$283.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience and Education Requirements: General familiarity and experience with life insurance business and actuarial reserve methodologies. Compliance with Part 2, Chapter 10, commencing with Section 10970 of the California Insurance Code is required.

Average Time to Process Application: 180 days.

Fee Period: Fees are paid at the time of the initial application. Renewal fees of \$283 are paid annually. Additional fees are paid when licenses are amended.

Authority: California Insurance Code, Sections 10970-11165.

Additional Requirements: Domestic Societies: Articles of incorporation, constitution, laws, rules, proposed forms of certificates, applications therefor, circulars, must be submitted; a \$10,000 bond and other additional information may be required. See Insurance Code Section 11013. Foreign Societies: Charter or articles of incorporation, constitution and laws, power of attorney, statement of business under oath, valuation report, certificate from proper official, copies of certificate forms and other information as may be required. See Insurance Code Section 11091. Annual valuation of certificates and reserve certification required upon license. See Insurance Code Sections 11133 through 11136.

Comments: Members may be subject to mandatory assessment. See Insurance Code, Section 11064.

Information and Applications: See item Information and Applications of Insurer (Certificate of Authority).

Grants and Annuities Societies (Certificate of Authority)

Businesses Requiring License: Charitable, religious benevolent or educational organizations in operation for 10 or more years; non-profit corporations organized and controlled by hospitals, incorporated higher education institutions and for profit organi-

zations or persons maintaining homes for the aged, who transfer property conditioned on the payment of an annuity.

Fees: Application: \$2,833; Examination: none; Fingerprint processing: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience and Education Requirements: Applicants are generally required to have 10 or more years worth of experience as a charitable, religious, benevolent or educational organization with some exceptions. See California Insurance Code, Section 1120.

Average Time to Process Application: 180 - 365 days.

Fee Period: Fees are paid at the time of the initial application. Additional fees are paid when licensees enter annuity agreements and when articles of incorporation are amended.

Authority: California Insurance Code, Sections 11520-11524.

Additional Requirements: Minimum net worth and working capital, lawfulness and quality of investments, financial stability, reinsurance agreements, competency, character and integrity of management, ownership and control, fairness and honesty of methods of doing business, risk to the public are considered. Upon license, must file a complete financial statement within 120 days after end of each fiscal year. See California Insurance Code, Section 11521.3 (c).

Comments: Reserve fund must be maintained. Special investment requirements apply.

Information and Applications: See item Information and Applications of Insurer (Certificate of Authority).

Home Protection Companies

Businesses Requiring License: Any person issuing contracts in which a person other than a builder, seller or lessor of the home repair or replace any component, system or

appliance, as necessary because of wear and tear, deterioration or inherent defect, during a specified time period, must be licensed as a home protection company.
Fees: Application: \$2,833; Examination: none; Fingerprint processing: none; Name approval: \$92.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience and Education Requirements: General familiarity with home repair business, insurance accounting, investment and reserve methodologies. Foreign applicants generally must have three years of experience.

Average Time to Process Application: 180 days.

Fee Period: Fees are paid at the time of the initial application. Additional fees are paid when licenses are amended.

Authority: California Insurance Code, Sections 12740-12764. Title 10, Chapter 5, California Code of Regulations, Sections 2570-2570.09.

Additional Requirements: Minimum net worth, unearned premium reserves. Special investment rules apply.

Comments: None

Information and Applications: See item Information and Applications of Insurer (Certificate of Authority).

Insurer (Certificate of Authority)

Businesses Requiring License: Insurance companies: Companies that indemnify another against loss, including stock insurers, mutual fire insurers and reciprocal insurance exchanges.

Fees: Application for licenses: stock insurer \$2,833, mutual insurer \$2,833, county mutual fire insurer \$4,722, and reciprocal insurance exchange \$2,833; Examination: none; Fingerprint processing: \$75 per individual; Name approval fee: \$92; Amended Certificate of Authority fee: \$92.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience and Education Requirements:

Foreign applicants for certificate of authority must generally have three years worth of seasoning. All applicants must have competent management. There is no specific educational requirement.

Average Time to Process Application: 90 to 180 days.

Fee Period: Fees are paid at the time of the initial application. Renewal fees are paid annually. Additional fees are paid when licenses are amended.

Authority: California Insurance Code, Sections 699-729.

Additional Requirements: Minimum capital and surplus, lawfulness and quality of investments, financial stability, reinsurance arrangements, competency, character and integrity of management, ownership and control of shares of stock, claims practices, fairness and honesty in methods of doing business, method of promotion and hazard to policyholders or others.

Comments: Individuals and government owned entities may not hold a license. Newly formed domestic insurers must obtain an organizational securities permit. See Insurance Code sections 820-860 and Title 10, Chapter 5, California Code of Regulations, sections 2600-2609.08.

Information and Applications: Applications may be obtained from the California Department of Insurance, 45 Fremont Street, 24th Floor, San Francisco, CA 94105, Attn.: Corporate Affairs Desk; (415) 904-5680.

Motor Clubs (Certificate of Authority)

Businesses Requiring License: Persons who sell or offer for sale motor club services.

Fees: Application: \$3,305; Examination: none; Renewal: \$283; Fingerprint processing: none; Name approval: \$92.

Examination Frequency: N/A.

Examination Locations: N/A .

Experience and Education Requirements: None .

Average Time to Process Application: 120 days.

Fee Period: Fees are paid at the time of the initial application. Renewal fees of \$283 are paid annually. Additional fees are paid when licenses are amended.

Authority: California Insurance Code, Sections 12160-12170.

Additional Requirements: Minimum net worth, securities deposit or bond. Must submit copy of charter, articles, bylaws, latest financial statement plan for doing business with application. If applicant is a foreign corporation, it must be licensed as a motor club in its home state and submit a certificate from its domiciliary regulator. See Insurance Code, Section 12162.

Comments: None.

Information and Applications: See item Information and Applications of Insurer (Certificate of Authority).

Underwritten Title Companies

Businesses Requiring License: Domestic stock corporations engaged in the business of preparing title searches, title reports, title examinations, certificates or abstracts of title which are the basis upon which a title insurer writes title policies must be licensed as underwritten title companies.

Fees: Application: \$568 Examination: none; Fingerprint processing: none; Name approval: \$190; Each additional county added: \$331. Processing fees for \$7,500 per county deposit are also charged.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience and Education Requirements: All applicants must have competent management. There are no specific educational requirements.

Average Time to Process Application: 90 days.

Fee Period: Fees are paid at the time of the initial application. Additional fee of \$331 is paid when licenses are amended for each additional county.

Authority: California Insurance Code, Sections 12389-12389.4.

Additional Requirements: Minimum net worth and working capital, reasonableness of business plan of operation, lawfulness and quality of investments, financial stability, competency, character and integrity of management, ownership and control of issued and outstanding shares, fairness and honesty of methods of doing business, method by which applicant was promoted if any of its promoters remain as stockholders or in management, and hazard to the public. If applicant acts as an escrow agent, \$7,500 per county deposit is generally required. See California Insurance Code, Section 12389 (b).

Comments: Applicants are licensed by county.

Information and Applications: See item Information and Applications of Insurer (Certificate of Authority).

Viatical Settlement Companies

Businesses Requiring License: Companies that purchase life insurance benefits from terminally ill insureds: viatical settlement companies.

Fees: Application for viatical companies: \$2,833; Examination: none; Fingerprint processing: none; Name approval: \$92.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience and Education Requirements: None.

Average Time to Process Application: 180-365 days.

Fee Period: Fees are paid at the time of the initial application. Renewal fees of \$177 are paid annually.

Authority: California Insurance Code, Section 10113.2.

Additional Requirements: Independent CPA audited financial statement for past three years, or if unavailable, certain projected financial statements. Applications are denied if granting would be contrary to the

interests of the public. Must file annual financial statement upon license.

Comments: None.

Information and Applications: See item Information and Applications of Insurer (Certificate of Authority).

License Bureau

Regulates and licenses the producers of the insurance industry: includes; insurance firms, bail bonds, auto or motor clubs, insurance adjusters.

Adjuster, Insurance (Nonpublic)

Vocations Requiring License: Individuals adjusting claims in connection with a policy of insurance.

Fees: Application: \$47 (includes first examination); Re-examination: \$19; License: \$95 per year; Renewal: \$190 for 2-year term; Fingerprint processing: \$32; Fingerprint handling fee: \$5.

Examination Frequency: Daily and monthly.

Examination Locations: Daily in San Francisco, San Diego, Sacramento, and Los Angeles; Monthly in Fresno.

Experience Requirements: Must have two years of adjusting experience.

Average Time to Process Application: 6 weeks.

License Renewal Period: Biennially, June 1 through May 31 of even-numbered years.

Authority: California Insurance Code, Div. 5, Chap. 1, Sec. 14000-14099.

Other Special Registration Requirements: \$2,000 bond, fingerprint card, 2 ID photos, minimum age: 18 years.

Comments: Individuals, corporations, partnerships and limited liability companies may hold license.

Information and Applications: License Bureau, 320 Capitol Mall, Sacramento, CA 95814; (916) 322-3555.

Adjuster, Public Insurance

Businesses or Vocations Requiring License:

Persons adjusting insurance claims on behalf of the insured.

Fees: Application: \$41 (includes first examination); Re-examination: \$16; License: \$80 per year; Renewal: \$160 for two year term; Fingerprint processing: \$32; Fingerprint handling fee: \$5.

Examination Frequency: Daily and monthly.

Examination Locations: Daily in San Francisco, San Diego, Sacramento and Los Angeles; Monthly in Fresno.

Experience and Education Requirements: Must have two years of adjusting experience.

Average Time to Process Application: 6 weeks.

License Renewal Period: Biennially, June 1 through May 31 of even-numbered years.

Authority: California Insurance Code, Div. 5, Chap. 2, Sec. 15000 15062.

Additional Requirements: \$5,000 bond, fingerprint card, 2 ID photos, minimum age 18 years.

Comments: Individuals, corporations, partnerships and limited liability companies may be licensed.

Information and Application: See Adjuster, Insurance.

Administrators Certificate (Insurance)

Vocations Requiring License: Third-party administrators who collect premiums or settle claims on health and annuities contracts.

Fees: Application: \$56 per year (includes original license fee); Examination: none; Renewal: \$112 for two-year term; Fingerprint processing: \$32; Fingerprint handling fee: \$5.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience and Education Requirements: None.

Average Time to Process Application: 6

weeks.

License Renewal Period: Biennially.

Authority: California Insurance Code, Div. 1, Part 2, Chap. 5A, Sec. 1759 -1759.10.

Additional Requirements: Fingerprint card; minimum age: 18 years.

Comments: Individuals, partnerships, corporations, and limited liability companies may be licensed.

Information and Applications: See Adjuster, Insurance.

Bail Agent

Vocations Requiring License: Bail bond agents furnishing bail bonds under appointment by a surety

Fees: Application: \$190 per company, includes original license fee; Examination or re-examination: \$38; Renewal: \$56 per insurer, per year; Fingerprint processing: \$56; Fingerprint handling fee: \$5.

Examination Frequency: Daily and monthly.

Examination Locations: Daily in Sacramento, San Francisco, Los Angeles, San Diego; Monthly in Fresno.

Experience and Education Requirements: Complete an approved 12-hour prelicensing course. Complete an approved 6-hour continuing education course per renewal term.

Average Time to Process Application: 6 weeks.

License Renewal Period: Annually, expires June 30.

Authority: Insurance Code, Div. 1, Part 2, Chap. 7, Sec. 1800-1822.

Additional Requirements: \$1,000 bond, fingerprint card, 2 ID photos, action notice, minimum age: 18 years.

Comments: License issued to individuals or corporations only.

Information and Applications: See Adjuster, Insurance.

Bail Permittee

Vocations Requiring License: Individuals undertaking bail as an independent.

Fees: Application: \$378, which includes original license fee; Examination/re-examination: \$38; Renewal: \$238; Fingerprint processing: \$56; Fingerprint handling fee: \$5.

Examination Frequency: Daily and monthly.

Examination Locations: Daily in Sacramento, San Francisco, Los Angeles, San Diego; Monthly in Fresno.

Experience and Education Requirements: Complete an approved 12-hour prelicensing course. Complete an approved 6-hour continuing education course per renewal term.

Average Time to Process Application: 6 weeks.

Fee Period: Annually, expires June 30.

Authority: California Insurance Code, Div. 1, Part 2, Chap. 7, Sec. 1800-1822.

Additional Requirements: \$5,000 bond, fingerprint card, 2 ID photos, minimum age: 18 years.

Comments: License issued to individuals only.

Information and Applications: See Adjuster, Insurance.

Bail Solicitor

Vocations Requiring License: Individuals transacting bail on behalf of bail agents or bail permittees.

Fees: Application: \$190 per employer, includes original license fee; Examination or re-examination: \$38; Renewal: \$56 per employer, per year; Fingerprint processing: \$56; Fingerprint handling fee: \$5.

Examination Frequency: Daily and monthly.

Examination Locations: Daily in Sacramento, San Francisco, Los Angeles, San Diego; Monthly in Fresno.

Experience and Education Requirements: Complete an approved 12-hour prelicensing course. Complete an approved 6-hour continuing education course per renewal

term.

Average Time to Process Application: 6 weeks.

License Renewal Period: Annually, expires June 30.

Authority: California Insurance Code, Div. 1, Part 2, Chap. 7, Sec. 1800-1822.

Additional Requirements: \$1,000 bond, fingerprint card, action notice of appointment, minimum age: 18 years.

Comments: License issued to individuals only.

Information and Applications: See Adjuster, Insurance.

Fire and Casualty Broker-Agent

Vocation Requiring License: Persons transacting all classes of insurance, other than life insurance, on behalf of an insurer.

Fees: Application: \$56 per year, includes original license fee; Examination: \$32; Renewal fee: \$112 per year for two year term; Action Notice and/or endorsement: \$19; Fire and Casualty broker bond in penal sum of \$10,000 (if filing for broker authority); Fingerprint fee: \$32; Fingerprint handling fee: \$5.

Examination Frequency: Daily and monthly.

Examination Locations: Daily in Sacramento, San Francisco, Los Angeles, San Diego; Monthly in Fresno.

Experience and Education Requirements: Prelicensing education: 40 hours of an approved classroom course in subject matter and 12-hour approved course on ethics and California Insurance Code; Continuing education: During each of the first four 12-month periods following issue of license, complete 25 hours of continuing education, thereafter, complete 30 hours of continuing education during each two-year license term.

Average Time to Process Application: 6 weeks.

License Renewal Period: Biennially, two years from date issued.

Authority: California Insurance Code, Div. 1, Part 2, Chap. 5, Sec. 1621-1758.5.

Additional Requirements: Fingerprint card, action notice, and/or \$10,000 Bond and/or endorsement or Solicitor Appointment, minimum age 18 years.

Comments: Individuals, associations, partnerships, corporations and limited liability companies may be licensed.

Information and Applications: See Adjuster, Insurance.

Life Agent

Vocations Requiring License: Persons transacting life and/or disability insurance on behalf of an insurer

Fees: Application: \$56 per year, includes original license fee; Examination: \$32; Renewal: \$112 for two-year term; Action notice: \$19; Fingerprint processing: \$32; Fingerprint handling fee: \$5.

Examination Frequency: Daily and monthly.

Examination Locations: Daily in Sacramento, San Francisco, Los Angeles and San Diego; Monthly in Fresno.

Experience and Education Requirements: See Fire and Casualty Broker-Agent.

Average Time to Process Application: 6 weeks.

License Renewal Period: Biennially, two years from date issued.

Authority: California Insurance Code, Div. 1, Part 2, Chap. 5, Sec. 1621-1758.5.

Additional Requirements: Fingerprint card, action notice, and/or endorsement, minimum age: 18 years.

Comments: See Fire and Casualty Broker-Agent.

Information and Applications: See Adjuster, Insurance.

Life and Disability Insurance Analyst

Vocations Requiring License: Persons who, for a fee, advise others on life or disability insurance.

Fees: Application: \$190 per year, includes original license fee; Examination: \$94;

Renewal: \$380 for two-year term; Fingerprint processing: \$32; Fingerprint handling fee: \$5.

Examination Frequency: Daily and monthly.

Examination Locations: Daily in Sacramento, San Francisco, Los Angeles and San Diego; Monthly in Fresno.

Experience and Education Requirements:

Must have worked as a life licensee for 5 years prior to examination date.

Average Time to Process Application: 6 weeks.

License Renewal Period: Biennially, two years from date issued.

Authority: California Insurance Code, Div. 1, Part 2, Chap. 8, Sec. 1831-1849.

Additional Requirements: Fingerprint card, minimum age: 18 years.

Comments: See Fire and Casualty Broker-Agent.

Information and Applications: See Adjuster, Insurance.

Motor (Automobile) Club Agent

Vocations Requiring License: Individuals selling auto club member or service contracts.

Fees: Application: \$56 per year, includes original license fee; Examination: none; Action notice: \$19; Renewal: \$112 per year for two-year term; Fingerprint processing: \$32; Fingerprint handling fee: \$5.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience and Education Requirements: None.

Average Time to Process Application: 6 weeks.

License Renewal Period: Biennially, two years from date issued.

Authority: California Insurance Code, Div. 2, Part 5, Chap. 1-5, Sec. 12140-12311.

Additional Requirements: Fingerprint card; action notice; minimum age: 18 years.

Comments: License issued to individuals only.

Information and Applications: See Adjuster, Insurance.

Part-time Fraternal

Vocations Requiring License: Individuals transacting life or disability insurance less than full-time for a fraternal benefit society.

Fees: Application: \$56 per year, includes original license fee; Examination: none; Renewal: \$112 for two-year term; Action notice: \$19; Fingerprint fee: \$32; Fingerprint handling fee: \$5.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience and Education Requirements: None.

Average Time to Process Application: 6 weeks.

License Renewal Period: Biennially, two years from date issued.

Authority: California Insurance Code, Div. 2, Part 2, Chap. 10, Sec. 11100-11107.

Additional Requirements: Fingerprint card, action notice; minimum age: 18 years.

Comments: License issued to individuals only.

Information and Applications: See Adjuster, Insurance.

Special Lines Surplus Lines Broker

Vocations Requiring License: Persons placing insurance, with a nonadmitted insurer, on peril shipowners, aircraft, and railroads engaged in interstate commerce.

Fees: Individual Application: \$472 per year, includes original license fee; Organization application: \$472 per year for first two natural persons, \$133 per year for each additional natural person; Examination/re-examination: \$32; Individual renewal: \$944 for two-year term; Organization Renewal: \$944 for first two natural persons for two-year term, \$133 for each additional natural person for two-year term; Fingerprint processing: \$32; Fingerprint handling fee: \$5.

Examination Frequency: Daily and monthly.

Examination Locations: Daily in San Francisco, San Diego, Sacramento and Los

Angeles; Monthly in Fresno.

Experience and Education Requirements: See Fire and Casualty Broker-Agent or hold active California Fire & Casualty Broker-Agent license.

Average Time to Process Application: 6 weeks.

License Renewal Period: Biennially, two years from date issued.

Authority: California Insurance Code, Div. 1, Part 2, Chap. 6, Sec. 1760-1780.

Additional Requirements: \$10,000 bond, fingerprint card, minimum age: 18 years.

Comments: See Surplus Lines Broker.

Information and Applications: See Adjuster, Insurance.

Stock Agent (Insurance)

Businesses Requiring License: Individuals authorized to sell securities as agent for an insurance company or securities broker.

Fees: Application: \$92, includes original license fee; Examination: none; Renewal: not renewable; Fingerprint processing: \$32; Fingerprint handling fee: \$5.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience and Education Requirements: None.

Average Time to Process Application: 6 weeks.

License Term: From date issued to next July 1. License is nonrenewable.

Authority: California Insurance Code, Div. 1, Part 2, Chap. 1, Sec. 820-860.

Additional Requirements: Fingerprint card, minimum age: 18 years.

Comments: License issued to individuals only.

Information and Applications: See Adjuster, Insurance.

Surplus Lines Broker

Businesses Requiring License: Persons placing insurance with nonadmitted insurers.

Fees: Individual Application: \$472 per year, includes original license fee; Organization application: \$472 per year for first two natural persons, \$133 per year for each additional natural person; Examination/re-examination: \$32; Individual renewal: \$944 for two-year term; Organization renewal: \$944 for first two natural persons for two-year term, \$133 for each additional natural person for two-year term; Fingerprint processing: \$32; Fingerprint handling fee: \$5.

Examination Frequency: Daily and monthly.

Examination Locations: Daily in Sacramento, San Francisco, Los Angeles and San Diego; Monthly in Fresno.

Experience and Education Requirements: See Fire and Casualty Broker-Agent or hold active California Fire & Casualty Broker-Agent license.

Average Time to Process Application: 6 weeks.

License Renewal Period: Biennially, two years from date issued.

Authority: California Insurance Code, Div. 1, Part 2, Chap. 6, Sec. 1760-1780.

Additional Requirements: \$50,000 bond, fingerprint card, minimum age: 18 years.

Comments: Individuals, corporations, partnerships and limited liability companies may be licensed. If applicant is licensed as, or applying for, a special lines license, fees listed in 'Fees' above are not required.

Information and Applications: See Adjuster, Insurance.

Travel Insurance Agent

Businesses Requiring License: Individuals selling travel insurance covering travel on a common carrier.

Fees: Application: \$19 per year, includes original license fee; Examination: none; Renewal: \$38 for two-year term; Action notice: \$19; Fingerprint processing: \$32; Fingerprint handling fee: \$5.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience and Education Requirements: None.

Average Time to Process Application: 6 weeks.

License Renewal Period: Biennially, two years from date issued.

Authority: California Insurance Code, Div. 1, Part 2, Chap. 5, Sec. 1752-1757.

Additional Requirements: Fingerprint card, action notice, minimum age: 18 years.

Comments: License issued to individuals only.

Information and Applications: See Adjuster, Insurance.

Integrated Waste Management Board, California

Permitting and Enforcement Division

Solid Waste Facility Permit (Issued Locally)

Business requiring permit: Solid waste facilities (see Public Resources Code 40194 for definition).

Fees: Application: None; Examination: None; License: None. The designated local enforcement agency (LEA) may establish a filing fee schedule. Filing Fees are to reflect the cost of processing such applications. Any filing fee established by the LEA is subject to approval by a majority vote of its local governing body.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: N/A.

Average Time to Process Application: State law requires that a solid waste facility permit be acted upon by the Board within 120 days of filing a complete and correct application. All solid waste facility permits issued, modified, or revised shall be reviewed at least every five years (see Public Resources Code 44015).

Fee Period: N/A.

Authority: N/A.

Other Special License Requirements: In addition to the solid waste facility permit, the facility must be in conformity with either the County Solid Waste Management Plan (see Public Resources Code 50000) or the Countywide Integrated Waste Management Plan (PRC 50001). Under the Joint Powers Act, local enforcement agencies may be organized countywide or by city. There are approximately 55 LEAs in California.

Comments: The CIWMB can issue permits where there has not been a designated LEA with the county or city. In the event that a county and/or city designates a LEA, that LEA receives the application and prepares the permit. The Board then concurs or objects to the issuance of the permit. Only after concurrence by the Board may the permit be issued by the LEA. The application and permit is available for inspection by the public at the offices of the designated local enforcement agency.

Information and Applications: Applicants can locate and contact the LEA by consulting local government listings in the telephone book. Information may also be obtained by writing to the California Integrated Waste Management Board, 8800 Cal Center Drive, Sacramento, CA 95628 or by telephoning (916) 255-2200.

Major Waste Tire Facility Permitting

Businesses Requiring Permit: A permit is required for the operator of a waste tire facility where at any time 5000 or more waste tires are stored, stockpiles, accumulated or discarded unless specific conditions are met.

Fees: None.

Inspection Frequency: Pre-permit inspection; at least once annually, thereafter.

Inspection Location: Site inspection.

Experience Requirement: N/A.

Average Time to Process Permit Application: The time allowed to consider completeness of application is 30 days. Once deemed complete, 180 days are allowed for the

Board to either issue a permit or deny the issuance of a permit unless the Board is the lead agency on CEQA. In the case of Board being the lead agency on CEQA, the Board has one year to either issue a permit or deny the issuance of a permit.

Permit renewal period: Except for cases of permit revocation or suspension, every permit shall expire five years after its issuance, renewal, or most recent revision.

Authority: Public Resources Code Sec. 42800 et. seq.

Other Special Permit Requirements:

Verification that all required local, state, and federal permits and approvals have been acquired by the applicant.

Comments: None.

Information and Applications: California Integrated Waste Management Board, Permitting & Enforcement Division, Tire Unit, 8800 Cal Center Drive, Sacramento, CA 95826; (916) 255-2200.

Minor Waste Tire Facility Permitting

Businesses Requiring Permit: A permit is required for the operator of a waste tire facility where 500-4999 waste tires are stored, stockpiled, accumulated, or discarded unless specified conditions are met. A minor waste tire facility does not include a tire dealer or an automobile dismantler who stores tires on the dealer's or dismantler's premises for less than 90 days; if not more than 1500 waste tires are ever accumulated on the dealer's or dismantler's premises, as defined in Sections 220 and 221 of the Vehicle Code.

Fees: None.

Inspection Frequency: Pre-permit inspection; at least once every two and a half years, thereafter.

Inspection Location: Site inspection.

Experience Requirement: N/A.

Average Time to Process Permit Application: The time allowed to consider completeness of application is 30 days. Once deemed complete, 180 days are allowed for the

Board to either issue a permit or deny the issuance of a permit unless the Board is the lead agency on CEQA. In the case of the Board being the lead agency on CEQA, the Board has one year to either issue a permit or deny the issuance of a permit.

Permit renewal period: Except for cases of permit revocation or suspension, every permit shall expire five years after its issuance, renewal, or most recent revision.

Authority: Public Resources Code Sec. 42800 et. seq.

Other Special Permit Requirements:

Verification that all required local, state, and federal permits and approvals have been acquired by the applicant.

Comments: None.

Information and Applications:

California Integrated Waste Management Board, Permitting & Enforcement Division, Tire Unit, 8800 Cal Center Drive, Sacramento, CA 95826; (916) 255-2200.

Waste Tire Facility Exclusion

Businesses Requiring Exclusion: A permit is required for the operator of a waste tire site that meets any of the following conditions as set forth in Title 14, Division 7, Chapter 6, Article 1, Section 18420 of the permitting of Waste Tire Facilities Regulations: The waste tires are stored in fully enclosed movable containers in accordance with Title 14, Division 7, Chapter 3, Article 5.5, Section 17356(b) of the permitting of Waste Tire Facilities Regulations.

Fees: None.

Inspection Frequency: Optional.

Inspection Location: Site inspection.

Experience Requirement: N/A.

Average Time to Process Exclusion Application: No statutory or regulatory time parameters are placed in exclusions. The time to consider the application for completeness and for the Board to determine if the operation qualifies for exclusion is approximately the same as for permit applications; 30 days for completeness and

180 days for determination of qualification.
Exclusion Renewal Period: An exclusion expires at the time the operation no longer meets the qualifications under which the exclusion was issued.

Authority: Public Resources Code Sec. 42800 et. seq.

Other Specific Permit Requirements: Verification that fire standards are met.

Comments: None.

Information and Applications:

California Integrated Waste Management Board, Permitting & Enforcement Division, Tire Unit, 8800 Cal Center Drive, Sacramento, CA 95826; (916) 255-2200.

Waste Tire Hauler Registration

Business Requiring Registration: A permit is required for every person who engages in the transportation of waste tires, unless specified conditions are met.

Fees: None.

Document Inspection Frequency: As required.

Inspection Location: Business site or in-house inspection of records.

Experience Requirement: N/A.

Average Time to Process Waste Tire Registration Application: No statutory time is placed on processing waste tire hauler registration applications.

Registration Renewal Period: Annually.

Authority: Public Resources Code Sec. 42950 et. seq.

Other Special Registration Requirements: A bond in favor of the State of California in the amount of ten thousand dollars (\$10,000).

Comments: None.

Information and Applications:

California Integrated Waste Management Board, Permitting & Enforcement Division, Tire Unit, 8800 Cal Center Drive Sacramento, CA 95826; (916) 255-2200.

Justice, Department of

Assault Weapons Permit

Businesses Requiring Permit: Any dealer, manufacturer, importer, exporter, or motion picture or television studio using assault weapons in the conduct of its business. Section 12276 of the California Penal Code defines specific semiautomatic weapons listed under that section as assault weapons.

Fees: Application: \$256; Renewal: \$88.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: N/A.

Average Time to Process Applications: 120 days.

Renewal Period: Annually.

Authority: California Penal Code, Sec. 12287.

Special License Requirements: Sec 923 of Title 18, Chap. 44, U.S. Code requires licensing by Alcohol, Tobacco, and Firearms Division, U.S. Treasury Department.

Comments: None.

Information and Applications: Department of Justice, Firearms Program P.O. Box 820200, Sacramento, CA 94203-0200; (916) 227-3703.

Check Cashiers Permit

Businesses Requiring License: Any person or entity that for compensation engages, in whole or in part, in the business of cashing checks, warrants, drafts, money orders, or other commercial paper serving the same purpose.

Fees: Application: \$50 (estimated); Background clearance: \$32 per individual (processing of applicant's fingerprint card).

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: N/A.

Average Time to Process Applications: 60-90 days.

License Renewal Period: Annually.

Authority: California Civil Code, Sec. 1789.37.

Special License Requirements: None.

Comments: None.

Information and Applications: Department of Justice, Automated Systems Program, P.O. Box 903387, Sacramento, CA 94203-3870; (916) 227-3250.

Credit Services Organizations

Businesses Requiring Registration: Credit Services Organizations as defined in Civil Code Section 1789.10 et seq.

Fees: \$100; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirements: N/A.

Average Time to Process Application: 30 days.

Registration Renewal Period: January 1, each year.

Authority: Civil Code, Sec. 1789.10 to 1789.25.

Other Special Requirements: \$100,000 bond; filing of disclosure materials.

Comments: If not exempted, registration required if it is implied that company will assist in improving credit record, history or rating or in obtaining a loan.

Information and Applications: Department of Justice, Public Inquiry Unit, P.O. Box 944255, Sacramento, CA 94244-2550; (800)952-5225; (916)324-3360.

Destructive Device Permit

Businesses requiring permit: Any dealer, manufacturer, importer, exporter, or motion picture or television studio using destructive devices in the conduct of its business and persons who collect destructive devices. Sections 12301 of the Penal Code defines destructive devices and includes projectiles containing explosive or other chemicals, including tracer or incendiary ammunition

bombs, grenades, explosive missiles, and launching devices; weapons other than shotguns firing fixed ammunition greater than .60 caliber; rockets of .60 diameter and rocket launchers other than those used for emergency or distress signals; and any breakable container having a wick to provide ignition and holding flammable liquid with a flashpoint of 150 degrees Fahrenheit or less, other than devices commercially manufactured for illumination.

Fees: Application: \$256; Renewal: \$88.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: N/A.

Average Time to Process Application: 120 days.

Permit Renewal Period: Annually.

Authority: California Penal Code, Sec. 12301.

Special License Requirements: Section 923 of Title 18, Chapter 44, U.S. Code requires licensing by Alcohol, Tobacco, and Firearms Division, U.S. Treasury Department.

Comments: Peace officers, and military forces on duty, and other protective services personnel acting within the scope of their employment for purposes of fire suppression are exempt from this permit process.

Information and Applications: Department of Justice, License and Permits Unit, P.O. Box 820200, Sacramento, CA 94203-0200; (916) 227-3703.

Gambling License

Vocations Requiring License: All key employees of and persons who hold a financial interest in a gambling establishment.

Fees: Application: \$500; Examination: none; License and renewal: based on number of tables; Background investigation: varies.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: None.

Average Time to Process Application:

Varies, conditional registration may be issued in 30 days.

License Renewal Period: Annually.

Authority: Business and Professions Code, Sec. 19800-et seq.

Special License Requirements: Persons engaged in gambling activities must obtain a tax stamp from the Internal Revenue Service and comply with any city and/or county requirements.

Comments: None.

Information and Applications: Department of Justice, Division of Gambling Control, P.O. Box 168024, Sacramento, CA 95816; (916) 263-3408.

Machine Gun License

Businesses Requiring License: Businesses that sell or offer for sale machine gun weapons.

Fees: Application: \$271; Renewal: \$103.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: N/A.

Average Time to Process Application: 120 days.

Renewal Period: Annually.

Authority: California Penal Code, Sec. 12250.

Special License Requirements: Sec. 923 of Title 18, Chap. 44, U.S. Code requires licensing by Alcohol, Tobacco, and Firearms Division, U.S. Treasury Department.

Comments: California law defines a machine gun to mean any weapon which shoots, or is designed to shoot, automatically, more than one shot, without manual reloading, by a single function of the trigger, and includes any frame or receiver which can be used only with that weapon.

Information and Applications: Department of Justice, Firearms Program, P.O. Box 820200, Sacramento, CA 94203-0200; (916) 227-3703.

Machine Gun Permit

Businesses Requiring Permit: Any person, corporation, or firm that possesses or transports machine guns.

Fees: Application: \$256; Examination: N/A; Renewal: \$88.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: N/A.

Average Time to Process Application: 120 days.

Permit Renewal Period: Annually.

Authority: California Penal Code, Sec. 12230 and 12250.

Special License Requirements: Federal law also requires registration permit issued by Alcohol, Tobacco and Firearms Division, U.S. Treasury Dept.

Comments: Firearms that continue to fire with a continuous pull of the trigger are classed as machine guns without respect to size.

Information and Applications: Department of Justice, Firearms Licensing Program, P.O. Box 820200, Sacramento, CA 94203-0200; (916) 227-3703.

Pawnbroker License

Businesses Requiring License: Any person engaged in the business of receiving goods in pledge as security for a loan.

Fees: Application: \$195 (Department of Justice fee only); Background clearance: \$32 per individual (processing of applicant's fingerprint card).

Examination Frequency: N/A.

Examination Location: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 30 working days.

License Renewal Period: Biennially.

Authority: Financial Code, Sec. 21300 and 21301.

Special License Requirements: (1) Prior to the issuance or renewal of the license, the

applicant shall file with the licensing authority a \$20,000 non-revocable surety bond in favor of the State of California and (2) prior to the issuance of the initial license, the applicant must file with the licensing authority a financial statement confirming that the applicant has at least \$100,000 in liquid assets readily available for use in the business. The financial statement shall be signed by the applicant and by a California Certified Public Accountant. In lieu of the financial statement, the applicant may post a \$100,000 non-revocable surety bond.

Comments: The pawnbroker industry is regulated by Division 8 of the Financial Code and Article 4 of the Business and Professions Code.

Information and Applications: Contact the local police department or sheriff's department having jurisdiction over the place of business. The pawnbroker licensing program is a state-administered program mandated to the chief of police or sheriff. The chief or sheriff shall accept applications for and grant a license permitting the licensee to engage in the business of a pawnbroker. The Department of Justice provides the law enforcement agency with a criminal background check as to the eligibility of the applicant for a license and maintains a statewide file of licensed pawnbrokers.

Police Body Armor, Certification of

Businesses Requiring Certification: Makers or sellers of body armor purchased by state law enforcement officers (see Comments).

Fees: Testing fee: varies.

Examination Frequency: N/A.

Examination Location: N/A.

Experience Requirements: N/A.

Average Time to Process Application: Varies.

Renewal Period: Whenever body armor is changed in design.

Authority: California Penal Code, Sec. 12360-12369; California Code of Regulations, Title 11, Ch. 11, Art. 1, Sec. 941-957.

Special License Requirements: None.

Comments: Body armor sold to California State Police must be certified as to its ballistic resistance using criteria established by the Department of Justice. Law enforcement officers in local jurisdictions may purchase body armor through the state contract.

Information and Applications: Procurement Division Standards and Quality Control, Attention: Body Armor Buyer, P.O. Box 942804, Sacramento, CA 94204-0001; (916) 323-7666.

Secondhand Dealer License

Businesses Requiring License: Any person whose business includes buying, selling, trading, accepting for sale on consignment, or accepting for auctioning secondhand tangible personal property.

Fee: Application: \$195 (Department of Justice fee only); background clearance: \$32 per individual (processing of applicant's fingerprint card).

Examination Frequency: N/A.

Examination Location: N/A.

Experience Requirements: N/A.

Average Time to Process Application: 30 working days.

License Renewal Period: Biennially (every other year).

Authority: California Business and Professions Code, Sec. 21641 and 21642.

Special License Requirements: None.

Comments: California law defines tangible personal property as (1) all secondhand tangible personal property which bears a serial number, owner applied number or personalized inscriptions or initials; and, (2) personal property (such as jewelry and sterling silver utensils) commonly sold by secondhand dealers which constitutes a significant class of stolen property by the Attorney General.

Information and Applications: Contact the local your local police department or sheriff's department that has jurisdiction over

the place of business. The secondhand dealer licensing program is a state-administered program mandated to the chief of police or sheriff. The chief or sheriff shall accept applications for and grant a license permitting the licensee to engage in the business of a secondhand dealer. The Department of Justice provides the law enforcement agency with criminal background checks as to the eligibility of the applicant for a license and maintains a statewide list of licensed secondhand dealers.

Seller Assisted Marketing Plans (Business Opportunities)

Businesses Requiring Registration: Seller Assisted Marketing Plans as defined in Civil Code Sec. 1812.200 et seq.

Fees: \$100; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: None.

Average Time to Process Application: 30 days.

Registration Renewal Period: Annually.

Authority: California Civil Code, Sec. 1812.200 to 1812.221.

Other Special Requirements: Trust account or bond under special circumstances; filing of disclosure materials.

Comments: If not exempted, registration covers transactions of more than \$500 over the first 6 months if there is implication that money can be made by the purchaser/investor.

Information and Applications: Department of Justice, Public Inquiry Unit, P.O. Box 944255, Sacramento, CA 94244-2550; (800)952-5225; (916)322-3360.

Short-Barreled Shotgun/Rifle Permits (Including Rifles and Revolvers)

Businesses Requiring License: California law allows sawed-off shotguns for use only by law enforcement agencies, military forces, and as blank firing props for motion picture/television program production.

Fees: Application: \$256; Renewal: \$88.

Examination Frequency: N/A.

Examination Location: N/A.

Experience Requirements: N/A.

Average Time to Process Application: 120 days.

Renewal Period: Annually.

Authority: California Penal Code, Sec. 12095.

Special License Requirements: Sec. 923 of Title 18, Chap. 44, U.S. Code requires licensing by Alcohol, Tobacco and Firearms Division, U.S. Treasury Department.

Comments: California law defines a short-barreled shotgun/rifle as any firearm having barrels less than 18 inches in length which can fire shotgun ammunition (including pistols) or a rifle having barrels less than 16 inches in length or any weapon made from a rifle or shotgun having an overall length of less than 26 inches. Applicants for short-barreled shotgun/rifle permits must be 18 years of age or older.

Information and Applications: Department of Justice, Firearms Program, P.O. Box 820200, Sacramento, CA 94203-0200; (916) 227-3703.

Tear Gas for Citizen Self-Defense

Assembly Bill (AB) 830, Chapter 437 (Speier), was signed into law on September 5, 1995 and will take effect January 1, 1996. This bill repeals or revises portions of California Penal Code (PC) Sections 12401-12460 governing the regulation of tear gas and tear gas weapons in California, including pepper spray products.

Effective January 1, 1996, the Department of

Justice (DOJ) will no longer review or certify tear gas and tear gas weapons. It will be the responsibility of local law enforcement to enforce the provisions of this bill.

Licensing and permits by DOJ: Individuals who sell tear gas aerosol sprays over 2.5 ounces to law enforcement and who physically possess and transport these products will be required to carry a tear gas permit by the DOJ. Individuals who sell tear gas weapons classified as “destructive devices,” under PC Section 12301 (a), must obtain a destructive device permit before selling these products to law enforcement.

The DOJ will no longer issue tear gas licenses and/or permits to anyone who wishes to manufacture, distribute, or sell tear gas for citizen self-defense purposes. Manufacturers who want to drop-ship orders to law enforcement will not need a permit.

Additional Information: Department of Justice, Firearms Program, P.O. Box 820200, Sacramento, CA 94203-0200; (916) 227-3703.

Telephonic Sellers Registration

Business Requiring Registration: Telephonic sellers as defined in Business and Professions Code, Sec. 17511 et seq.

Fees: \$50, Examination: none, License: none.

Examination Frequency: N/A.

Examination Location: N/A.

Experience Requirements: None.

Average Time to Process Application: 1 to 2 weeks.

Registration Renewal Period: Annually.

Authority: Business and Professions Code, Sec. 17511.1 to 17511.12.

Other Special Requirements: \$100,000 bond plus a bond to cover any prizes that are valued at more than \$500; filing of sales and personnel materials.

Comments: None.

Information and Applications: Department of Justice, Consumer Law Section, Telephonic Seller Registration Program, 300 South Spring Street, 5th Floor, Los Angeles, CA 90013; (213) 897-2631.

Travel, Seller of

Businesses Requiring Registration: Sellers of travel as defined in Business and Professions Code, Sec. 17550 et seq.

Fees: \$100 per location, plus varying fees to restitution fund; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirements: None.

Average Time to Process Application: 1 to 2 weeks.

Registration Renewal Period: Annually.

Authority: Business and Professions Code, Sec. 17550.20.

Other Special Requirements: Trust fund or bond in some cases; filing of travel certificates.

Comments: None.

Information and Applications: Department of Justice, Consumer Law Section, Seller of Travel Program, 300 South Spring Street, Los Angeles, CA 90013; (213) 897-8065.

Lands Commission, California State

Lease/Permit for Right to Occupy State Lands

Businesses Requiring Lease/Permit: Firms or individuals desiring to occupy and use lands under Commission jurisdiction.

Fees: Application: variable; License: N/A; Expense deposits: variable

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application:

Variable.

License Renewal Period: Variable.

Authority: California Public Resources Code, Div. 6; California Code of Regulations, Title 2, Div. 3, Chap. 1.

Other Special License Requirements: See Comments.

Comments: In many cases, other regulatory agencies also have jurisdiction and may require additional permits and/or authority. Rental for use of state lands and royalty, when appropriate, is based on appraised value and statutory requirements.

Information and Applications: California State Lands Commission, Land Management Division, 100 Howe Avenue, Suite 100-South, Sacramento, CA 95825-8202; (916) 574-1900.

Lease/Permit for Right to Extract or Prospect for Oil, Gas or other Minerals Occupying State Lands

Businesses Requiring Lease/Permit: Firms or individuals desiring to prospect for or to extract minerals from lands under Commission jurisdiction.

Fees: Application: variable; License: N/A; Expense deposits: variable.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: Variable.

License Renewal Period: Variable

Authority: California Public Resources Code, Div. 6; California Code of Regulations, Title 2, Div. 3, Chap. 1.

Other Special License Requirements: See Comments.

Comments: In many cases, other regulatory agencies also have jurisdiction and may require additional permits and/or authority. Rental for use of state lands and royalty, when appropriate, is based on appraised value and statutory requirements.

Information and Applications: California State Lands Commission, Mineral Resources

Management Division, 200 Oceangate, 12th Floor, Long Beach, CA 90802-4331; (562) 590-5201.

Marine Terminals

Business Requiring Letter of Intent to Operate/Approved Operations Manual:

Any person who proposes to install a new marine terminal or proposes to assume control over the operation of an existing marine terminal shall, not less than 60 days prior to the intended assumption of operations, submit a letter of intent to operate the terminal to the Marine Facilities Division of the California State Lands Commission. No terminal operator may conduct transfer operations except in accordance with an operations manual approved by Marine Facilities Division of the California State Lands Commission. Operators of terminals shall maintain their operations manual so that it is current and readily available for examination by the Commission. "Marine Terminal" means a facility used for transferring oil to or from tank vessels or barges.

Fees: None

Examination Frequency: Letter of Intent-one time. Operations manual changes must be submitted for approval.

Examination Location: N/A.

Experience Requirement: N/A.

Average Time to Process Application: Variable.

Fee Period: N/A.

Authority: California Code of Regulations, Title 2, Div. 3, Chap. 1, Art. 5, Section 2385.

Comments: None.

Information: California State Lands Commission, Marine Facilities Division, 330 Golden Shore, Suite 210, Long Beach, CA 90802-4246; (562) 499-6312.

Motor Vehicles, Department of

Commercial Driving License Office

Commercial Driving License

Vocation Requiring License: Persons operating a commercial vehicle for a fee.

Fees: Application: \$64 for Class A or B; Renewal: \$34; Class C: \$34.

Examination Frequency: Vision, knowledge (law), and performance tests must be completed in twelve months. Medical exam required.

Examination Locations: See list below.

Experience Requirement: Must be 18 years of age; 21 years for interstate commerce and meet licensing requirements.

Average Time to Process Application: Driving tests average one and one-half hours to complete.

License Renewal Period: 4 years following date of issuance.

Authority: For Vehicle Codes, See Section 1.5 (State Laws and Rules) of the California Commercial Driving Handbook.

Other Special License Requirements: See Section 1.4 of the California Commercial Driving Handbook.

Comments: The California Commercial Driving Handbook is available at the nearest DMV field office.

Information and Applications: Contact the Commercial Driving License Office of the Department of Motor Vehicle, P.O. Box 944278, MS-J254, Sacramento, California, 94278-2780; (916) 657-5771.

Field Offices:

Arleta: (818) 897-2446
Auburn: (916) 885-9417
Bakersfield: (805) 395-2825
Bishop: (619) 872-4651
Blythe: (619) 922-5660
Capitola: (408) 476-7480
Compton: (310) 637-7266
Corte Madera: (415) 924-5560

Crescent City: (707) 464-2721
Culver City: (213) 391-5643
Daly City: (415) 755-0964
El Centro: (619) 352-1684
El Cerrito: (510) 235-9171
Escondido: (619) 741-2811
Eureka: (707) 445-6483
Fremont: (510) 797-0515
Fresno: (209) 445-5469
Fullerton: (714) 680-7966
Hemet: (909) 652-2711
Indio: (619) 342-2288
Lancaster: (805) 949-2424
Modesto: (209) 576-6305
Montebello: (213) 724-0930
Mountain View: (415) 968-0610
Newhall: (805) 259-9010
Oakland-colosseum: (510) 568-0691
Pittsburg: (510) 432-4748
Placerville: (619) 622-2820
Redding: (916) 225-2100
Salinas: (408) 443-3141
San Bernardino: (909) 884-1455
San Diego/Claremont: (619) 565-6691
San Luis Obispo: (805) 543-0590
Santa Barbara: (805) 963-9741
Santa Maria: (805) 928-2568
Santa Rosa: (707) 542-2424
Santa Teresa: (408) 224-4511
Seaside: (408) 649-2935
Spring Valley: (619) 461-2100
Stockton: (209) 948-7687
Torrance: (310) 637-7266
Ukiah: (707) 463-4726
Vallejo: (707) 649-0130
Ventura: (805) 654-4591
Visalia: (209) 625-9780
West Sacramento: (916) 657-7669
Yuba City: (916) 822-4521

Licensing Operations Division

Occupational Licensing Branch

Driving Instructor License

Vocations Requiring License: Persons providing driving instruction in vehicles for a fee.

Fees: Application: \$30; Fingerprint processing: \$42; Renewal: \$30; Transfer or duplicate: \$15; Additional: \$30; Family support: \$1.

Examination Frequency: Medical exams every three years; on initial application and written exams every three years.

Examination Locations: See list below.

Experience Requirement: High school graduate or equivalent.

Average Time to Process Application: 120 days to allow for background investigation. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: 3 years.

Authority: Vehicle Code, Sec. 310.4, 1651, 11100 to 11114; California Code of Regulations, Title 13, Sec. 50.40-50.45 and 340.00 to 344.34; Government Code 6157 (a-d).

Other Special License Requirements: Age 18; hold valid driver license; pass background investigation; pass physical examination; be employed by a licensed driving school; have a driving record which does not contain an outstanding notice for violating a written promise to appear in court or for willfully failing to pay a lawfully imposed fine; have satisfactorily completed a course in the teaching of driver education and driver training acceptable to the department; pass the required written and driving examinations.

Comments: Department booklet "Driving School Program Handbook," available at its offices, the volume describes requirements for all driving school licenses.

Information and Applications: Forms required: OL 16, OL 29, DL 51, OL 221, ADM 1316, Driving School Instructor

Written Test, Driving Test, Driver Records Printout and Certificate of Course Completion.

The following list of field offices participate in driving school occupational licensing. Applications for driving instructors will be accepted and processed at any field office listed below. Applications can be obtained from an field office listed below.

Submit completed applications for driving school instructors to a field office listed below. If you have any general licensing questions please call (916) 657-8881.

Field Offices Participating in Driving School Program (by County)

Alameda

Hayward, 150 Jackson Street
Oakland, 5300 Claremont Avenue

Butte

Chico, 500 Cohasset Road, Suite 31

Contra Costa

El Cerrito, 6400 Manilla Avenue
Walnut Creek, 1910 North Broadway

Fresno

Fresno, 655 West Olive Avenue

Humboldt

Eureka, 322 West 15th Street

Kern

Bakersfield, 3120 F Street
Ridgecrest, 540 Perdew Avenue, #A

Los Angeles

Arleta, 1440 Van Nuys Blvd.
Bellflower, 9520 E. Artesia Blvd.
Compton, 2111 South Santa Fe Avenue
Culver City, 11400 West Washington Blvd.
Glendale, 1335 W. Glenoaks Blvd.
Hollywood, 803 North Cole Avenue
Lancaster, 1110 West Avenue "I"
Lincoln Park, 3529 N. Mission Road
Long Beach, 2627 Pacific Avenue

Montebello, 424 North Wilcox Avenue
Pasadena, 49 South Rosemead Blvd.
Pomona, 211 Erie Street
Santa Monica, 2235 Colorado Avenue
Van Nuys, 14920 Vanowen Street
West Covina, 800 S. Glendora Avenue
Winnetka, 20725 Sherman Way

Marin

Corte Madera, 75 Tamal Vista Blvd.

Merced

Merced, 1313 West 12th Street

Monterey

Seaside, 1180 Canyon Del Rey

Orange

Fullerton, 909 West Valencia
Santa Ana, 1330 East First Street

Riverside

Riverside, 6280 Brockton Avenue

Sacramento

Sacramento, 4700 Broadway

San Bernardino

San Bernardino, 1310 North Waterman
Upland, 222 South Mountain

San Diego

Chula Vista, 30 North Glover Avenue
San Diego, 3960 Normal Street

San Joaquin

Stockton, 710 N. American Street

San Mateo

Daly City, 1500 Sullivan Avenue
Redwood City, 300 Brewster Avenue
San Mateo, 425 North Amphlett Blvd.

Santa Barbara

Santa Barbara, 535 Castillo Street

Santa Clara

Gilroy, 8200 Church Street
Mountain View, 595 Showers Drive

Santa Cruz

Capitola, 4200 Capitola Road

Shasta

Redding, 235 Akard Avenue

Sonoma

Santa Rosa, 2570 Corby Avenue

Sutter

Yuba City, 379 Colusa Avenue

Tulare

Visalia, 1711 East Main Street

Ventura

Ventura, 4260 Market Street

Driving School Operator License

Vocations Requiring License: Managers or administrators of a driving schools.

Fees: Application: \$100; Fingerprint processing: \$42; Examination: none; Transfer of license: \$15; Renewal: \$101; Replacement or duplication: \$15; Family support: \$1.

Examination Frequency: Initial; and every 3 years (however, 18 hours of continuous professional education can be substitute for the subsequent exams).

Examination Locations: See list under Driving Instructor License.

Experience Requirement: Must have specialized teaching credential certified by Department of Education or have worked a minimum of 1000 hours as a driving instructor for established licensed California driving school.

Average Time to Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: Annually.

Authority: Vehicle Code, Sec. 310.8, 1651, 11100 to 11114; California Code of Regulations, Title 13, Sec. 50.40, 500.45, and 340.00 to 344.34; Government Code, Section 6157 (a-d).

Other Special License Requirements: Age 18 years of age or older; pass background investigation; be the driving school owner or an employee of the school designated by the owner to operate the school; have worked for an established licensed California driving school as a driving instructor for a period of not less than 1,000 hours a course in the teaching of driver education and driver training acceptable to the department, OR be certified by the Department of Education as fully qualified to teach driver education and driver training, and has taught such subjects in the public school system for a period not less than 1,000 hours; and pass required written exam.

Comments: To act as instructor or to be owner of a driving school requires those licenses also. Booklet, "Driving School Program Handbook" is available from the Department.

Information and Applications: Forms required: OL 217, OL 29, OL 226, ADM 1316, Driving School Operator Examination, Certificate of Appointment, and 1000 Hour Certification. Applications can be obtained from an Inspector Office or by calling (916) 657-8881. Submit completed driving school operator applications and forms to an Inspector Office. If you have any general licensing questions please call (916) 657-8881.

Inspector Offices

Region I

Sacramento, 2120 Broadway, 95818-2518; (916) 657-6280
Sacramento - (916) 657-6307
Sacramento - (916) 657-6290
Sacramento - (916) 657-7452
Davis, 505 Pole Line Road, 95616-5418; (530) 758-6826
Chico, 520 Cohasset Road, #7, 95926-2259; (530)-345-0747
Novato, 936 7th Street, 94947-3000; (415) 898-2521
Modesto, 124 Burney Street, 95354-2655; (209) 576-6323

Region II

Fresno, 1551 East Shaw, #101, 93710-8025; (209) 243-1643
San Francisco, 1377 Fell Street, 94117-2224; (415) 431-6304
San Francisco - (415) 431-6279
Hayward, 150 Jackson Street, 94544-1946; (510) 728-1349
Hayward - (510) 728-2174
San Jose, 111 W. Alma Avenue, 95110-3630; (408) 277-9037
San Jose, 180 Martinvale Lane, 95119-1356; (408) 225-5613
San Luis Obispo, 3190 South Higuera Street, 93401-6928; (805) 543-4492

Region III

Norco, 3201 Horseless Carriage Drive, 91760-1996; (909) 737-4581
Norco - (909) 737-3298
Redlands, 1659 West Lugonia Avenue, 91760-1996; (909) 307-2790
Newhall, 24427 Newhall Avenue, 91321-2723; (805) 255-6524
Rancho Cucamonga, 8629 Hellman Avenue, 91730-4455; (909) 466-6887
Pomona, 1660 South Garey Avenue, 91766-5223; (909) 623-5255
Pomona - (909) 623-8355
Oxnard, 4050 South Saviers Road, 93033-6444; (808) 488-8725
Bakersfield, 7000 Schirra Court, 93313-2117; (805) 397-8301
Palm Springs, 950 North Farrell, 92262-5955; (760) 327-3258

Region IV

Los Angeles, 3615 South Hope Street, 90007-4370; (213) 748-2128
Los Angeles - (213) 748-7563
Compton, 2111 South Santa Fe, 90221-5310; (310) 898-2031
Compton - (310) 898-2144
Inglewood, 621 North LaBrea Avenue, 90302-3006; (310) 412-8905
Inglewood - (310) 412-0110

Region V

Oceanside, 4005 Plaza Drive, 92056-4620; (760) 724-1390

Oceanside - (760) 724-7851
 Irvine, 16735 Von Karman, #110, 92606-4593; (714) 440-4452
 Placentia, 2390 North Rose Drive, 92870-1722; (714) 577-0421
 Placentia - (714) 577-0291
 Placentia - (714) 577-0361
 El Cajon, 1450 Graves Avenue, 92021-2953; (619) 401-9348
 San Ysidro, 3702 Del Sol Blvd., 92154-3537; (619) 428-8629
 San Diego, 4375 Derrick Drive, 92117-4944; (619) 627-3948

Driving School Owner License

Businesses Requiring License: As above for all professional driving, trucking, and motorcycle schools, unless exempted by Vehicle Code.

Fees: Application: \$150; Fingerprint processing: \$42; Examination: none; License: none; Renewal: \$50; Change of location: \$70; Replacement or duplication: \$15; Family support: \$1.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: Be of good moral character and pass background investigation.

Average Time to Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: Annually.

Authority: Vehicle Code, Sec. 223, 310.6, 310.8, 311, 320, 1651, 1670, 1671, 11100 to 11114 and 12507; California Code of Regulations, Title 13, Sec. 100.4, 100.45, and 300.00 to 344.34; Government Code, Section 6157 (a)-(d); Labor Code, Section 3700; Education Code 41913-41919, 51220, and 51852.

Other Special License Requirements: Pass background investigation; have an established place of business open to the public and meet all requirements of state law and local ordinances; have the qualifications to be a licensed “driving school operator” or have in employ a “driving school operator”;

be aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workmen’s compensation; post bond of \$2,000; maintain insurance covering vehicles used; file vehicle inspection report. May require license from Office of Post secondary Education, Department of Education, if operating a vocational truck drivers school.

Comments: For an owner to act as instructor or operator of a driving school requires those licenses. Booklet “Driving School Program Handbook” is available from department offices.

Information and Applications: Forms required: OL 216, OL 29, OL 207, OL 218, OL 221, OL 224, OL 226, ADM 1316, Certificate of Appointment and Established Place of Business. Applications can be obtained from an Inspector Office or by calling (916) 657-8881. Completed driving school owner applications and forms must be submitted to an Inspector Office. If you have any general licensing questions please call (916) 657-8881.

Inspector Offices

Region I

Sacramento, 2120 Broadway, 95818-2518; (916) 657-6280
 Sacramento - (916) 657-6307
 Sacramento - (916) 657-6290
 Sacramento - (916) 657-7452
 Davis, 505 Pole Line Road, 95616-5418; (530) 758-6826
 Chico, 520 Cohasset Road, #7, 95926-2259; (530) 345-0747
 Novato, 936 7th Street, 94947-3000; (415) 898-2521
 Modesto, 124 Burney Street, 95354-2655; (209) 576-6323

Region II

Fresno, 1551 East Shaw, #101, 93710-8025; (209) 243-1643
 San Francisco, 1377 Fell Street, 94117-

2224; (415) 431-6304
San Francisco - (415) 431-6279
Hayward, 150 Jackson Street, 94544-1946;
(510) 728-1349
Hayward - 510-728-2174
San Jose, 111 W. Alma Avenue, 95110-
3630; (408) 277-9037
San Jose, 180 Martinvale Lane, 95119-1356;
(408) 225-5613
San Luis Obispo, 3190 South Higuera Street,
93401-6928; (805) 543-4492

Region III

Norco, 3201 Horseless Carriage Drive,
91760-1996; (909) 737-4581
Norco - (909) 737-3298
Redlands, 1659 West Lugonia Avenue,
91760-1996; (909) 307-2790
Newhall, 24427 Newhall Avenue, 91321-
2723; (805) 255-6524
Rancho Cucamonga, 8629 Hellman Avenue,
91730-4455; (909) 466-6887
Pomona, 1660 South Garey Avenue, 91766-
5223; (909) 623-5255
Pomona - (909) 623-8355
Oxnard, 4050 South Saviers Road, 93033-
6444; (808) 488-8725
Bakersfield, 7000 Schirra Court, 93313-
2117; (805) 397-8301
Palm Springs, 950 North Farrell, 92262-
5955; (760) 327-3258

Region IV

Los Angeles, 3615 South Hope Street,
90007-4370; (213) 748-2128
Los Angeles - (213) 748-7563
Compton, 2111 South Santa Fe, 90221-
5310; (310) 898-2031
Compton - (310) 898-2144
Inglewood, 621 North LaBrea Avenue,
90302-3006; (310) 412-8905
Inglewood - (310) 412-0110

Region V

Oceanside, 4005 Plaza Drive, 92056-4620;
(760) 724-1390
Oceanside - (760) 724-7851
Irvine, 16735 Von Karman, #110, 92606-
4593; (714) 440-4452

Placentia, 2390 North Rose Drive, 92870-
1722; (714) 577-0421
Placentia - (714) 577-0291
Placentia - (714) 577-0361
El Cajon, 1450 Graves Avenue, 92021-2953;
(619) 401-9348
San Ysidro, 3702 Del Sol Blvd., 92154-
3537; (619) 428-8629
San Diego, 4375 Derrick Drive, 92117-
4944; (619) 627-3948

Independent Driving Instructor's License

Vocations Requiring License: Persons providing independent driving instruction in vehicles for a fee.

Fees: Application: \$30; Fingerprints: \$42; Examination: none; License: none; Renewal: \$30; Transfer or duplicate: \$15; Family support: \$1.

Examination Frequency: Initial and every 3 years.

Examination Locations: See list under Driving Instructor License.

Experience Requirement: High school graduate.

Average Time to Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: Every 3 years following date of issuance

Authority: Vehicle Code, Sec. 11100-11116; California Code of Regulations, Title 13, Sec. 50.40-50.45, and 340.00-344.34; Government Code, Section 6157 (a-d).

Other Special License Requirements: Background investigation; physical examination; 18 years of age or older; high school education or equivalent; must be employed as an accredited teacher of driver education or training under provisions of Education Code at all times; have satisfactorily completed a course in the teaching of driver education and driver training acceptable to the department; pass the required written and driving exams; submit a vehicle inspection sheet annually; meet all requirements of Vehicle Code Section 11103—maintain

insurance coverage at all times; submit proof of coverage with application.

Comments: License issued only if city population is less than 50,000 and county population is less than 400,000, and there is no licensed driver school in the city.

Information and Applications: Forms required: OL 16, DL 51, OL 29, OL 221, ADM 1316, Instructor written test results, instructor driving test; driver record printout and proof of insurance. The following list of field offices participate in driving school occupational licensing. Applications for independent driving instructors will be accepted and processed at any field office listed below. Applications can be obtained from an field office listed below. Submit completed applications for independent driving instructors to a field office listed below. If you have any general licensing questions please call (916) 657-8881.

Field Offices Participating In Driving School Program (By County)

Alameda

Hayward, 150 Jackson Street
Oakland, 5300 Claremont Avenue

Butte

Chico, 500 Cohasset Road, Suite 31

Contra Costa

El Cerrito, 6400 Manilla Avenue
Walnut Creek, 1910 North Broadway

Fresno

Fresno, 655 West Olive Avenue

Humboldt

Eureka, 322 West 15th Street

Kern

Bakersfield, 3120 F Street
Ridgecrest, 540 Perdew Avenue, #A

Los Angeles

Arleta, 1440 Van Nuys Blvd.
Bellflower, 9520 E. Artesia Blvd.

Compton, 2111 South Santa Fe Avenue
Culver City, 11400 West Washington Blvd.
Glendale, 1335 W. Glenoaks Blvd.
Hollywood, 803 North Cole Avenue
Lancaster, 1110 West Avenue "I"
Lincoln Park, 3529 N. Mission Road
Long Beach, 2627 Pacific Avenue
Montebello, 424 North Wilcox Avenue
Pasadena, 49 South Rosemead Blvd.
Pomona, 211 Erie Street
Santa Monica, 2235 Colorado Avenue
Van Nuys, 14920 Vanowen Street
West Covina, 800 S. Glendora Avenue
Winnetka, 20725 Sherman Way

Marin

Corte Madera, 75 Tamal Vista Blvd.

Merced

Merced, 1313 West 12th Street

Monterey

Seaside, 1180 Canyon Del Rey

Orange

Fullerton, 909 West Valencia
Santa Ana, 1330 East First Street

Riverside

Riverside, 6280 Brockton Avenue

Sacramento

Sacramento, 4700 Broadway

San Bernardino

San Bernardino, 1310 North Waterman
Upland, 222 South Mountain

San Diego

Chula Vista, 30 North Glover Avenue
San Diego, 3960 Normal Street

San Joaquin

Stockton, 710 N. American Street

San Mateo

Daly City, 1500 Sullivan Avenue
Redwood City, 300 Brewster Avenue
San Mateo, 425 North Amphlett Blvd.

Santa Barbara

Santa Barbara, 535 Castillo Street

Santa Clara

Gilroy, 8200 Church Street
Mountain View, 595 Showers Drive

Santa Cruz

Capitola, 4200 Capitola Road

Shasta

Redding, 235 Akard Avenue

Sonoma

Santa Rosa, 2570 Corby Avenue

Sutter

Yuba City, 379 Colusa Avenue

Tulare

Visalia, 1711 East Main Street

Ventura

Ventura, 4260 Market Street

Registration Services

Businesses Requiring License: A person engaged for compensation in the business of processing on behalf of another applications for registration, transfer of ownership or registration renewal for compensation.

Fees: Application: \$150, Branch location (if any): \$70, Fingerprint processing: \$42; Family support: \$1.

Examination Frequency: N/A.

Examination Location: N/A.

Experience Requirement: None.

Average Time To Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: Annually, based on the month original license issued. Renewal may be made within thirty (30) days following the expiration date by paying a penalty equal to 100 percent of the original application fee.

Authority: Vehicle Code, Sec. 505.2 (a-b), 11400 et seq.; California Code of Regulations, Title 13, Chap. 1, Art. 4.5, Sec. 330.00 - 330.60; Government Code, Section 6157 (a-d).

Other Special License Requirements: Your location must meet requirements of Vehicle Code Sections 11709 and 11407; California Code of Regulations, Sections 330.00 and 330.24; and meet local city or county zoning requirements.

Comments: Forms required: ADM 1316, OL 29, OL 601, OL 602, OL 605, Certification of Appointment.

Information and Applications: Applications for registration services will be accepted and processed at any field office listed below. Applications can be obtained from an any field office. Submit completed applications for registration services to any field office. If you have any general licensing questions please call (916) 657-6621.

Traffic Violator School License

Businesses Requiring License: Traffic violator schools offering traffic safety instruction for compensation.

Fees: Application: \$150; Fingerprint processing: \$42; Classroom location: \$70; Examination: none; License: none; Renewal: \$50; Renewal classroom location: \$50; Change of location: \$70; Replacement or duplicate: \$15; Family support: \$1.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirements: None.

Average Time to Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: Annually.

Authority: Vehicle Code, Sec. 320, 626, 626.2, 626.4, 626.6, 1651, 1670, 1671, and 11200-11222; California Code of Regulations, Title 13, Sec. 101.05-101.50, 250.00 through 25.40, 345.00 et seq., and 440. 00 et al.; Government Code, Section 6157

(a-d).

Other Special License Requirements: Post bond of \$2,000; established place of business; lesson plan approved; licensed classroom; pass background investigation; and submit proposed name of business in writing for approval to the traffic violator school unit

Comments: To act as a traffic violator school instructor or operator requires those licenses.

Information and Applications: Forms required: OL 29, OL 611, OL 612, OL 704, OL 710, OL 712, OL 713, OL 751, OL 754, OL760, ADM 1316, and established place of business. Information may be obtained from any Inspector Office listed below or by request from the Traffic Violator School Unit, P.O. Box 825383, Sacramento, CA 94232-5383, (916) 657-5982. Applications must be obtained directly from the Traffic Violator School Unit in Sacramento. Submit completed traffic school owner applications and forms must be submitted to an Inspector Office. If you have any general licensing questions please call (916) 657-5982.

Inspector Offices

Region I

Sacramento, 2120 Broadway, 95818-2518; (916) 657-6280
 Sacramento - (916) 657-6307
 Sacramento - (916) 657-6290
 Sacramento - (916) 657-7452
 Davis, 505 Pole Line Road, 95616-5418; (530) 758-6826
 Chico, 520 Cohasset Road, #7, 95926-2259; (530) 345-0747
 Novato, 936 7th Street, 94947-3000; (415) 898-2521
 Modesto, 124 Burney Street, 95354-2655; (209) 576-6323

Region II

Fresno, 1551 East Shaw, #101, 93710-8025; (209) 243-1643
 San Francisco, 1377 Fell Street, 94117-2224; (415) 431-6304

San Francisco - (415) 431-6279
 Hayward, 150 Jackson Street, 94544-1946; (510) 728-1349
 Hayward - (510) 728-2174
 San Jose, 111 W. Alma Avenue, 95110-3630; (408) 277-9037
 San Jose, 180 Martinvale Lane, 95119-1356; (408) 225-5613
 San Luis Obispo, 3190 South Higuera Street, 93401-6928; (805) 543-4492

Region III

Norco, 3201 Horseless Carriage Drive, 91760-1996; (909) 737-4581
 Norco - (909) 737-3298
 Redlands, 1659 West Lugonia Avenue, 91760-1996; (909) 307-2790
 Newhall, 24427 Newhall Avenue, 91321-2723; (805) 255-6524
 Rancho Cucamonga, 8629 Hellman Avenue, 91730-4455; (909) 466-6887
 Pomona, 1660 South Garey Avenue, 91766-5223; (909) 623-5255
 Pomona - 909-623-8355
 Oxnard, 4050 South Saviers Road, 93033-6444; (808) 488-8725
 Bakersfield, 7000 Schirra Court, 93313-2117; (805) 397-8301
 Palm Springs, 950 North Farrell, 92262-5955; (760) 327-3258

Region IV

Los Angeles, 3615 South Hope Street, 90007-4370; (213) 748-2128
 Los Angeles - (213) 748-7563
 Compton, 2111 South Santa Fe, 90221-5310; (310) 898-2031
 Compton - (310) 898-2144
 Inglewood, 621 North LaBrea Avenue, 90302-3006; (310) 412-8905
 Inglewood - (310) 412-0110

Region V

Oceanside, 4005 Plaza Drive, 92056-4620; (760) 724-1390
 Oceanside - (760) 724-7851
 Irvine, 16735 Von Karman, #110, 92606-4593; (714) 440-4452
 Placentia, 2390 North Rose Drive, 92870-1722; (714) 577-0421

Placentia - (714) 577-0291
Placentia - (714) 577-0361
El Cajon, 1450 Graves Avenue, 92021-2953;
(619) 401-9348
San Ysidro, 3702 Del Sol Blvd., 92154-
3537; (619) 428-8629
San Diego, 4375 Derrick Drive, 92117-
4944; (619) 627-3948

Traffic Violator School Instructor License

Vocations Requiring License: Persons providing traffic safety instruction for compensation, except when providing instruction in a public school and holding a valid teaching credential in the area of traffic safety.

Fees: Application: \$30; Fingerprint processing: \$42; Examination: none; Renewal: \$30; Modification: \$30; Transfer: \$15; Replacement or duplicate: \$15; Family support: \$1.

Examination Frequency: Initially and every three years.

Examination Locations: See list below.

Education Requirements: High school education.

Average Time to Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: 3 years following date of issuance unless canceled, suspended, or revoked by the department and is not transferable to another person. A written exam is also required every three years. The traffic violator school instructor license must be renewed prior to the expiration date of the license. The traffic violator school instructor license will not be able to renew the license **after** the date of expiration.

Authority: Vehicle Code, Sec. 626.4, 1651, 11200-11222; California Code of Regulations, Title 13, Sec. 345.06, 345.13, 345.23, 345.24, 345.25, 345.6, 345.29, 345.39, 345.58, 345.68, 345.72, 345.78, 345.86, 345.88, and 440.00 et al.; Government Code, Section 6157 (a-d).

Other Special License Requirements: Must

hold a valid California driver license; 18 years of age or older; employed by a licensed traffic violator school; physical examination; high school education or equivalent; pass required written exam within three attempts.

Comments: To act as a traffic violator school owner or operator must possess those licenses.

Information and Application: Forms required: OL 29, OL 710, ADM 1316, driver record printout, results of written examination, and proof of high school graduation or equivalent. Forms may be obtained only from DMV field offices listed below or from the Traffic Violator School Unit, P.O. Box 825383, Sacramento, CA 94232-5383. Submit completed application forms to any DMV field office listed below that participates in the Traffic Violator School Program. If you have any general licensing questions please call (916) 657-8881.

DMV Field Offices Participation in the Traffic Violator School Program

Bakersfield, 3120 F Street (93301);
(805) 395-2825
Eureka, 322 W. 15th Street (95501);
(707) 445-6483
Fresno, 655 W. Olive Ave. (93728);
(209) 445-5469
Inglewood, 621 N. La Brea Ave. (92302);
(310) 412-6186
Los Angeles, 3615 S. Hope St. (90007);
(213) 744-2000
Montebello, 424 N. Wilcox Ave. (90640);
(213) 724-0930
Oakland, 5300 Claremont Ave. (94618);
(510) 450-3670
Oxnard, 4050 S. Saviers Rd. (93033);
(805) 488-0763
Redding, 2135 Akard Ave. (96001);
(916) 225-2100
Sacramento, 4700 Broadway (95820);
(916) 657-7669
San Bernardino, 1310 N. Waterman Ave.
(92404); (909) 889-0113

San Diego, 3960 Normal St. (92103);
 (619) 688-0227
 San Francisco, 1377 Fell St. (94117);
 (415) 557-4013
 San Jose, 111 W. Alma (95110);
 (408) 277-1301
 Santa Ana, 1330 E. First Street (92701);
 (714) 558-4688
 Santa Rosa, 2570 Corby Ave. (95407);
 (707) 542-2424
 Seaside, 1180 Canyon Del Ray (93955);
 (408) 649-2935
 Stockton, 710 N. American St. (95202);
 (209) 948-7687
 West Covina, 800 S. Glendora Ave. (91790);
 (818) 962-3661
 Winnetka, 20725 Sherman Way (91306);
 (818) 346-0133
 Yuba City, 1570 Poole St. (95993);
 (916) 741-4221

Traffic Violator School Operator License

Vocations Requiring Licensing: Managers or administrators of traffic violator schools.

Fees: Application: \$100; Fingerprint processing: \$42; Examination: none; License: none; Renewal: \$50; Transfer: \$15; Replacement or duplicate: \$15; Family support: \$1.

Examination Frequency: Initially and every two years.

Examination Locations: Contact an Inspector for an appointment.

Education Requirements: None.

Average Time to Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: 2 years from date of application.

Authority: Vehicle Code, Sec. 11200-11222; California Code of Regulations, Title 13, Sec. 101.05-101.50.

Other Special License Requirements: Age 18; pass background investigation; possess 500 hours of experience in traffic violator school instruction; employed by a licensed traffic violator school; have valid California

driver's license and not be on probation as a negligent operator; have a driver record which does not contain an outstanding notice for violating a written promise to appear in court or for willfully failing to pay a lawfully imposed fine; pass the written examination within three attempts.

Comments: To act as a traffic violator school owner or instructor, must possess those licenses.

Information and Application: Forms required: OL 29, OL 226, OL 602, OL 751, ADM 1316, traffic violator school operator examination results, proof of high school graduation or equivalent and 500 hour certification. Forms may be obtained from an Inspector Office listed below or from the Traffic Violator School Unit, P.O. Box 825383, Sacramento, CA 94232-5383. Submit completed applications to an Inspector listed below. If you have any general licensing questions please call (916) 657-5982.

Inspector Offices

Region I

Sacramento, 2120 Broadway, 95818-2518;
 (916) 657-6280

Sacramento - (916) 657-6307

Sacramento - (916) 657-6290

Sacramento - (916) 657-7452

Davis, 505 Pole Line Road, 95616-5418;
 (530) 758-6826

Chico, 520 Cohasset Road, #7, 95926-2259;
 (530) 345-0747

Novato, 936 7th Street, 94947-3000;
 (415) 898-2521

Modesto, 124 Burney Street, 95354-2655;
 (209) 576-6323

Region II

Fresno, 1551 East Shaw, #101, 93710-8025;
 (209) 243-1643

San Francisco, 1377 Fell Street, 94117-2224;
 (415) 431-6304

San Francisco - 415-431-6279

Hayward, 150 Jackson Street, 94544-1946;

(510) 728-1349
Hayward - (510) 728-2174
San Jose, 111 W. Alma Avenue, 95110-3630; (408) 277-9037
San Jose, 180 Martinvale Lane, 95119-1356; (408) 225-5613
San Luis Obispo, 3190 South Higuera Street, 93401-6928; (805) 543-4492

Region III

Norco, 3201 Horseless Carriage Drive, 91760-1996; (909) 737-4581
Norco - (909) 737-3298
Redlands, 1659 West Lugonia Avenue, 91760-1996; (909) 307-2790
Newhall, 24427 Newhall Avenue, 91321-2723; (805) 255-6524
Rancho Cucamonga, 8629 Hellman Avenue, 91730-4455; (909) 466-6887
Pomona, 1660 South Garey Avenue, 91766-5223; (909) 623-5255
Pomona - (909) 623-8355
Oxnard, 4050 South Saviers Road, 93033-6444; (808) 488-8725
Bakersfield, 7000 Schirra Court, 93313-2117; (805) 397-8301
Palm Springs, 950 North Farrell, 92262-5955; (760) 327-3258

Region IV

Los Angeles, 3615 South Hope Street, 90007-4370; (213) 748-2128
Los Angeles - (213) 748-7563
Compton, 2111 South Santa Fe, 90221-5310; (310) 898-2031
Compton - (310) 898-2144
Inglewood, 621 North LaBrea Avenue, 90302-3006; (310) 412-8905
Inglewood - (310) 412-0110

REGION V

Oceanside, 4005 Plaza Drive, 92056-4620; (760) 724-1390

Oceanside - (760) 724-7851
Irvine, 16735 Von Karman, #110, 92606-4593; (714) 440-4452
Placentia, 2390 North Rose Drive, 92870-1722; (714) 577-0421
Placentia - (714) 577-0291
Placentia - (714) 577-0361
El Cajon, 1450 Graves Avenue, 92021-2953; (619) 401-9348
San Ysidro, 3702 Del Sol Blvd., 92154-3537; (619) 428-8629
San Diego, 4375 Derrick Drive, 92117-4944; (619) 627-3948

Vehicle Dealer License (Auto, Motorcycle, Truck, etc.)

Businesses Requiring License: Dealers selling automobiles, trucks, recreational vehicles, motorcycles, trailers, or snowmobiles, new or used.

Fees: Application: \$150; Branch location (if any): \$70; Fingerprint processing: \$42; Special plates: \$30 per plate (optional); Family support: \$1; *New Motor Vehicle Board fee: \$300 (auto, commercial vehicle, and motorcycle dealers, manufacturers, distributors and representatives only).

Examination Frequency: None.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: Annually (staggered renewal dates determined by the month the license was originally issued). Renewal may be made within 30 days following the expiration date by paying a penalty equal to 100% of the original application fee plus 40% penalty on each special plate.

Authority: Vehicle Code, Sec. 20, 285-286, 320, 426, 3000 et seq., 5753, 8803, 10750, 10751, and 11700, et seq., 11800, and 11824; California Code of Regulations, Title 13, Chap. 1; Civil Code, Sections 1790-1795.7, 1796-1796.5, and 2981-21984.4; Government Code, Section 6157 (a-d); and

Health and Safety Code, Sections 43150-43156, 43200-43213, and 43600-43659.

Other Special License Requirements:

\$10,000 surety bond; established place of business; fingerprints; satisfactory personal history questionnaire; zoning verification; location must meet inspection requirements of Vehicle Code Sections 320 (a), 11709 (a) and California Code of Regulations Sections 270.08, 270.08 (a), and 408.00. Although it is not a prerequisite to a license being issued by this Department, vehicle dealers also must obtain a Resale Permit from the State Board of Equalization. There may be other requirements such as the following: repair shop must be licensed by the Bureau of Automotive Repair, Department of Consumer Affairs; business license from local city and/or county; Dismantlers License may also be required.

Comments: Forms required: ADM 1316, OL 12, OL 21A, OL 25, OL 29, OL 53, OL 62, OL 124 (new auto/commercial and motorcycle dealers only), letter of authorization (new trailer and RV dealers only), certificate of appointment, zoning verification, copy of Certificate of Completion, Dealer Education Program (Used Vehicle Dealers Only), proof of successfully passing the Used Permit Vehicle Dealer Test (Used Vehicle Dealers Only).

Information and Applications: Applications and information may be obtained from any Inspector Office listed below or from Occupational Licensing, P.O. Box 932342, Sacramento, CA 94232-3420. Completed applications are submitted to Inspectors. Submit completed applications and forms to an Inspector listed below. If you have any general licensing questions please call (916) 657-6621.

Inspector Offices

Region I

Sacramento, 2120 Broadway, 95818-2518; (916) 657-6280
 Sacramento - (916) 657-6307
 Sacramento - (916) 657-6290

Sacramento - (916) 657-7452
 Davis, 505 Pole Line Road, 95616-5418; (530) 758-6826
 Chico, 520 Cohasset Road, #7, 95926-2259; (530) 345-0747
 Novato, 936 7th Street, 94947-3000; (415) 898-2521
 Modesto, 124 Burney Street, 95354-2655; (209) 576-6323

Region II

Fresno, 1551 East Shaw, #101, 93710-8025; (209) 243-1643
 San Francisco, 1377 Fell Street, 94117-2224; (415) 431-6304
 San Francisco - (415) 431-6279
 Hayward, 150 Jackson Street, 94544-1946; (510) 728-1349
 Hayward - (510) 728-2174
 San Jose, 111 W. Alma Avenue, 95110-3630; (408) 277-9037
 San Jose, 180 Martinvale Lane, 95119-1356; (408) 225-5613
 San Luis Obispo, 3190 South Higuera Street, 93401-6928; (805) 543-4492

Region III

Norco, 3201 Horseless Carriage Drive, 91760-1996; (909) 737-4581
 Norco - (909) 737-3298
 Redlands, 1659 West Lugonia Avenue, 91760-1996; (909) 307-2790
 Newhall, 24427 Newhall Avenue, 91321-2723; (805) 255-6524
 Rancho Cucamonga, 8629 Hellman Avenue, 91730-4455; (909) 466-6887
 Pomona, 1660 South Garey Avenue, 91766-5223; (909) 623-5255
 Pomona - (909) 623-8355
 Oxnard, 4050 South Saviers Road, 93033-6444; (808) 488-8725
 Bakersfield, 7000 Schirra Court, 93313-2117; (805) 397-8301
 Palm Springs, 950 North Farrell, 92262-5955; (760) 327-3258

Region IV

Los Angeles, 3615 South Hope Street,
90007-4370;
(213) 748-2128
Los Angeles - (213) 748-7563
Compton, 2111 South Santa Fe, 90221-
5310;
(310) 898-2031
Compton - (310) 898-2144
Inglewood, 621 North LaBrea Avenue,
90302-3006;
(310) 412-8905
Inglewood - (310) 412-0110

Region V

Oceanside, 4005 Plaza Drive, 92056-4620;
(760) 724-1390
Oceanside - (760) 724-7851
Irvine, 16735 Von Karman, #110, 92606-
4593; (714) 440-4452
Placentia, 2390 North Rose Drive, 92870-
1722; (714) 577-0421
Placentia - (714) 577-0291
Placentia - (714) 577-0361
El Cajon, 1450 Graves Avenue, 92021-2953;
(619) 401-9348
San Ysidro, 3702 Del Sol Blvd., 92154-
3537; (619) 428-8629
San Diego, 4375 Derrick Drive, 92117-
4944; (619) 627-3948

Vehicle Dismantler License

Businesses Requiring License: Wreckers and body repair shops which dismantle vehicles.

Fees: Application: \$100; Branch location (if any): \$50; Fingerprint processing: \$42; Special plates: \$31 per plate (optional); Family support: \$1.

Examination Frequency: None.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: Annually, based on the month the license was originally issued. Renewal may be made within 30

days following the expiration date by paying a penalty equal to 100% of the original application fee, plus 40% penalty on each special plate.

Authority: Vehicle Code, Sec. 29, 220, 221, 320 (b), 3000 et seq., and 11500 et seq.; California Code of Regulations, Title 13, Chap. 1; Government code, Section 6157 (a-d).

Other Special License Requirements:

Established place of business; fingerprints; personal history statements. Location must meet inspection requirements as required by Vehicle code Sections 320 (b), 11500, 11514, and California Code of Regulations, Section 304.04. If used parts are sold, a Resale Permit must be obtained from the State Board of Equalization; not a prerequisite to licensing. Autobody shops must have license from Bureau of Automotive Repair, Department of Consumer Affairs.

Comments: Forms required: ADM 1316, OL 12, OL 21A, OL 29, OL 62, OL 107.

Information and Applications: Applications and information may be obtained from any Inspector Office listed below or from Occupational Licensing, P.O. Box 932342, Sacramento, CA 94232-3420. Completed applications are submitted to Inspectors. Submit completed applications to an Inspector listed below. If you have any general licensing questions please call (916) 657-6621.

Inspector Offices

Region I

Sacramento, 2120 Broadway, 95818-2518;
(916) 657-6280
Sacramento - (916) 657-6307
Sacramento - (916) 657-6290
Sacramento - (916) 657-7452
Davis, 505 Pole Line Road, 95616-5418;
(530) 758-6826
Chico, 520 Cohasset Road, #7, 95926-2259;
(530) 345-0747
Novato, 936 7th Street, 94947-3000;
(415) 898-2521

Modesto, 124 Burney Street, 95354-2655;
(209) 576-6323

Region II

Fresno, 1551 East Shaw, #101, 93710-8025;
(209) 243-1643

San Francisco, 1377 Fell Street, 94117-
2224; (415) 431-6304

San Francisco - (415) 431-6279

Hayward, 150 Jackson Street, 94544-1946;
(510) 728-1349

Hayward - (510) 728-2174

San Jose, 111 W. Alma Avenue, 95110-
3630; (408) 277-9037

San Jose, 180 Martinvale Lane, 95119-1356;
(408) 225-5613

San Luis Obispo, 3190 South Higuera Street,
93401-6928;(805) 543-4492

Region III

Norco, 3201 Horseless Carriage Drive,
91760-1996;

(909) 737-4581

Norco - (909) 737-3298

Redlands, 1659 West Lugonia Avenue,
91760-1996;

(909) 307-2790

Newhall, 24427 Newhall Avenue, 91321-
2723; (805) 255-6524

Rancho Cucamonga, 8629 Hellman Avenue,
91730-4455; (909) 466-6887

Pomona, 1660 South Garey Avenue, 91766-
5223;

(909) 623-5255

Pomona - (909) 623-8355

Oxnard, 4050 South Saviers Road, 93033-
6444;

(808) 488-8725

Bakersfield, 7000 Schirra Court, 93313-
2117; (805) 397-8301

Palm Springs, 950 North Farrell, 92262-
5955; (760) 327-3258

Region IV

Los Angeles, 3615 South Hope Street,
90007-4370;

(213) 748-2128

Los Angeles - (213) 748-7563

Compton, 2111 South Santa Fe, 90221-

5310; (310) 898-2031

Compton - (310) 898-2144

Inglewood, 621 North LaBrea Avenue,
90302-3006;

(310) 412-8905

Inglewood - (310) 412-0110

Region V

Oceanside, 4005 Plaza Drive, 92056-4620;
(760) 724-1390

Oceanside - (760) 724-7851

Irvine, 16735 Von Karman, #110, 92606-
4593; (714) 440-4452

Placentia, 2390 North Rose Drive, 92870-
1722; (714) 577-0421

Placentia - (714) 577-0291

Placentia - (714) 577-0361

El Cajon, 1450 Graves Avenue, 92021-2953;
(619) 401-9348

San Ysidro, 3702 Del Sol Blvd., 92154-
3537; (619) 428-8629

San Diego, 4375 Derrick Drive, 92117-
4944; (619) 627-3948

Vehicle Distributor License

Businesses Requiring License: Vehicle distributors

Fees: Application: \$100; Branch location (if any): \$50; Fingerprint processing: \$42; Special plates: \$31 per plate (optional); Family support: \$1.

Examination Frequency: None.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: Annually, based on month original license was issued.

Renewal may be made within 30 days following the expiration date by paying a penalty equal to 100% of the original application fee plus 40% penalty on each special plate.

Authority: Vehicle Code, Sec. 296, 297, 507, 3000 et seq., and 11700 et seq.; California Code of Regulations, Title 13,

Chap. 11; Government Code, Section 6157 (a-d).

Other Special License Requirements: Board of Equalization permit; established place of business; fingerprints; personal history questionnaire; copy of resale license.

Comments: Forms required: ADM 1316, OL 12, OL 21A, OL 29, OL 95, OL 107, OL 126 (out of state only). Other documents required in addition to application forms and fees: brochure or drawing of the manufactured product (include the name); list of enfranchised dealers; list of authorized representatives; letter of appointment from manufacturer; 17 digit vehicle identification number; and the following three items if firm is incorporation in state other than California - articles of incorporation, certification from incorporating state's Secretary of State that the corporation is in good standing, and photo of the distributing facility.

Information and Applications: Applications and information may be obtained from any Inspector Office listed in Vehicle Dealer Section or from Occupational Licensing, P.O. Box 932342, Sacramento, CA 94232-3420. Submit completed applications to an Inspector listed in the Vehicle Dealer Section. If you have any general licensing questions please call (916) 657-6530.

Vehicle Lessor: Retailer License

Businesses Requiring License: Lessors selling previously leased vehicles.

Fees: Application: \$150; Branch location (if any): \$70 per branch; Fingerprint processing: \$42; No plate privilege: ; Family support: \$1.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: Annually, based on the month the license was originally issued. Renewal may be made within 30

days following the expiration date by paying a penalty equal to 100% of the original application fee.

Authority: Vehicle Code, Sec. 373, 286(a) and 11600 et seq.; California Code of Regulations, Title 13, Chap. 1; Business and Professions Code, Sections 9884-9884.19, 9889.15-9889.19, 9889.50-9889.61, and 17500.5; Civil Code, Sections 1790-1795.7, 1796-1796.5, and 2981-21984.4; Government Code, Section 6157(a-d); and Health and Safety Code, Sections 43150-43156, 43200-43213, and 43600-43659.

Other Special License Requirements: \$10,000 surety bond; established place of business; location must meet inspection requirement of Vehicle Code Section 11601 (c). Although it is not a prerequisite to a license being issued by this Department, lessor retailers must also obtain a Resale Permit from the State Board of Equalization. There may be other requirements.

Comments: Forms required: ADM 1316, OL 12, OL 21A, OL 29, OL 95, and OL 107, Certificate of Appointment. Other documents required: Surety Bond Verification and Board of Equalization Resale Permit.

Information and Applications: Applications and information may be obtained from any Inspector Office listed in Vehicle Dealer Section or from Occupational Licensing, P.O. Box 932342, Sacramento, CA 94232-3420. Submit completed applications to an Inspector listed in the Vehicle Dealer Section. If you have any general licensing questions please call (916) 657-6621.

Vehicle Manufacturer

Businesses Requiring License: Manufacturers of vehicles such as automobiles, trucks, motorcycles, trailers, mobile homes and snowmobiles.

Fees: Application: \$100; Branch location (if any): \$50; Fingerprint processing: \$42; Special plates: \$31 per plate (optional); New Motor Vehicle Board fee: \$300; Family support: \$1.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Background investigation which includes personal history and fingerprinting.

Average Time to Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: Annually, based on the month the original license was issued. Renewal may be made within 30 days following the expiration date by paying a penalty equal to 100% of the original application fee plus 40% penalty on each special plate.

Authority: Vehicle Code, Sec. 29, 389, 672, 3000 et seq., and 11700 et seq.; California Code of Regulations, Title 13, Chap. 1; Government Code, Section 6157 (a-d).

Other Special License Requirements: Established place of business; fingerprints; personal history questionnaire. Locations must meet requirements of Vehicle Code Sections 320 (a), 672, 11700 et seq.; and California Code of Regulations, Section 290.00.

Comments: Forms required: ADM 1316, OL 12, OL 21A, OL 29, OL 95, OL 107, OL 126 (out of state only). The following documents are required in addition to the application forms and fees: brochure or drawing of the manufactured product (include the name), list of enfranchised dealers, list of authorized representatives, 17 digit vehicle identification number, and if the firm is incorporated in a state other than California: articles of incorporation, certification from incorporating state's Secretary of State that the corporation is in good standing; and a photo of the manufacturing facility.

Information and Applications: Applications and information may be obtained from any Inspector Office listed in Vehicle Dealer Section or from Occupational Licensing, P.O. Box 932342, Sacramento, CA 94232-3420. Submit completed applications to an Inspector listed in the Vehicle Dealer Section. If you have any general licensing questions please call (916) 657-6530.

Vehicle Remanufacturer License

Businesses Requiring License: A person who produces a vehicle consisting of used or reconditioned parts in exchange for commission, money, or other thing of value.

Fees: Application: \$100; Branch Location (if any): \$50; Fingerprint processing: \$42; Special plates: \$31 per plate (optional); Family support: \$1.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Background investigation which includes personal history and fingerprinting.

Average Time to Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: Annually, staggered renewal dates determined by the month the license was originally issued. Renewal may be made within 30 days following the expiration date by paying a penalty equal to 100% of the original application fee, plus 40% penalty on each special plate.

Authority: Vehicle Code, Sec. 29, 507.8, 11700 et seq.; California Code of Regulations, Title 13, Chap. 1; Government Code, Section 6157 (a-d).

Other Special License Requirements: Post bond of \$25,000; established place of business; fingerprints; personal history questionnaire.

Comments: The following documents are required in addition to the application forms and fees: brochure or drawing of the manufactured product (include the name), list of enfranchised dealers, 17 digit vehicle identification number, and if the firm is incorporated in a state other than California: articles of incorporation, certification from incorporating state's Secretary of State that the corporation is in good standing; and a photo of the manufacturing facility.

Information and Applications: Forms required: ADM 1316, OL 12, OL 21A, OL 29, OL 95, OL 107, OL 126 (out of state only). Applications and information may be

obtained from any Inspector Office listed in Vehicle Dealer Section or from Occupational Licensing, P.O. Box 932342, Sacramento, CA 94232-3420. Submit completed applications to an Inspector listed in the Vehicle Dealer Section. If you have any general licensing questions please call (916) 657-6530.

Vehicle Representative License

Vocations Requiring License: Representatives of vehicle manufacturers or distributors.

Fees: Application: \$50; Fingerprint processing: \$42; Renewal: \$85; Reinstatement: \$50; Family support: \$1.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Background investigation which includes personal history and fingerprinting.

Average Time to Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: Annually, 6/1-6/30.

Authority: California Code of Regulations, Title 13, Chap. 19; Vehicle Code, Sec. 512 and 11900, et seq.

Other Special License Requirements: None.

Comments: Forms required: OL 16, OL 29, and ADM 1316.

Information and Applications: Applications and information may be obtained from any field office or from Occupational Licensing, P.O. Box 932342, Sacramento, CA 94232-3420.

Submit completed applications to a field office. If you have any general licensing questions please call (916) 657-8881.

Vehicle Salesperson License

Vocations Requiring License: Salespersons of new or used vehicles.

Fees: Application: \$50; Fingerprint processing: \$42; Examination: none; License: none; Renewal: \$51 (\$93 if fingerprints are required); Reinstatement: \$51; Duplicate: \$15; Family support: \$1.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Background investigation which includes personal history and fingerprinting.

Average Time to Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: 3 years from date of issuance.

Authority: Vehicle Code, Sec. 675, and See, 11800-11812; Government Code, Section 6157 (a-d).

Other Special License Requirements: None.

Comments: Forms required: OL 16, OL 29, and ADM 1316.

Information and Applications: Applications and information may be obtained from any field office or from Occupational Licensing, P.O. Box 932342, Sacramento, CA 94232-3420. Submit completed applications to a field office. If you have any general licensing questions please call (916) 657-8881.

Vehicle Transporter License

Businesses Requiring License: Firms transporting vehicles using state highways.

Fees: Application: \$100; Branch location (if any): \$50 per location; Fingerprint processing: \$42; Special plates: \$31 each plate (optional); Family support: \$1.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Background investigation which includes personal history and fingerprinting.

Average Time to Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: Annually, based on the month of original license issue.

Renewal may be made within 30 days following the expiration date by paying a penalty equal to 100% of the original application fee, plus 40% penalty on each special plate.

Authority: Vehicle Code, Sec. 29, 645 and 11700 et seq.; California Code of Regulations, Title 13, Chap. 1; Government Code, Section 6157 (a-d).

Other Special License Requirements: Licensed transporters must obtain permit from Department of Transportation (Caltrans) to move overwide objects. In-state transporters licensed also by Public Utilities Commission.

Comments: Forms required: ADM 1316, OL 12, OL 21A, OL 29, and OL 107. Must meet requirements of Vehicle Code Section 320 (b), 11700 et seq. & California Code of Regulations Section 295.00.

Information and Applications: Applications and information may be obtained from any Inspector Office listed in Vehicle Dealer Section or from Occupational Licensing, P.O. Box 932342, Sacramento, CA 94232-3420. Submit completed applications to an Inspector listed in the Vehicle Dealer Section. If you have any general licensing questions please call (916) 657-6621.

Vehicle Verifier License

Vocations Requiring License: Persons verifying vehicle documentation against physical inspection of vehicle.

Fees: Application: \$50; Fingerprint processing: \$42; Examination: none; License: none; Renewal: \$15; Family support: \$1.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Background investigation which includes personal history and fingerprinting.

Average Time to Process Application: 120 days. May issue temporary permit (see miscellaneous section at the end).

License Renewal Period: Biennially.

Authority: Vehicle Code, Sec. 675.5, 675.6, 11300-11310; Government Code, Section 6157 (a-d).

Other Special License Requirements: \$5,000 surety bond required.

Comments: Forms required: ADM 1316, OL 19, OL 29, OL 26.

Information and Applications: Applications and information may be obtained from any field office or from Occupational Licensing, P.O. Box 932342, Sacramento, CA 94232-3420. Submit completed applications to any field office. If you have any general licensing questions please call (916) 657-8881.

Miscellaneous

Temporary Permits

If the completed application is acceptable to the Department's Occupational Licensing Section, the Department may issue a temporary permit to the applicant. This permit will enable the applicant to operate the applicable business for a period not to exceed 120 days pending completion of the Department's background investigation.

Time Required to Issue the License

This depends on a number of factors. There is no specific time. Delays are principally caused by (1) incomplete applications requiring further correspondence, (2) the place of business does not meet requirements of the Vehicle Code, and (3) indication of a criminal record. Under normal conditions, the license will be issued within 120 days from the time of application.

All application forms must be neatly typed or printed in ink. They must be free from strikeouts or corrections. All information requested must be complete and accurate.

Osteopathic Medical Board of California

Corporation, Osteopathic (Registration)

Businesses Requiring Registration: Incorporated Osteopathic Practice.
Fees: Application: \$100; Renewal: \$25.
Examination Frequency: N/A.
Examination Location: N/A.
Requirement: Must be Licensed Osteopathic Physicians and surgeons.
Average Time to Process Application: 1 month.
Fee Period: Annually, on incorporation formation date.
Authority: Business and Professions Code, Sec. 2454.
Other Special License Requirements: Must meet corporation requirements Secretary of State's.
Comments: None.
Information and Applications: 2720 Gateway Oaks Drive, Suite 350, Sacramento 95833; (916)263-3100.

Osteopathic Practice

Businesses Requiring License: Osteopathic practice using fictitious name.
Fees: Application: \$100; Renewal: \$50.
Examination Frequency: N/A.
Examination Location: N/A.
Requirement: Must be licensed Osteopathic physician.
Average Time to Process Application: 1 month.
Permit renewal period: Annually, each January 1.
Authority: Business and Professions Code, Sec. 2415.
Other Special License Requirements: Must be licensed Osteopathic physician and surgeon.
Comments: None.
Information and Applications: See Corporation, Osteopathic.

Osteopathic Physician and Surgeon License

Businesses Requiring License: Osteopathic Physician and Surgeon.
Fees: Application, original: \$200; Application, reciprocity: \$200; Oral/Practical exam: \$200; Fingerprint: \$56.
Examination Frequency: At least four times per year.
Examination Location: Northern and Southern California.
Experience Requirements: Graduation from a US-approved college of Osteopathic Medicine, one-year internship; pass an oral and practical examination, and eligibility through reciprocity, or pass the National Boards.
Average Time to Process Application: 1 month.
Fee Period: Biennial renewal.
Authority: Business and Professions Code, Sec. 2099.5.
Other Special License Requirements: Possession, restricted drugs, Dept. of Health Services and U.S. Drug Administration.
Comments: Out-of-State Licensure is for Osteopathic physicians practicing in other states but desiring to retain California licensure. Note: This is a Continuing Medical Education (CME) requirement of 150 hours over a 3-year renewal period; 60 hours must be AOA category I.
Information and Applications: See Corporation, Osteopathic.

Pesticide Regulation, Department of

Pesticide Enforcement Branch

Licensing and Certification Program
1020 N Street, Room 300
Sacramento, California 95814
(916) 445-4038 or County Agricultural Commissioner's Office

Agricultural Pest Control Advisor

Vocations Requiring License: Any person who acts as an authority on agricultural pest control, or who offers a recommendation on any agricultural pest control, or who solicits services or sale of agricultural pest control methods.

Exemptions: Officials of federal, state and county departments of agriculture, and University of California personnel engaged in duties relating to agricultural use.

Fees: Initial application fee: \$50; Renewal \$40.

Examination Frequency: Every other month.

Examination Locations: Sacramento, Modesto, Salinas, San Bernardino, Indio, Fresno, San Jose, San Diego, Los Angeles, Santa Rosa, Redding, Bakersfield, and San Luis Obispo.

Education/Experience Requirements: Bachelor of Science or Bachelor of Arts in the Agricultural Sciences or Biological Sciences or Pest Management; or 60 semester units (90 quarter units) of college level curriculum in Agricultural Science or Biological Science or Pest Management, plus 24 months of technical experience as an assistant to a licensed Agricultural Pest Control Advisor. Both options include core course requirements of 39 semester units (58.5 quarter units).

Time to Process Application: 30 days.

License Renewal Period: Biennially.

Authority: Food and Agricultural Code, Sec. 11410, 11411, 12001, 12003 and 12021; California Code of Regulations, Sec. 6000 and 6550.

Other Special License Requirements: An applicant for an Agricultural Pest Control Advisor License must pass the laws and regulations examination, plus one or more of the following seven license categories:
 Category A - Insects, Mites, and Other Invertebrates
 Category B - Plant Pathogens
 Category C - Nematodes
 Category D - Vertebrate Pests
 Category E - Weed Control

Category F - Defoliation

Category G - Plant Growth Regulators

Forty hours of approved continuing education instruction during each two-year license period. Four of the forty hours must cover the topic of pesticide and pest control laws and regulations.

Comments: Agricultural pest control recommendations must be in writing. Regulations specify requirements for record keeping and distribution of the recommendations. Registration with the county agricultural commissioner is required to work in any county.

Information and Applications: Available at county agricultural commissioner offices or from the Pesticide Enforcement Branch, Licensing and Certification Program in Sacramento.

Pest Control Aircraft Pilot Certificate

Vocations Requiring Certificate: Any person who operates any aircraft for the purpose of pest control. There are two classifications of pest control aircraft pilots: apprentice (entry level) and journeyman. This includes pilots employed by licensed agricultural pest control businesses or vector control agencies, or those who perform pest control on their own property with the use of an aircraft.

Fees: Initial application: \$30; Renewal: \$25 each year.

Examination Frequency: Every other month.

Examination Locations: See Agricultural Pest Control Adviser.

Experience Requirement: Valid Federal Aviation Administration (FAA) Commercial Pilot Certificate, or if performing pest control on your own property, a valid FAA Private Pilot Certificate. In addition, each pilot must possess a Medical Certificate issued by the FAA.

Average Time to Process Application: 30 days.

License Renewal Period: Biennially.

Authority: Food and Agricultural Code, Sec. 11901, 11903, 11905, 11906, 11907 and 11910; Code of Regulations, Sec. 6000.2, 6511-6514, and 6540.

Other Special Certificate Requirements: Twenty hours of approved continuing education during each two-year certificate period. Included in the 20 hours of continuing education are at least four hours pertaining to pesticide or pest control laws and regulations, and at least four hours pertaining to aerial pest control equipment and application techniques.

Comments: There are two certificates issued to pest control aircraft pilots. The first certificate issued is an Apprentice Pilot Certificate. In order to obtain the Apprentice Pilot Certificate, the applicant must possess a valid FAA Commercial Pilot Certificate, a valid Medical Certificate, and pass the State Laws and Regulations Examination and Apprentice Pilot Examination. Each licensed pest control aircraft pilot must register with the county agricultural commissioner of each county in which he intends to work.

After working as an apprentice pilot for one year, and meeting the experience requirement of 150 hours of fixed-wing experience or 50 hours of helicopter experience, the apprentice pilot may apply for a Journeyman Pilot Certificate. The Journeyman Pilot Certificate is issued by the state to pilots who have passed the Journeyman Pilot Examination.

Information and Application: See Agricultural Pest Control Adviser.

Pest Control Business License

Vocations Requiring License: Any person who engages in the business of pest control for hire. This includes, but is not limited to, the following types of activities: Ground and aerial pest control applications; farm management companies when their services include pest control; packing houses,

shippers, storage facilities, and other processors that treat agricultural commodities owned by another person or firm; and companies that perform pest control along rights-of-way, in parks, cemeteries, nurseries, and on golf courses.

Exemptions: Structural pest control; preservation treatment of fabrics or structural materials; household or industrial sanitation services; and tree surgery involving the removal of diseased or infested tissues or applying disinfectants to wood cavities incidental to tree surgery; or trapping and removal of vertebrates without the use of pesticides.

Fees: Main location \$100 per year; branch location \$50 per year.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 30 days.

License Renewal Period: Biennially.

Authority: Food and Agricultural Code, Sec. 11403, 11701-11741.

Other Special License Requirements: At least one person in a supervisory position must hold a Qualified Applicator License with the appropriate pest control category(ies) at each principal and branch location. Businesses must provide proof of financial responsibility for any damages incurred as a result of their pest control operations. Businesses that perform pest control using an aircraft must have a person who holds a valid Journeyman Pest Control Aircraft Certificate and a FAA Operating Certificate to operate as a commercial agricultural aircraft operator.

Comments: The business is required to maintain records associated with the use of pest control products. They are also required to submit Pesticide Use Reports to the agricultural commissioner in the county where they are working. Registration is required with the county agricultural commissioner to work in any county.

Information and Applications: See Agricultural Pest Control Adviser.

Pest Control Business License Maintenance Gardener

Vocations Requiring License: Persons who perform pest control for hire incidental to their business of maintenance gardening. The incidental pest control is limited to ornamental and turf plantings indoors, commercial parks, or surrounding structures.

Exemptions: Persons performing pest control incidental to new construction are not required to obtain this business license. This would include construction work such as paving parking lots or driveways, establishing new landscape, or building homes or other structures.

Fees: Main location: \$50 per year; Branch location: \$50 per year.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 30 days.

Fee Period: Biennially.

Authority: Food and Agricultural Code, Sec. 11403, 11701-11741; California Code of Regulations, Sec. 6520-6524.

Other Special License Requirements: At least one person in a supervisory position must hold a valid Qualified Applicator License or Qualified Applicator Certificate in Category B - Landscape Maintenance at each location. The business must provide proof of financial responsibility to respond to damages incurred as a result of their pest control operations.

Comments: Various record keeping, reporting and permit requirements for the use of pesticides and pest control methods are required. Registration with the county agricultural commissioner is required to work in any county.

Information and Applications: See Agricultural Pest Control Adviser.

Pest Control Dealer License

Vocations Requiring License: Pesticide retailers who sell to users agricultural use or dual use pest control products (product labeled for both agricultural use and nonagricultural use) and restricted use pesticides.

Fees: Principal office: \$100 per year; Branch office: \$50 per year.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 30 days.

License Renewal Period: Biennially.

Authority: Food and Agricultural Code, Sec. 11407, 12101, 12103, 12104; California Code of Regulations, Sec. 6560.

Other Special License Requirements: The pest control dealer must maintain various records regarding the sales of agricultural use pest control products, restricted use pesticides, and Ground Water Protection List pesticides.

Comments: This license is issued to the pesticide dealership. An examination is not required. The person responsible for the pesticide dealership must possess a valid Designated Agent License, Agricultural Pest Control Adviser License, Pest Control Aircraft Pilot Certificate, or a Qualified Applicator License.

Information and Applications: See Agricultural Pest Control Advisor.

Pest Control Dealer Business Designated Agent License

Vocations Requiring License: Any person who is responsible for supervising the operations conducted by a licensed pest control dealer must maintain at the principal office and at each branch location a licensed designated agent.

Exemptions: A licensed Agricultural Pest Control Advisor, Qualified Applicator, or Pest Control Aircraft Pilot Certificate holder may supervise the operations of a licensed

pesticide dealership without having to obtain a Designated Agent License.
Fees: Application fee: \$15; Renewal: \$15.
Examination Frequency: Every other month.
Examination Locations: See Agricultural Pest Control Adviser.
Experience Requirement: None.
Average Time to Process Application: 30 days.
Fee Period: Biennially.
Authority: Food and Agricultural Code, Sec. 12106, 12251, 12252, 12253; California Code of Regulations, Sec. 6000, 6560-6574.
Other Special License Requirements: None.
Comments: An applicant for a Pesticide Dealer Designated Agent License must pass the Designated Agent License Examination. Record keeping and reporting requirements associated with the sale of agricultural use pesticides, restricted use pesticides, and Ground Water Protection List pesticides are required.
Information and Applications: See Agricultural Pest Control Adviser.

Qualified Applicator Certificate

Vocations Requiring Certificate: Any person who uses or supervises the use of federally restricted use pesticides or state restricted materials for any purpose or on any property other than that provided by the definition of private applicator. This certificate is also required by anyone who is in the business of landscape maintenance and performs pest control that is incidental to such a business. In this case, the Qualified Applicator Certificate holder is required to possess the Landscape Maintenance Pest Control Category on the certificate and obtain a Maintenance Gardener Pest Control Business License.
Fees: Application fee: \$25; Renewal: \$15 per year.
Examination Frequency: Every other month.
Examination Locations: See Agricultural Pest Control Adviser License.

Education/Experience Requirements: None.
Time to Process Application: 30 days.
Certificate Renewal Period: Biennially.
Authority: Food and Agricultural Code, Sec. 11704, 14151-14153.1; California Code of Regulations, Sec. 6000, 6000.2, and 6404.
Other Special License Requirements: An applicant for the Qualified Applicator Certificate must pass the Laws and Regulations Examination and at least one of the following pest control category examinations:

- Category A - Residential, Industrial & Institutional
- Category B - Landscape Maintenance
- Category C - Right-of-Way
- Category D - Plant Agriculture
- Category E - Forest
- Category F - Aquatic
- Category G - Regulatory
- Category H - Seed Treatment
- Category I - Animal Agriculture
- Category J - Demonstration and Research
- Category K - Health Related
- Category L - Wood Preservative (Subcategories-A,C)
- Category M - Antifouling Paints (Tributyltin), (Subcategory of A)
- Category N - Sewer Line Root Control

Each Qualified Applicator Certificate holder must obtain 20 hours of approved continuing education during each two-year certificate period. Four of the 20 hours must cover the topic of pesticide and pest control laws and regulations. Qualified Applicator Certificate holders who currently possess a valid Maintenance Gardener Pest Control Business License or are employed by such a business need only eight hours of approved continuing education if they only possess Category B - Landscape Maintenance on their card. Two of the eight hours must cover the topic of pesticide and pest control laws and regulations.
Comments: None.
Information and Applications: See Agricultural Pest Control Adviser.

Qualified Applicator License

Vocations Requiring License: Any person who supervises the pest control operations of a license Pest Control Business. This is the primary purpose of the license. It may also be used for a licensed Maintenance Gardener Pest Control Business, however, the Qualified Applicator Certificate would be more appropriate. This license can also be utilized by any person who uses or supervises the use of federally restricted use pesticides or state restricted materials for any purpose or on any property other than that provided by the definition of private applicator.

Fees: Application: \$40 per year; Renewal: \$30.

Examination Frequency: Every other month.

Examination Locations: See Agricultural Pest Control Adviser.

Education/Experience Requirements: None.

Time to Process Application: 30 days.

Fee Period: Biennially.

Authority: Food and Agricultural Code, Sec. 11701, 12201, 12202; California Code of Regulations, Sec. 6404, 6511-6514.

Other License Requirements: An applicant for the Qualified Applicator License must pass the Laws and Regulations Examination plus at least one of the following 13 license categories to become licensed.

Category A -Residential, Industrial, Institutional

Category B - Landscape Maintenance

Category C - Right-of-way

Category D - Plant Agriculture

Category E - Forest

Category F - Aquatic

Category G - Regulatory

Category H - Seed Treatment

Category I - Animal Agriculture

Category J - Demonstration and Research

Category K - Health Related

Category L - Wood Preservative (Subcategories-A,C)

Category N - Sewer Line Root Control

Each Qualified Applicator licensee must obtain 20 hours of approved continuing education during each two-year license period. Four of the 20 hours must cover the topic of pesticide and pest control laws and regulations. Qualified Applicator License holders who have only the Landscape Maintenance Pest Control Category (Category B) and who currently possess a valid Maintenance Gardener Pest Control Business License need only eight hours of approved continuing education. Two of the eight hours must cover the topic of pesticide and pest control laws and regulations.

Comments: None.

Information and Applications: See: Agricultural Pest Control Adviser License.

Registration Branch

Certificate of Registration for Economic Poison

Businesses Requiring License: Manufacturers, distributors and formulators of economic poisons.

Fees: \$200 per product; Renewal: \$200.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: Not a factor; however, data is required with the application that is scientific and supports registration.

Average Time to Process Application: The time allowed to consider a registration application where a new active ingredient or a major new use is involved is 120 days; for other applications or label amendments, 60 days is allowed. In addition, a 30-day period of public posting for comment is required before a license is issued.

License Renewal Period: Annually. Licenses expire on December 31.

Authority: Food and Agricultural Code, Sec. 12811 and 12844.

Other Special License Requirements:

Economic poisons must be registered with the U.S. Environmental Protection Agency

before obtaining state registration. Food and Agricultural Code, Sec. 13162, under certain conditions, authorizes a business the option to obtain an interim registration for a period of up to three years while it develops certain data required for full registration.

The application fee is \$5,000 in addition to the \$200 fee per product.

Comments: Subject to mill assessment collected on dollar sales to support programs and reimburse county costs in administration and enforcement.

Information and Applications:

Department of Pesticide Regulation
Pesticide Registration Branch, 1020 N Street
Room 332, Sacramento, CA 95814-5624;
(916) 445-4400.

Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun, Board of

Bar Pilots License (Shipping)

Vocations Requiring License: Bar pilots for San Francisco, San Pablo, and Suisun Bays.

Fees: None.

Examination Frequency: As required, anticipated at 24-36 month cycle.

Examination Locations: California Maritime Academy, Vallejo.

Experience Requirement: Minimum requirement is a U.S. Coast Guard Master's license with unlimited radar endorsement and two years in command of vessels or piloting under the authority of the federal license. Shiphandling experience, including tugboat experience, pilotage are all highly desirable.

Average Time to Process Application: (See Examination Frequency above.) Application screening for examination occurs three months prior to the examination date. Top scorers in competitive examination are contacted to enter the

Pilot Training Program starting three months after the examination. This is an on-the-job training program of one to three years.

Entrance into and completion of the program does not guarantee licensure as a pilot.

License Renewal Period: Annually.

Authority: California Administration Code, Title 7, Sec. 201-220; Harbors and Navigation Code, Div. 5, Sec. 1100-1203.

Other Special License Requirements:

Applicants for Bar Pilots must possess a valid federal merchant marine master's license issued by U.S. Coast Guard.

Comments: The California laws governing bar pilots for the Bays of San Francisco, San Pablo, and Suisun are contained in the Harbors and Navigation Code, Sections 1100-1211, inclusive. Sections 1170-1183 of the Code deal specifically with the licensing of pilots.

Information and Applications: World Trade Center, Room 234, San Francisco, CA 94111; (415) 397-2253.

Public Utilities Commission, California

Information and Applications: Rail Safety and Carriers Division, License Section [505 Van Ness Avenue, San Francisco, CA 94102; (415) 703-2063 or (800) 877-8867] and the following PUC Regional Offices:

107 South Broadway, Rm. 5109, Los Angeles, CA 90012; (213) 897-3116

770 "L" Street, Ste 1050, Sacramento, CA 95814; (916) 327-9913

1350 Front Street, Room 4006, State Building, San Diego, 92101; (619) 525-4217.

Charter Party Carrier of Passengers, Class A Certificate

Businesses Requiring Certificate: Passenger carriers operating any size vehicles on a

charter basis between California points. Charges are computed on a time and/or mileage basis, except for round-trip sightseeing, which may be on an individual fare basis.

Fees: Application: \$1500 (for a 3 year period); Renewal: \$500 (for a 3 year period). Vehicle Inspection: \$15 per tour bus, maximum \$6,500 every 13 months. Must pay quarterly or annual fees based upon California revenue.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Financial responsibility and fitness.

Average Time to Process Application: 2 months .

Certificate Renewal Period: Every 3 years prior to expiration.

Authority: Public Utilities Code, Sec. 5351, et seq.

Other Special Requirements:

1. Drivers must hold appropriate California driver's license
2. Drivers must be in Department of Motor Vehicles (DMV) Pull Notice Program.
3. Vehicles must be registered with PUC.
4. Vehicles must be maintained and operated in a safe manner - vehicles which seat more than 10 persons, including driver, must pass a California Highway Patrol (CHP) safety inspection.
5. Carrier must file evidence of PLPD insurance and Workers' Compensation insurance (if has any employees).
6. Carrier must comply with state or federal controlled substance and alcohol testing requirements.

Comments: Class A certificates authorize transportation services throughout the State in any size motor vehicle, including round-trip sightseeing service. Applicant must meet all safety and other requirements as outlined in Public Utilities Code Sec. 5374. Initial application must be published and is subject to protest.

Information and Applications: Contact License Section at S.F. Headquarters or any Regional PUC office.

Charter Party Carrier of Passengers, Class B Certificate

Businesses Requiring Certificate: Passenger carriers operating any size vehicles on a charter basis from a service area not to exceed a radius of 125 air miles from carrier's home terminal. Charges are computed on a time and/or mileage basis.

Fees: Application: \$500 (for a 3 year period); Renewal: \$500 (for a 3 year period). Vehicle Inspection: \$15 per tour bus, maximum \$6,500 every 13 months. Must pay quarterly or annual fees based upon California revenue.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Financial responsibility and fitness.

Average Time to Process Application: 2 months.

Certificate Renewal Period: Every 3 years prior to expiration.

Authority: Public Utilities Code, Sec. 5351 et seq.

Other Special Requirements:

1. Drivers must hold appropriate California driver's license.
2. Drivers must be in DMV Pull Notice Program.
3. Vehicles must be registered with PUC.
4. Vehicles must be maintained and operated in a safe manner - vehicles which seat more than 10 persons including driver must pass a CHP safety inspection.
5. Carrier must file evidence of PLPD insurance and Workers' Compensation insurance (if has any employees).
6. Carrier must comply with state or federal controlled substance and alcohol testing requirements.

Comments: Applicant must meet all safety and other requirements as outlined in Public Utilities Code Sec. 5374. Initial application must be published and is subject to protest.

Information and Applications: Contact License Section at S.F. Headquarters or any Regional PUC office.

Charter Party Carrier of Passengers, Class C Certificate

Business Requiring Certificate: Passenger carriers operating any size vehicles in providing transportation services incidental to commercial river rafting, skiing and balloon operations.

Fees: Application: \$500 (for a 3 year period); Renewal: \$500 (for a 3 year period); Vehicle inspection: \$15 per tour bus, maximum \$6,500 every 13 months. Must pay quarterly or annual fees based upon California revenue.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Financial responsibility and fitness.

Average Time to Process Application: 2 months.

Certificate Renewal Period: Every 3 years prior to expiration.

Authority: Public Utilities Code, Sec. 5351, et seq.

Other Special Requirements:

1. Drivers must hold appropriate California driver's license.
2. Drivers must be in DMV Pull Notice Program.
3. Vehicles must be registered with PUC.
4. Vehicles must be maintained and operated in a safe manner - vehicles which seat more than 10 persons including driver must pass a CHP safety inspection.
5. Carrier must file evidence of PLPD insurance and Workers' Compensation insurance (if has any employees).
6. Carrier must comply with state or federal controlled substance and alcohol testing requirements.

Comments: Applicant must meet all safety and other requirements as outlined in Public Utilities Code Sec. 5374. Initial application must be published and is subject to protest.

Information and Applications: Contact License Section at S.F. Headquarters or any Regional PUC office.

Charter Party Carrier of Passengers, Class P Permit

Businesses Requiring Permit: Passenger carriers operating vehicles under 15 passenger seating capacity between California points. Charges are computed on a time and/or mileage basis.

Fees: Application: \$500 (for a 3 year period); Renewal: \$500 (for a 3 year period); Vehicle inspection: \$15 per tour bus, maximum \$6,500 every 13 months. Must pay quarterly or annual fees based upon California revenue.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Financial responsibility and fitness.

Average Time to Process Application: Varies, minimum of one month.

Permit Renewal Period: Every 3 years; prior to expiration.

Authority: Public Utilities Code, Sec. 5351, et seq.

Other Special Requirements:

1. Drivers must hold appropriate California driver's license.
2. Drivers must be in Department of Motor Vehicles (DMV) Pull Notice Program.
3. Vehicles must be registered with PUC.
4. Vehicles must be maintained and operated in a safe manner - vehicles which seat more than 10 persons, including driver, must pass a California Highway Patrol (CHP) safety inspection.
5. Carrier must file evidence of PLPD insurance and Workers' Compensation insurance (if has any employees).
6. Carrier must comply with state or federal controlled substance and alcohol testing requirements.

Comments: None.

Information and Applications: Contact License Section at S.F. Headquarters or any Regional PUC office.

Charter Party Carrier of Passengers, Class S Permit

Businesses Requiring Permit: Passenger carriers conducting round trip sightseeing tour services. Carrier may compute charges on an individual fare basis.

Fees: Application: \$500 (for a 3 year period); Renewal: \$500 (for a 3 year period); Vehicle inspection: \$15 per tour bus, maximum \$6,500 every 13 months. Must pay quarterly or annual fees based upon California revenue.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Financial responsibility and fitness.

Average Time to Process Application:

Varies, minimum of one month.

Permit Renewal Period: Every 3 years; prior to expiration.

Authority: Public Utilities Code, Sec. 5351, et seq.

Other Special Requirements:

1. Drivers must hold appropriate California driver's license.
2. Drivers must be in Department of Motor Vehicles (DMV) Pull Notice Program.
3. Vehicles must be registered with PUC.
4. Vehicles must be maintained and operated in a safe manner - vehicles which seat more than 10 persons, including driver, must pass a California Highway Patrol (CHP) safety inspection.
5. Carrier must file evidence of PLPD insurance and Workers' Compensation insurance (if has any employees).
6. Carrier must comply with state or federal controlled substance and alcohol testing requirements.

Comments: None.

Information and Applications: Contact License Section at S.F. Headquarters or any Regional PUC office.

Charter Party Carrier of Passengers, Class Z Permit

Businesses Requiring License: Specialized passenger carriers who do not hold themselves out to serve the general public, but only (1) provide service under contract with business firms, government agencies and private schools, or (2) transport agricultural workers to and from farms for compensation, or (3) conduct transportation services which are incidental to another business.

Fees: Application: \$500 (for a 3 year period); Renewal: \$500 (for a 3 year period); Vehicle inspection: \$15 per tour bus, maximum \$6,500 every 13 months. Must pay quarterly or annual fees based upon California revenue.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Financial responsibility and fitness.

Average Time to Process Application:

Varies, minimum of one month.

License Renewal Period: Every 3 years; prior to expiration.

Authority: Public Utilities Code Sec. 5384(a).

Other Special Requirements:

1. Drivers must hold appropriate California driver's license.
2. Drivers must be in DMV Pull Notice Program.
3. Vehicles must be registered with PUC.
4. Vehicles must be maintained and operated in a safe manner - vehicles which seat more than 10 persons including driver must pass a CHP safety inspection.
5. Carrier must file evidence of PLPD insurance and Workers' Compensation insurance (if has any employees).
6. Carrier must comply with state or federal controlled substance and alcohol testing requirements.

Comments: None

Information and Applications: Contact License Section at S.F. Headquarters or any Regional PUC office.

Commercial Air Operations

Businesses Requiring Filing: Any person using aircraft for any commercial purpose for compensation, except 1) those licensed under Article 1, Chapter 4 Division 6 of the Food and Agricultural Code (crop dusters), and 2) air carriers having authority under Title IV of the Federal Aviation Act of 1958, as amended.

Fees: \$25 annually.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Filing: 1 week.

Renewal Period: Until Canceled.

Authority: Public Utilities Code, Sec 5503.

Other Special Requirements: Applicants must file PL and PD insurance.

Comments: Commercial Air Operators who have authority under title IV of the Federal Aviation Act of 1958 and conduct PUC regulated operations must file PL and PD insurance with the Public Utilities Commission.

Information and Application: Public Utilities Commission, Air/Vessel Unit (SF); (415) 703-2413.

For-Hire Vessels

Businesses Requiring Filing: Any operator or owner of a for-hire vessel, except a seaplane on the water and vessels exempt from taxation under Section 4 of Article XIII of the Constitution of the State of California.

Fees: \$25.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average time to Process Filing: 1 week.

Renewal Period: Until Revoked.

Authority: Public Utilities Code, Sec 4663.

Other Special Requirements: Applicants must file PL and PD insurance - Public Utilities Commission.

Comments: For Hire vessel operators must obtain a Certificate of Insurance Coverage Filing from the Public Utilities Commission

and post it in each vessel in commercial operation.

Information and Application: Public Utilities Commission, Air/Vessel Unit (SF); (415) 703-2413.

Household Goods Carrier Permit

Businesses Requiring Permit: Intrastate for-hire carriers of household and personal effects, office, store and institutional furniture, and fixtures.

Fees: Application: \$500.

Examination Frequency: Required initially and upon loss of qualified individual. Failure to pass examination, must wait 90 days to retake examination.

Examination Locations: San Francisco and Regional Offices by appointment.

Experience Requirement: Applicant or responsible employee must have qualified by examination.

Average Time to Process Application: 2 months.

Permit Renewal Period: None - permits are good until revoked.

Authority: Public Utilities Code, Sec. 5133.

Other Special Requirements:

1. Drivers must hold appropriate driver's license.
2. Drivers must be in DMV Pull Notice Program .
3. Vehicles must be registered with PUC.
4. Applicant must maintain a vehicle maintenance and safety program in accordance with the California Vehicle Code (CVC) and Title 13 of the California Code of Regulations. Must be in CHP's B.I.T. Inspection Program if operate vehicles subject to CVC Section 34500.
5. Carriers must file Fictitious Business Name certificate.
6. California residency requirements: 90 days or more for individual or majority partner; corporation must be qualified to do business in California prior to filing application.
7. Applicant must file evidence of PLPD insurance, Workers' Compensation insur-

ance (if has employees), and Cargo insurance (\$20,000 minimum).

Comments: Must purchase and is subject to PUC's Maximum Rate Tariff 4.

Information and Applications: Contact License Section at S.F. Headquarters or any Regional PUC office.

Interstate Carrier Registration

Businesses Requiring Registration: Interstate for-hire carriers of household goods and passengers who operate in California. The Inter-modal Surface Transportation Efficiency Act of 1991, Public Law 102-240, requires the ICC (now FHWA) to replace the bingo stamp program with a Single-State Registration System (SSRS). SSRS requires a carrier to register his operation in the SSRS participating base state. Base state is where a carrier maintains his principal place of business.

Fees: \$5.00 per vehicle for California. Under SSRS, the base state must collect the applicable per-vehicle fees for all states through which the carrier will travel and remit those fees to the individual states.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Registration: 1 month.

Registration Renewal Period: Annually, between August 1 through November 30.

Authority: Public Utilities Code, Sec. 3902.

Other Special Requirements:

1. Vehicle Registration- Department of Motor Vehicles.
2. Use Fuel Tax permit-State Board of Equalization.
3. Applicant Must file PL and PD insurance with Public Utilities Commission (PUC).

Comments: If a carrier is domiciled in a state which has a fee-waiver reciprocity agreement with California, certain fees will be waived.

Information and Registration: PUC Interstate Registration Unit (SF); (415) 703-2177.

General: AB1683, signed into law by the

Governor effective September 30, 1996, transfers the licensing function of all motor carrier of property (except household goods) to the Department of Motor Vehicles (DMV).

Passenger Stage Corporations, Certificate of Public Convenience and Necessity

Businesses Requiring Certificate: Passenger carriers operating any size vehicles over regular routes or between fixed points within California and computing charges on an individual fare basis.

Fees: Application: \$500; Renewal: N/A; Vehicle inspection: \$15 per tour bus, maximum \$6,500 every 13 months. Must pay quarterly or annual fees based upon California revenue.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Public convenience and necessity, financial responsibility and personal fitness.

Average Time to Process Application: Varies, minimum one month; average 3 months.

Certificate Renewal Period: None - certificates are good until revoked.

Authority: Public Utilities Code, Sec. 1031 et seq.

Other Special License Requirements:

1. Drivers must hold appropriate California driver's license.
2. Drivers must be in Department of Motor Vehicles (DMV) Pull Notice Program.
3. Vehicles must be registered with PUC.
4. Vehicles must be maintained and operated in a safe manner - vehicles which seat more than 10 persons, including driver, must pass a California Highway Patrol (CHP) safety inspection.
5. Applicant must file evidence of PLPD insurance and Workers' Compensation insurance (if has any employees).
6. Carrier must comply with state or federal controlled substance and alcohol testing requirements.
7. Carrier must file tariffs and timetables

with PUC.

Comments: None.

Information and Applications: Contact License Section at S.F. Headquarters (Passenger Stage Unit at (415) 703-1832 or (415) 703-2394.

Private Carrier Registration

Businesses Requiring Registration: Intrastate private carriers of passenger as defined by Public Utilities Code, Sec 4001 (also refer to Vehicle Code Sections 408 and 34500)

Fees: Initial application: \$35; Annual renewal: \$30.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Registration: 1 month.

Registration Renewal Period: Annually.

Authority: Public Utilities Code Sec. 4005.

Other Special Requirements:

1. Vehicle Registration-Department of Motor Vehicles.
2. Registration and B.I.T. Vehicle Inspection Program - California Highway Patrol.
3. Applicant must file PL and PD insurance-Public Utilities Commission.

Information and Registrations: Public Utilities Commission, Private Carrier Unit (SF) at (415) 703-2555.

General: AB1683, signed into law by the Governor effective September 30, 1996, transfers the licensing function of all motor carrier of property (except household goods) to the Department of Motor Vehicles (DMV).

Vessel Common Carrier Certificate of Public Convenience and Necessity

Businesses Requiring Certificate: Any operator or owner of a vessel used to transport persons or property between points in the state for compensation.

Fees: One-time application fee: \$75.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Financial responsibility and fitness.

Average Time to Process Certificate: More than 3 months; if protested, more than 6 months.

Certificate Renewal Period: Until revoked.

Authority: Public Utilities Code, Sec. 1007.

Other Special Requirements: Applicants must file PL and PD insurance- Public Utilities Commission.

Comments: Round-trip sightseeing and fishing boats exempted.

Information and Application: Public Utilities Commission, Passenger Unit (SF) at (415) 703-2394.

Real Estate, Department of

Education Course Approvals

Businesses Requiring Course Approvals by

Department: Private Vocational Schools offering Pre-License Courses required for real estate Salesperson and Broker examination/license applicants.

Fees: Application for course approval: \$150.

Average Time to Process Application: 3 to 4 weeks.

Course Approval Period: Indefinite, until material change is made or it is determined that a major update is necessary.

Authority: Business and Professions Code Sec. 10153.5.

Comment: Also see Commissioner's Regulations 3000 through 3004.

Information and Course Approval Applications: California Department of Real Estate Education Section, Post Office Box 187000, Sacramento, California 95818-7000.

Continuing Education Course Approvals

Businesses Requiring Course Approvals by Department: Providers offering continuing education courses required for real estate salesperson and broker license renewal.

Fees: Application for course approval: \$500; Course of less than 3 hours: \$350.
Average Time to Process Application: 3 to 4 weeks.
Course Approval Period: Two (2) years.
Authority: Business and Professions Code Sec. 10170 and 10170.4.
Comment: Also see Commissioner's Regulations 3005 through 3013.
Information and Course Approval Applications: California Department of Real Estate Education Section, Post Office Box 187000, Sacramento, California 95818-7000.

In-State Subdivision Public Reports

Businesses Requiring Public Report: All subdividers who offer for sale or lease five (5) or more lots or units or twelve (12) or more regulated time share interests located in the State of California.
Fees: Filing fee, see Comments.
Examination Frequency: N/A
Examination Locations: N/A
Educational or Experience Requirements: None.
Average Time to Process Applications: 3 to 6 months.
Public Report Renewal Period: Every five years.
Authority: Business & Professions Code, Sec. 11000 et seq.; California Code of Regulations, Title 10, Sec. 2790 et seq.
Other Special Permit Requirements: Varies.
Comments: Filing fees for in state subdivisions (see Sections 11000 et seq., Business & Professions Code and Cal. Code of Regulations, Title 10, Sec. 2790.1) are \$1650 plus \$10 for each lot, unit or interest in a common interest subdivision, including time share subdivisions, to a maximum of \$7,600 and \$550 plus \$10 per lot in a standard subdivision to a maximum of \$4,100. The fee for an amended public report is \$400 plus \$10 for each subdivision interest to be offered under the amended public report for which a fee has not previously been paid. The fee for renewal is \$550.

Information and Applications: See Real Estate Broker License; subdivision filing offices are located at the Los Angeles and Sacramento locations only.

Mineral Oil and Gas Broker License

Business License: The Department of Real Estate no longer issues new mineral, oil and gas licenses or permits. A real estate broker license is now required to engage in specified activities with respect to mineral, oil and gas properties. An existing mineral, oil and gas broker license (individual or corporate) may be renewed every four years for the life of the holder. Either a real estate broker license, or an existing mineral, oil and gas broker license is required for any person who, for compensation or in expectation of a compensation, does one or more of the following acts for another, or others:

- A. Sells or offers to sell, buys or offers to buy, solicits prospective sellers or purchasers, solicits or obtains listings, or negotiates the purchase, sale, or exchange of mineral, oil or gas property.
- B. Solicits borrowers or lenders for or negotiates loans for the purchase of mineral, oil or gas property, or collects payments for lenders in connection with such loans.
- C. Leases or offers to lease or negotiates the sale, purchase, or exchange of leases on mineral, oil or gas property.
- D. Rents, or places for rent mineral, oil or gas property or collects rent on royalties from mineral, oil or gas property or improvements thereon.
- E. Other than as an officer or employee of the state or federal government, assists or offers to assist another or others in filing an application for the purchase or lease of, or in locating or entering upon mineral, oil or gas property owned by the state or federal government.

Out-of-State Subdivision Registrations and Permits

Businesses Requiring Registration or Permit: Subdividers who offer in the State of California for sale or lease lots or units in subdivisions of five (5) or more out-of-state lots or units (registration) or twelve (12) or more time share interests (Permits).

Fees: See Comments.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience requirement: None.

Average Time to Process Application:

Registrations: 10 days; Permits: 6-12 months.

Renewal Period: Registration: annually; Permits: 5 years.

Authority: Business and Professions Code, Sec. 10249 et seq.; and 10250 et. seq.; California Code of Regulations, Title 10, Sec. 2805 et seq.

Other Special License Requirements: U.S. Dept. of Housing and Urban Development, Washington, DC 20410.

Comments: Filing: fees for out-of-state registrations (see Section 10249.3 of the Business and Professions Code) are \$100 for each original, amendment or renewal. Fees for out-of-state timeshare permits (see Section 10250.3 of the Business and Professions Code and Regulation 2805.1) are \$1,650 plus \$10 for each timeshare interest to a maximum fee of \$7,500. The fee for an amended permit is \$400 plus \$10 for each timeshare interest included in the amended permit to be offered for which a fee was not previously paid. The fee for renewal is \$550.

Information and Applications: Principal Offices, Subdivisions 2201 Broadway, P.O. Box 187005, Sacramento, CA 95818-7005; (916) 227-0810.

Prepaid Rental Listing Service

Businesses Requiring License: Any business or individual supplying prospective tenants with listings of residential property for rent

where the prospective tenants pay a fee in advance. Licensed real estate brokers may operate a prepaid rental listing business under their real estate license (with appropriate contract approval).

Fees: Application: \$100 plus \$25 for each additional location of applicant; Examination: none; Fingerprint processing: \$32.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: None.

Average Time to Process Application: 4 weeks.

License Period: Biennially.

Authority: Business & Professions Code Sec. 10167 through 10167.17; California Code of Regulations, Title 10, Chap. 6, Sec. 2850 through 2853.

Other Special License Requirements: None.

Comments: Applicant must submit an acceptable set of fingerprints and post either a \$2,500 bond or a cash deposit of \$2,500 in an account assigned to the Real Estate Commissioner. Applicant must have format of contracts to be used at each location approved prior to use.

Information and Applications: See Real Estate Broker License.

Real Estate Broker or Mineral, Oil and Gas Broker License

Person Requiring License: Any person who engages in the business of buying or leasing, or who takes an option on mineral, oil or gas property, for the purposes of sale or resale, or lease or sublease, or assignment of a lease, or exchange, of such property or any part of such property, or who offers for sale or assignment mining claims or any interest therein.

Fees: License: \$210.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience requirement: N/A.

Average Time to Process Application: N/A.

Fee Period: 4 years.

Authority: Business and Professions Code

Sec. 10500 through 10580.

Other Special License requirements: None.

Comments: See Business and Professions Code, Section 10502 for exemptions and Section 10507(a) for incidental sales.

Information and Applications: See Real Estate Broker License.

Real Estate Broker License

Businesses Requiring License: Real estate agency activities for compensation. Also see Real Estate Broker or Mineral, Oil and Gas Broker License above.

Fees: Examination: \$95; License: \$210; Fingerprint processing: \$32.

Examination Frequency: Weekly.

Examination Locations: Sacramento, Fresno, San Francisco, San Diego, and Los Angeles.

Experience requirement: Two years real estate license sales or college graduate and 8 specified college level courses in real estate.

Average Time to Process Application: 4 weeks.

License Period: 4 years.

Authority: Business and Professions Code Sec. 10130 through 10131.6; Sec. 10200 through 10226.

Other Special License Requirements: Fingerprints.

Comments: Corporations are licensed through a person qualified as a real estate broker. Brokers have a continuing education requirement of 45 clock hours of specified courses that must be taken before renewal.

Information and Applications:

2201 Broadway, Sacramento, 95818;
(916) 227-0931

107 South Broadway, Los Angeles, 90012;
(213) 897-3399

1350 Front Street, Room 3064, San Diego,
92101; (619) 525-4192

2550 Mariposa Street, Room 3070, Fresno,
93721; (209) 445-5009

1515 Clay St., Room 702, Oakland, 94612-
1413; (510) 622-2552

Real Estate Salesperson

Vocation Requiring License: Real estate agents' activities for compensation.

Fees: Examination: \$60; License: \$165 with evidence of completion of three college level courses in specified areas; \$190 with evidence of completion of a college level course in real estate principles; Fingerprint processing: \$32.

Examination Frequency: Daily.

Examination Locations: Sacramento, Fresno, San Francisco, Los Angeles, San Diego.

Education Requirements: Three semester units (college level) in real estate principles prior to taking the examination and two additional specified real estate courses within 18 months of licensure.

Average Time to Process Application: 4 weeks.

Fee Period: 4 years.

Authority: Business and Professions Code, Sec. 10130 through 10171.6; 10200 through 10226.

Other Special License Requirements: Fingerprints on file.

Comments: New licensees must complete two college level courses in specified areas within 18 months of licensure, if not already completed prior to license issuance. Licensee must meet continuing education requirement of 45 clock hours of specified courses prior to renewal of license. Must have fingerprints on file.

Information and Applications: See Real Estate Broker License.

Real Estate Appraisers, Office of

Real Estate Appraisal

Business Requiring License: Persons appraising real estate

Fees: Application: \$200; Examination: \$55; Certificate: \$500 (Certified Residential and Certified General levels); License: \$400 (Trainee and Residential License levels);

Federal registry fees (except Trainee License): \$125.

Examination Frequency: Every other Saturday (others added as needed).

Examination Locations: Glendale, Oakland, Costa Mesa, San Diego and Sacramento, California. Also in Las Vegas and Reno, Nevada.

Requirements: (1) Education: Trainee License: 90 hours (must include 15 hours of USPAP); Residential License: 90 hours (must include 15 hours of USPAP); Certified

Residential License: 120 hours (must include 15 hours of USPAP); Certified **General License:** 180 hours (must include 15 hours of USPAP). Education must also cover topics as required by the Appraiser Qualifications Board of The Appraisal Foundation. (2) Experience: Trainee

License: none; Residential License: 2,000 hours; Certified Residential License: 2,500 hours over a minimum period of two and one-half years; Certified General License: 3,000 hours (including at least 1,500 non-residential) over a minimum period of two and one-half years. Experience must be in conformance with the Uniform Standards of Professional Appraisal Practice (USPAP).

Average Time to Process Application: 60 days.

License Renewal Period: Four years

Authority: California Business and Professions Code, Div. 4, Part 3, Sec. 11300 et seq.

Other Special License Requirement: Criminal and court ordered child support delinquency records checks; Proof of legal presence.

Comments: None.

Information and Applications: Office of Real Estate Appraisers, 1755 Creekside Oaks Drive, Suite 190, Sacramento, CA 95833-3637; (916) 263-0722.

Rehabilitation, Department of

Business Enterprise Program License (BEP) (Legally Blind Persons)

Businesses Requiring License: Legally blind persons successfully completing a 6 month course permits individual to compete for a BEP location.

Fees: none; Examination: none; License: none.

Exam. Frequency: Every 6 months.

Examination Locations: Sacramento and San Diego.

Experience Requirement: Legally blind persons must complete one months pre-evaluation, four months classroom instruction and two months on the job training
Average Time to Process Application: Varies 1 to 6 months, depending upon when the next class starts.

Fee Period: 1 year (if not in location).

Authority: California Administration Code, Title 9, Sec. 7210-7227.

Other Special License Requirements: None.

Comments: Section 7213.3. Expiration and Renewal of License:

A. The license of a licensee shall expire when the licensee has not been active as a vendor for a year or actively applied for a vending facility during the preceding year. BEP shall notify the licensee 30 days prior to the expiration. When the license expires, the former licensee may submit a written application for renewal of the license. Within 30 days of receipt of application, BEP shall evaluate the former licensee's qualifications to operate a vending facility and inform the former licensee of the action taken.

B. BEP may take any of the following actions: (1) Renew the license. (2) Renew the license upon satisfactory completion of a prescribed training program.

Information and Applications:

2000 Evergreen Street, Sacramento, CA 95815; (916) 263-8905

107 S. Broadway, Rm. 8130, Los Angeles,

CA 90012; (213) 620-4960
 1350 Front Street, Rm. 1063, San Diego, CA
 92101; (714) 236-7278
 360 22nd Street, Suite 210, Oakland, CA
 94612; (510) 464-1284.

San Francisco Bay Conservation and Development Commission

While the Commission does not issue licenses, registrations, or permits of the type specifically described in this handbook, the Commission has jurisdiction over development of the San Francisco Bay and Suisun Marsh, as described below. Please contact the Commission for additional information.

San Francisco Bay Development Permit and Suisun Marsh Development Permit

Businesses Requiring Permit: All those engaged in construction, dredging, and changes in use in or near San Francisco Bay.

Fees: Application: varies with project; Examination: none; License: none.

Examination Frequency: N/A.

Examination Location: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 90 days.

Permit Period: N/A.

Authority: Government Code, Title 7.2; Public Resources Code, Div. 19; California Administration Code, Title 14, Div. 5.

Other Special License Requirements: Varies, depending on location and project.

Comments: The Commission has permit jurisdiction over the placement of fill, the excavation of materials worth more than \$20, or any substantial change in use as defined by Commission regulations in either (1) San Francisco Bay, (2) a 100 foot wide strip of land extending upland from the edge of San Francisco Bay, (3) a salt pond, (4) a managed wetland, or (5) any river, stream, or creek that empties into San Francisco Bay

that is named in California Government Code Section 66610(e) within specified geographic limits. The Commission also has permit jurisdiction over any marsh development as defined within the primary management area of the Suisun Marsh and appeal authority from the decision of a local government to issue a marsh development permit within the secondary management area of the Suisun Marsh. See also the U.S. Army Corps of Engineers, San Francisco District, the San Francisco Bay Regional Water Quality Control Board, and the California State Lands Commission for additional permits that may be required.

Information and Applications: 30 Van Ness Avenue, Room 2011, San Francisco, CA 94102; (415) 557-3686.

Secretary of State

The California Constitution and state statutes direct the Secretary of State to: be the state's chief elections officer; commission notaries public; charter corporations; oversee the State Archives; file Commercial Code financing statements, certificates of limited partnership and campaign and lobbyist disclosure information; and chapter bills passed by the Legislature and signed by the Governor.

Corporate Division

Articles of Incorporation: Corporation

Businesses Requiring License: The office of the Secretary of State does not license corporations or business entities. For licensing requirements, contact the city and/or county where the principal place of business is located and/or the state agency with jurisdiction over the business, e.g., Contractors State License Board.

Fees: Filing \$100 (except Non-Profit Corporations, which are \$30); Tax payment: \$300 or \$800 depending on size of corpora-

tion (Non-profits are exempt); Over the Counter Special Processing: \$15.

Examination Frequency: N/A.

Examination Location: N/A.

Requirement: None.

Average Time to Process Documents: 6 to 7 days.

Fee Period: N/A.

Authority: California Corporations Code, Div. 1.

Other Special License Requirements: N/A.

Comments: Corporations: If a person or persons wish to form a corporation for the purpose of conducting a business in California, articles of incorporation must be drafted and presented to the office of the Secretary of State for filing as a matter of public record. There is no mandate, however, that allows only corporate entities to conduct a business enterprise in California. Businesses can function as individual proprietorships, partnerships, joint ventures, etc. The Secretary of State's office is not in the position of advising as to the requirements for such alternatives or to offer legal or financial advice as to best alternative. Such decisions are best made by the involved individuals after consultation with private legal and financial advisers.

Information, Samples and Forms: Secretary of State, Corporate Filing and Services, 1500 11th Street, Sacramento, CA 95814; (916) 657-5448.

Additional Information: In addition to the activities listed above, the Secretary of State performs several other functions which are listed below with address and telephone numbers.

1. Registration of Foreign Stock Corporations (not organized in California). Foreign corporations must be qualified with the Secretary of State to transact intrastate business in California and must file a "Statement and Designation by Foreign Corporation" plus a "Certificate of Good Standing" from the public official having custody of the original Articles of Incorporation. The filing fee is \$100 in addition to California corporate tax liability (the mini-

um of which is \$800) through 12-31-98 - \$600 or \$800 beginning 1-1-99 - \$300 or \$800, which must be prepaid to the Secretary of State, Corporate Filing and Services, 1500 11th Street, Sacramento, CA 95814; (916) 657-5448.

2. Names and addresses of corporate officers, directors for domestic stock (business) corporations, and agents for service of process for corporations may be obtained by writing to the Secretary of State, Corporate Filing and Services, 1500 11th Street, Sacramento, CA 95814, ATTN: Information Retrieval & Certification (IRC). Fee: \$5 per corporation.

3. Corporate Name Availability: To reserve a corporate name for a period of 60 days, write: Secretary of State, Corporate Filing and Services, 1500 11th Street, Sacramento, CA 95814, ATTN: Name Availability. Fee: \$10 per reservation.

Limited Partnership Division

Limited Partnerships

Businesses Requiring Registration: All domestic and foreign limited partnerships. All domestic limited partnerships are required to file a Certificate of Limited Partnership and are not formed until this has occurred. Foreign limited partnerships transacting intrastate business must file an Application for Registration. (A foreign limited partnership is a partnership formed under the laws of another state or country). A limited partnership may not maintain any action in any court of this state until it has filed with the Secretary of State's office. All limited partnership names are subject to an availability check.

The name of a limited partnership must contain the words "limited partnership" or the abbreviation "L.P." at the end of its name. In addition, the name may not

include the words “bank,” “insurance,” “trust,” “trustee,” “incorporated,” “inc.,” “corporation” or “corp.”

The proposed name of a foreign or domestic limited partnership may be reserved for a period of 60 days. The request for a name reservation must be submitted in writing. Names may be reserved at the public counter for an additional special handling fee. Amendments to the Certificate of Limited Partnership must be filed within 30 days of specified actions of the business or its partners. Amendments to the Application for Registration must also be filed with the Secretary of State.

Domestic limited partnerships must file Certificates of Dissolution and Cancellation. Foreign limited partnerships must file a Certificate of Cancellation. There is no filing fee for these certificates.

Fees: Name Reservation: \$10; Initial filing: \$70; Amendments: \$30, Special handling for filing: \$15. Special handling for copies of record and name as follows: Name reservation: \$10; Certification: \$5; Reproduction: \$1 for first page and 50 cent for subsequent pages; Certificates of Status: \$6; Status information: \$4. Note: Special handling fees are charged in addition to required filing fees for the immediate handling of documents over the public counter.

Examination Frequency: N/A.

Examination Location: N/A.

Requirements: None.

Average Time to Process Documents: 5-10 working days by mail, or 1-2 day service at the public counter.

Renewal Period: None.

Authority: California Revised Limited Partnership Act Corporations Code, Sec. 15611 to 15800.

Other Requirements for Limited Partnerships: Obtain appropriate local business licenses. Fictitious business names are registered in the county(ies) in which the firm is conducting business. Limited

partnerships are required to pay minimum franchise taxes for taxable years beginning January 1, 1987. The Franchise Tax Board is responsible for collection of this tax. Shares in limited partnerships offered for sale to the public are considered securities, and, as such, may require registration with the California Department of Corporations. Registration of limited partnership securities which pertain to real estate matters may be required with the Department of Real Estate.

Comments: None

Information and Applications: Secretary of State, Limited Partnership Division, 1500 - 11th Street, 3rd Floor, Sacramento, CA 95814; (916) 653-3365.

Limited Liability Companies

Businesses Requiring Registration: All domestic and foreign limited liability companies. All domestic limited liability companies are required to file Articles of Organization (Form LLC-1) and are not formed until this has occurred. Foreign limited liability companies transacting intrastate business must file an Application for Registration (Form LLC-5). An original certificate of good standing from an authorized public official of the jurisdiction under which the foreign limited liability company was formed must be attached to the Application for Registration (Form LLC-5).

All limited liability company names are subject to an availability check. The name of the limited liability company must end with the words “L.L.C.,” or “Limited Liability Company.” The words “Limited” and “Company” may be abbreviated to “Ltd.” and “Co.” The name of the limited liability company may contain the name of one or more members but not the words “bank,” “insurance,” “trust,” “trustee,” “incorporated,” “inc.,” “corporation” or “corp.”

Currently, the California Corporations Code (CCC) does not provide for the formation of

limited liability companies that render professional services, as defined in CCC section 13401(a). Section 13401(a) defines professional services as: any type of professional services which may be lawfully rendered only pursuant to a license, certificate, or registration authorized by the Business and Professions or the Chiropractic Act.

Currently, the California Corporations Code (CCC) does not provide for the formation of limited liability companies that render professional services, as defined in CCC section 13401(a). Section 13401 (a) defines professional services as: any type of professional services which may be lawfully rendered only pursuant to a license, certificate, or registration authorized by the Business and Professions Code or the Chiropractic Act.

The proposed name of a domestic or foreign limited liability company may be reserved for a period of 60 days. The request for a name reservation must be submitted in writing. Names may be reserved at the public counter for an additional special handling fee.

The Articles of Organization or Application for Registration may be amended at any time and in any manner by filing a Certificate of Amendment (Form LLC-2/6). Upon discovery of any false or erroneous material statement contained in the Articles of Organization or Application for Registration, the managers must file a Certificate of Amendment within 30 days.

Domestic Limited Liability Companies must file Certificates of Dissolution (LLC-3). Domestic and foreign limited liability companies must file Certificates of Cancellation (LLC 4/7). There is no filing fee for these certificates. A tax clearance certificate must be obtained from FTB.

The initial Statement of Information (LLC-

12) is due 90 days after filing the original Articles of Organization or Application for Registration. Thereafter, the Statement of Information shall be due annually during the applicable filing period, which is the calendar month during which the limited liability company originally filed with the Secretary of State.

Fees: Name reservation: \$10; Initial filing: \$70; Amendments: \$30; Statement of Information: \$10; Special handling for filings: \$15; Special handling for copies of record & name reservations: \$10; Certificates status: \$6; Certification of document: \$5; Reproduction: \$1 for first page, 50 cents for each additional page; Copy of annual or current statement: \$5; Status information: \$4. Note: Special handling fees are charged in addition to required filing fees for the immediate handling of documents over the public counter.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirements: None.

Average Time to Process Documents: 5 to 10 working days by mail, or 1 – 2 day service at the public counter.

License Renewal Period: None.

Authority: California Corporations Code, commencing with Sec. 17000.

Other License Requirements: N/A.

Comments: Nothing in this act nor Chapter 1010 or Chapter 1200 of the Statutes of 1994 shall be construed to permit a domestic or foreign limited liability company to render professional services, as defined in subdivision (a) of Section 13401 of the Corporations Code, in this state.

Information and Applications: Secretary of State, Business Filings Section, Limited Liability Company Unit, 1500 - 11th Street, 3rd Floor, Sacramento, CA 95814; (916) 653-3795.

Limited Liability Partnership

Businesses Requiring Registration: All domestic and foreign limited liability

partnership must file a Registered Limited Liability Partnership Registration (LLP-1) form; and are not formed or registered to transact intrastate business until this has occurred. An original certificate of good standing from an authorized public official of the jurisdiction in which the foreign limited liability partnership was formed must be attached to the Registration (LLP-1).

The name of the limited liability partnership or foreign limited liability partnership must end with the words "Registered Limited Liability Partnership," "Limited Liability Partnership," "L.L.P.," "LLP," "R.L.L.P.," or "RLLP."

A Certificate of Amendment (LLP 2) shall be filed within a reasonable period after any information set forth in the Registration (LLP-1), Alternative Security Provision (LLP-3), or a previously filed Certificate of Amendment (LLP-2) becomes inaccurate, or to add information to the Registration (LLP-1), or a previously filed Certificate of Amendment (LLP-2).

A registered domestic or foreign limited liability partnership shall be required to provide security for claims against it. The registered domestic or foreign limited liability partnership may comply with the alternative security provisions set forth in Section 16956 (a) (1) (D) or 16956 (a) (2) (D). If the registered limited liability partnership is complying with this alternative security provision form LLP-3 must be completed and filed. There is no filing fee for this annual filing.

If a registered limited liability partnership ceases to be registered, it shall file a Certificate of Notice (LLP-4), executed by one or more authorized partners, that it is no longer a registered limited liability partnership. A tax clearance cert must be obtained from FTB.

Fees: Initial filing: \$70; Amendments: \$30; Special handling for filing: \$15; Special handling for copies of records: \$10; Certifi-

cates Status, Non-Filing, Filing: \$6; Reproduction: \$1 for first page and 50 cents for each additional page; Certification of a document: \$5. Note: Special handling fees are charged in addition to required filing fees for the immediate processing of documents and reproduction/certification requests received at the public counter.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirements: None.

Average Time to Process Documents: 5 to 10 working days by mail, or 1-2 same day service over the counter.

License Renewal Period: None.

Authority: California Corporations Code, commencing with Sec. 16951.

Other License Requirements: N/A.

Comments: See "Businesses Requiring Registration"; each of the partners in a limited liability partnership would be required to be licensed to practice law, professional accountancy, or architecture.

Information and Applications: Secretary of State, Limited Partnership Division, Limited Liability Partnership Unit, 1500 11th Street, 3rd Floor, Sacramento, CA 95814; (916) 653-3795.

General Partnerships

General Partnerships are not required by law to be registered with the Secretary of State. Filing general partnerships are only on a permissive basis. They may be filed in the office of the Secretary of State. Also, a certified copy of a statement that is filed in another state be filed in the Secretary of State. Either filing has the effect provided in code section 16105, with respect to partnership property located in or transactions that occur in this state. Name availability is not an option, since filing is on a permissive basis. The Secretary of State provides forms to register General Partnerships, however, they are not required to be on prescribed forms.

Fees: Statement of Partnership is \$70.00,

any other partnership statement is \$30.00. There is no fee for filing a statement of dissolution for the purpose of canceling a statement of partnership. Special handling for filing is \$15.00. Special Handling for copies of record: Certification \$5, Reproduction \$1 for the first page and .50 for subsequent pages. Note: Special handling fees are charged in addition to required filing fees for the immediate handling of documents over the public counter.

Examination Frequency: N/A.

Examination location: N/A.

Requirements: None.

Average time to process documents: 5-7 working days by mail, or 1 day service at the public counter, 1 to 2 days for service companies.

Renewal Period: None.

Authority: Uniform partnership Act – 16100 – 16917.

Other Requirements for General Partnerships: Contact the County Recorders office in the county in which they are doing business, for possible required filings through their office. Contact the Franchise Tax Board for possible taxes also.

Comments: None.

Informational and Applications: Secretary of State, Business Filing Section, Limited Liability Partnership Unit, 1500 11th Street, 3rd Floor, Sacramento CA 95814; (916) 653-3365 or (619) 653-3795.

Other Required Filings Handled by the Limited Partnership Division

The limited Partnership Division files bonds or alternate forms of securities for various business ventures, including:

Auctioneer/Auction Company (Civil Code Section 1812.6)

Credit Services Organizations (Civil Code, Sec. 1789.12 et seq.)

Dance Studios (Civil Code, Sec. 1812.64 et seq.)

Discount Buying Organization (Civil Code,

Sec. 1812.100 et seq.)

Employment Agencies (Civil Code Section 1812.503)

Employment Counseling Service (Civil Code Section 1812.510)

Immigration Consultants (Business and Professions Code, Sec. 22443.1)

Invention Developers (Business and Professions Code, Sec. 22389 et seq.)

Job Listing Services (Civil Code, Section 1812.515)

Nonresident Drivers of Commercially Registered Motor Vehicles (Vehicle Code, Sec. 40305.5)

Nurses Registries (Civil Code, Section 1812.524)

Fees: Varies.

Examination Frequency: N/A.

Examination Locations: N/A.

Additional Requirements: Prior to placing any advertisements or making any other presentations to buyers. Seller Assisted Marketing Plans must also file a copy of disclosure statements (as outlined in Sections 1812.205 and 1812.206 of the Civil Code), as well as a list of individuals who sell the plan on behalf of the seller. Average Time to Process: 5-10 working days for bonds and securities.

Renewal Period: Varies by filing type.

Authority: Noted with each filing listed above.

Other Special Registration Requirements: None.

Comments: None

Information: Secretary of State, Limited Partnership Division, Statutory Certification Bonds and Special Filings Unit, 1500 11th Street, 3rd Floor, Sacramento, CA 95814; (916) 653-3984.

Trademark/Service Mark Unit

The Secretary of State of California shall accept applications for registration of a trademark or service mark adopted and used within the State of California.

Trademarks

Trademarks include any word, name, symbol or device, or any combination thereof adopted and used by a manufacturer or merchant to identify and distinguish his goods from those manufactured or sold by others and to indicate the source of the goods.

Service Marks

Service Marks are used to identify services which are performed by one person for persons other than himself. The term "service mark" means a mark used in the sale or advertising of services to identify and distinguish the services of one person from the services of others and to indicate the source of the services.

Documents**Fees**

Trademark/Service Mark Registration	\$70.00
Trademark/Service Mark Assignment	\$30.00
Trademark/Service Mark Renewal	\$30.00
Container Brand	\$30.00
Laundry mark	\$10.00
Name of farm, estate, or villa	\$10.00
Duplicate Certificate of Registration	\$ 6.00
Certification of reproduced documents	\$5.00
Pages reproduced(first page)	\$ 1.00
Additional pages reproduced	\$.50

Authority: Filed pursuant California Business and Professions Code Section 14200 et. Seq.

Filing Requirement: Not mandatory registrations.

Examination Location: 1500 11th Street 3rd Floor, Sacramento, CA 95814.

Average Time to Process Application: 3 to 4 weeks.

Information: Information regarding these filings can be obtained at the above address and at (916) 653-4984.

Notary Public Division**Notary Public Commission**

Vocation Requiring Commission: Notary public.

Fees: Application, Examination, & Commission: \$40; Fingerprint processing: \$32.

Examination Frequency: Dependent on location and need.

Examination Location: Various sites throughout the state

Requirements: Applicant must be legal resident of California; not less than 18 years of age; able to read write and understand English; have no felony convictions or conviction of a lesser offense, if that lesser offense involving a moral turpitude or of a nature which is incompatible with the duties of the office of notary public; pass a written examination prescribed by the Secretary of State; be fingerprinted for background check.

Average Time to Process Application: 20 working days.

Commission Period: 4 years.

Authority: Government Code Sec. 8200, et seq.

Other Special License Requirements: Take, subscribe and file an oath of office, file a \$15,000 surety bond, obtain and use a notary seal, maintain a sequential notary journal.

Comments: Notaries Public: Notaries public primary duties are to take oaths and execute certificates, including, but not limited to acknowledgments, jurats and powers of attorney. "Legalization" of documents enables recordation and provides document acceptability as prima facie evidence by courts of law based on domestic and international legal requirements.

Information: 1500 11th Street, 2nd Floor, Sacramento, CA 95814; (916) 653-3595; Fax (916) 653-9580.

Uniform Commercial Code Division

Uniform Commercial Code Filings (Liens/ Financing Statements) are filed with UCC Filing Division at: Secretary of State, P.O. Box 942835, Sacramento, CA 95835; (916) 653-3516.
The following represent the most prevalent UCC filings:

Document - Fees	Std.	Non-Std.
Financing Statements (UCC-1)	\$20	\$30
Statement of Change Form (UCC-2)	\$20	\$30
Information Request Form (UCC-3)	\$10	
Attachment Lien (ALT-1)	\$20	
Federal Tax Lien (FTL-1)	\$20	
State Tax Lien (STL=1)	No Fee	
Judgment Lien (JTL-1)	\$20	

Social Services, California Department of

Types of Licenses

Child Care Facilities

Provide non-medical care and supervision to children under 18 years of age in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual on less than a 24-hour basis. Child care facilities include child care centers and family child care homes.

Community Care Facilities (CCF)

Provide non-medical residential care, day treatment, adult day care, or foster family agency services for children (ages 0-17) or adults (ages 18-59*). Typical of the clients served are the physically handicapped, mentally impaired, incompetent persons, and abused or neglected children.

Residential Care Facilities for the Chronically Ill

Provide residential services, including assistance with the activities of daily living, to adults with HIV disease.

Residential Care Facility for the Elderly (RCFE)

A group housing arrangement chosen by residents over 60, but also including persons under 60 with compatible needs, who are provided non-medical care and supervision specific to their individual needs. *

*RCFE licensees as well as administrators of either RCFEs or Adult Residential Facilities (see CCF categories, below) must have a certificate of completion from an approved Certification Program as specified in Sections 85064 and 87730 of the California Code of Regulations, Title 22, Division 6.
License categories: Within these types of licenses, there are a number of day care or residential facility categories. (The application and annual fees follow each group.)

License Categories

Day Care

Child Care Centers

(Includes infant centers, preschools, day care centers for mildly ill children, and school-age care.)

Fee Schedule:

CAPACITY	APPLICATION	ANNUAL
1 to 30	\$100	\$100
31 to 60	\$200	\$200
61 to 75	\$250	\$250
76 to 90	\$300	\$300
91 to 120	\$400	\$400
121+	\$500	\$500

Licensees with multiple child care center licenses shall pay an annual fee that is the lower amount of either the total of all the separate license authority from the fee schedule or \$500 for an aggregate capacity for all licenses of less than 1,000 children. For an aggregate capacity of 1,000 children or more, the annual fee is the lower amount of either the total of the separate license authority from the fee schedule or \$1,000.

Family Child Care Homes

(Includes small family homes serving up to 6 children and two additional school-age children. Large family homes serving up to 12 children, and two additional school-age children.)

Fee Schedule:

CAPACITY	APPLICATION	ANNUAL
1 to 6	\$25	\$25
7 to 12	\$50	\$50

Adult Day Care Centers and Adult Day Support Centers

Fee Schedule:

CAPACITY	APPLICATION	ANNUAL
1 to 15	\$0	\$50
16 to 30	\$100	\$100
31 to 60	\$200	\$200
61 to 75	\$250	\$250
76 to 90	\$300	\$300
91 to 120	\$400	\$400
121+	\$500	\$500

Residential Care

Small Family Homes

Group Homes

Adult Residential Facilities

Residential Care Facilities for the Elderly

Residential Care Facilities for the Chronically III

Social Rehabilitation Facilities

Community Treatment Facilities

Fee Schedule:

CAPACITY	APPLICATION	ANNUAL
1 to 6	\$300	\$300
7 to 15	\$450	\$450
16 to 49	\$600	\$600
50+	\$750	\$750

Foster Family Agencies

Adoption Agencies

Fee Schedule:

CAPACITY	APPLICATION	ANNUAL
All	\$1,000	\$1,000

Foster Family Homes

Homes certified through foster family agencies and licensed foster family homes are exempt from application and annual fees.

Requirements: Prior to filing an application, the applicant shall attend an orientation provided by the licensing agency, which is designed, for the specific facility category. Contact any district office for details.

Average Time to Process Application: 30-90 days.

Fee Period: When a license is issued there is no specific expiration date. Fees listed above are paid on an annual basis.

Authority:

Community Care Facilities Act

Health and Safety Code Sections

1500 - 1567.8

California Code of Regulations (CCR), Title

22, Division 6

Residential Care Facilities for the Chronically Ill
Health and Safety Code Sections
1568.01-1568.092
CCR, Title 22, Division 6

Residential Care Facilities for the Elderly Act
Health and Safety Code Sections
1569 - 1569.87
CCR, Title 22, Division 6

California Child Day Care Act
Health and Safety Code Sections
1596.70 - 1597.621
CCR, Title 22, Division 12

Other Special License requirements: See Department of Health Services for facilities providing medical services. Sanitation conditions and operations also may be under the jurisdiction of the local County Health Department and the County Welfare Department. Each Social Rehabilitation Facility must have a program certified by the Department of Mental Health prior to the Community Care Licensing Division issuing its license.

Comments: Child care applicants and employees should contact their nearest district office for educational and training requirements. The following types of facilities which care for customers with developmental needs must be vendorized by the local Regional Center in order to receive payment for services rendered to such clients.

RESIDENTIAL CARE

- Small Family Home
- Group Home
- Foster Family Home
- Adult Residential Facility

Residential Care Facility for the Elderly
Day Care

- Adult Day Care Centers
- Adult Day Support Centers
- Child Care Centers

Information and Locations:

NORTHERN REGIONAL OFFICE
8745 Folsom Blvd. Suite 130, MS 19-48
Sacramento, CA 95826
(916) 229-4500; Fax (916) 229-4508

CHICO DISTRICT OFFICE
520 Cohasset Road, Suite 6
Chico, CA 95926
(530) 895-5033; Fax (530) 895-5934
Counties: Butte, Colusa, Del Norte, Glenn, Humboldt, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, and Yuba

FRESNO DISTRICT OFFICE
770 E. Shaw Avenue, Suite 330
Fresno, CA 93710
(209) 445-5691; Fax (209) 445-5097
Counties: Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono and Tulare

REDWOOD EMPIRE DISTRICT OFFICE
101 Golf Course Drive, Suite A-230
Rohnert Park, CA 94928
(707) 588-5026; Fax (707) 588-5080
Counties: Lake, Marin, Mendocino, Napa, Solano, Sonoma

SACRAMENTO DISTRICT OFFICE-CHILD CARE
8745 Folsom Blvd., Suite 200, MS 19-29
Sacramento, CA 95826
(916) 229-4530; Fax (916) 387-1933
Counties: Alpine, Amador, Calaveras, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne and Yolo

SACRAMENTO DISTRICT OFFICE-RESIDENTIAL
2400 Glendale Lane, Suite C, MS 19-35
Sacramento, CA 95825
(916) 574-2346; Fax (916) 574-2382
Counties: Alpine, Amador, Calaveras, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne and Yolo

SOUTHERN REGIONAL OFFICE
5900 Pasteur Court, Suite 125
Carlsbad, CA 92008
(760) 929-2121; Fax (760) 929-2133

MISSION VALLEY DISTRICT OFFICE-CHILD CARE
8765 Aero Drive, Suite 300
San Diego, CA 92123
(619) 467-2367; Fax (619) 492-1755
Counties: San Diego and Imperial

SAN DIEGO DISTRICT OFFICE-RESIDENTIAL
8745 Aero Drive, Suite 200
San Diego, CA 92123
(619) 467-2367; Fax (619) 467-2373
Counties: Imperial and San Diego

SAN GORGONIO DISTRICT OFFICE-CHILD CARE
3737 Main Street, Suite 700
Riverside, CA 92501
(909) 782-4200; Fax (909) 782-4985
Counties: Riverside and San Bernardino

INLAND EMPIRE DISTRICT OFFICE-RESIDENTIAL
3737 Main Street, Suite 600
Riverside, CA 92501
(909) 782-4207; Fax (909) 782-4967
Counties: Riverside and San Bernardino

ORANGE COUNTY DISTRICT OFFICE-CHILD CARE
750 The City Drive, Suite 250
Orange, CA 92668
(714) 703-2800; Fax (714) 703-2831
County: Orange

ORANGE COUNTY DISTRICT OFFICE-RESIDENTIAL
770 The City Drive, Suite 7100
Orange, CA 92668
(714) 703-2840; Fax (909) 782-2868
County: Orange

COASTAL REGIONAL OFFICE
801 Traeger Ave., Suite 105
San Bruno, CA 94066
(650) 266-8860; Fax (650) 266-8877

CENTRAL COAST AREA DISTRICT OFFICE
360 S. Hope Avenue, Suite C-105
Santa Barbara, CA 93105
(805) 682-7647; Fax (805) 682-8361
Counties: San Luis Obispo, Santa Barbara and Ventura

BAY AREA DISTRICT OFFICE-CHILD CARE
1515 Clay, Suite 1102
Oakland, CA 94612
(510) 622-2602; Fax (510) 622-2641
Counties: Alameda and Contra Costa

PENINSULA DISTRICT OFFICE-CHILD CARE
851 Traeger Avenue, Suite 100
San Bruno, CA 94066
(650) 266-8843; Fax (650) 266-8847
Counties: San Francisco and San Mateo

SAN FRANCISCO BAY AREA DISTRICT OFFICE-RESIDENTIAL
851 Traeger Avenue, Suite 360
San Bruno, CA 94066
(650) 266-8800; Fax (650) 266-8841
Counties: Alameda, Contra Costa, San Francisco and San Mateo

SAN JOSE DISTRICT OFFICE-CHILD CARE
111 No. Market Street, Suite 300
San Jose, CA 95113
(408) 277-1286; Fax (408) 277-2071
Counties: Monterey, San Benito, Santa Clara and Santa Cruz

SAN JOSE DISTRICT OFFICE-RESIDENTIAL
111 No. Market Street, Suite 360
San Jose, CA 95113
(408) 277-1289; Fax (408) 277-2045
Counties: Monterey, San Benito, Santa Clara and Santa Cruz

LOS ANGELES REGIONAL OFFICE
100 Corporate Pointe, Suite 350
Culver City, CA 90230
(310) 665-1940; Fax (310) 574-6651

L.A. RESIDENTIAL EAST DISTRICT OFFICE
1000 Corporate Center Drive, Suite 200-A
Monterey Park, CA 91754
(213) 981-3300; Fax (213) 981-3309

L.A. RESIDENTIAL NORTHERN VALLEY DISTRICT OFFICE
21731 Ventura Blvd., Suite 250
Woodland Hills, CA 91364
(818) 596-4334; Fax (818) 596-4376

L.A. RESIDENTIAL WEST DISTRICT OFFICE
6167 Bristol Parkway, Suite 210
Culver City, CA 90230
(310) 568-1807; Fax (310) 417-3680

L.A. NORTHWEST CHILD CARE DISTRICT OFFICE
6167 Bristol Parkway, Suite 400
Culver City, CA 90230
(310) 337-4333 Fax (310) 337-4360

L.A. CHILD CARE EAST DISTRICT OFFICE
1000 Corporate Center Drive, Suite 200-B
Monterey Park, CA 91754
(213) 981-3350; Fax (213) 981-3355

Teacher Credentialing, Commission on

Children's Center Permits

Vocations Requiring Permit: Children's Center Instruction and Children's Center Supervision; both performed in a public school system. Private child development centers may have staff with permits on a voluntary basis.

Fees: Credential application: \$60; Examination: N/A;

Fee: \$60.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Required: Varies with permit. Contact Commission on Teacher Credentialing for details.

Average Time to Process Application: First-time application takes 3 to 5 months because of necessary clearances, including fingerprints; renewal applications take 8 to 14 weeks, depending on seasonal backlogs.

Fee Period: 5 years for most "clear" permits.

Authority: Education Code, Sec. 8370;

California Administration Code, Title 5, Sec. 80105- 80127.

Other Special Licensing Requirements:

Varies with permit. Contact Commission for details.

Comments: None.

Information and Applications: 1900 Capitol Avenue, P.O. Box 944270, Sacramento, CA 95814; (916) 445-7254 (12:30-4:30 p.m.)

School Service Credentials

Vocations Requiring License: Administrative Services (requires basic teaching credential), Health Services (school nurse, physician, dentist, dental hygienist, optometrist), Library Media Teacher (requires basic teaching credential), Clinical Rehabilitative Services (speech and hearing therapy), Pupil Personnel Services (counseling and school psychology).

Fees: Credential application: \$60; Credential renewal: \$60; Examination: California Basic Education Skills Test (CBEST) (except for Health Services).

Examination Frequency: 6 times per year.

Examination Locations: California and Oregon. April administrations in Atlanta, Austin, Chicago, Denver, and New York City, as well as in California and Oregon.

Experience Required: Administrative Services requires 3 years on prerequisite credential.

Average Time to Process Application: First time application takes 3 to 5 months because of necessary clearance, including fingerprints; renewal application takes 8 to 14 weeks, depending on seasonal backlog.

Fee Period: 5 years for most "clear" credentials.

Authority: Education Code, Sec. 44225.

Other Special Licensing Requirements:

Varies with health services credential. Contact Commission for details. The following agencies license other professions: Board of Registered Nurses (registered nurses), Medical Board of California (physicians), Board of Dental Examiners (dentists),

Board of Optometry (optometrists).

Comments: None.

Information and Application: 1900 Capitol Avenue, P.O. Box 944270, Sacramento, CA 95814; (916) 445-7254 (12:30-4:30 p.m.).

Teaching Credentials

Vocations Requiring License: Designated Subject in Vocational or Adult Education; Multiple Subject Teacher (elementary/self-contained classroom); Single Subject Teacher (secondary/departmentalized classroom); Specialist (early childhood, reading, bilingual/cross-cultural) requires basic Teaching Credential; Special Education (including teaching persons with learning handicaps, severely handicapped, physically handicapped, communications handicapped, visually handicapped and gifted)

Fees: Credential Application: \$60; Examination score registration: \$30 for each subject; Renewal: \$60.

Examination Frequency: California Basic Educational Skills Test (CBEST): 6 times a year; National Teachers' Examination (NTE) PRAXIS (Secondary): 6 times a year; Single Subject Assessment for Teaching (SSAT): 5 times a year; Multiple Subjects Assessment for Teaching (MSAT): 5 times a year.

Examination Locations: Subject matter examinations are given nationwide. CBEST is given in California and Oregon. April administration is given in Atlanta, Austin, Chicago, Denver, and New York City, as well as in California and Oregon.

Experience Required: Designated Subject Credentials only.

Average Time to Process: First-time application takes 3 to 5 months because of necessary clearances, including fingerprints; renewal applications take 8 to 14 weeks, depending on seasonal backlogs.

Fee Period: 5 years for most "clear" credentials.

Authority: Education Code, Sec. 44225.

Other Special License Requirements: Varies

with credential. Contact Commission for details.

Comments: CBEST required of most first time applicants. Subject-matter examinations are required of all Multiple and Single Subject applicants, unless a subject matter equivalency is obtained from a California college or university.

Information and Applications: 1900 Capitol Avenue, P.O. Box 944270, Sacramento, CA 95814; (916) 445-7254 (12:30-4:30 p.m.).

Toxic Substances Control, Department of

Extremely Hazardous Waste Disposal Fee

Businesses Requiring Fee: No permit or fee is required, effective July 1, 1998.

Fee: None.

Examination Frequency: N/A.

Examination Locations: N/A.

Authority: Health and Safety Code, Sec. 25153, 25155, 20205.7; California Administrative Code, Title 22, Sec. 66570 and 66595.

Other Special License Requirements: May be subject to jurisdiction of the local health agency, Department of Transportation, U.S. Department of Health and Human Services, U.S. Environmental Protection Agency, Regional Water Quality Control Board.

Comments: The Department charges no fees for permit.

Information:

Central California, 10151 Croydon Way, Sacramento, CA 95827; (916) 255-3545
Bay Area and North Coast, 700 Heinz Avenue Bldg. F, Berkeley, CA 94710; (510) 540-2122

Southern California, 1011 N. Grandview, Glendale, CA 90201; (818) 551-2800

Hazardous Waste Facility Permit

Businesses Requiring License: Hazardous waste storage, treatment or disposal facility.
Fees: Permit Application: Contingent upon volume and type of waste managed. Check with Department for fee schedule. Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Safe management of hazardous wastes.

Average Time to Process Applications: Contingent upon tier for which the applicant applied—ranges from date of submittal of the notification package to the Department (some lower tiers of permitting) to within eighteen (18) months from the date on which the application is submitted (standardized permit) or to within one year after the application period for the project is received and accepted as complete (full permit).

Fee Period: See Comments

Authority: Health and Safety Code, Sec. 25200-25204; California Administrative Code, Title 22, Chap. 14.

Other Special License Requirements: Water discharge requirements by Regional Water Quality Control Boards. May be subject to the jurisdiction of the U.S. Environmental Protection Agency and Air Resources Board.

Comments: Permit Period: Lower tiers renewed annually; higher tiers usually valid for 10 years or until modified, suspended or revoked, whichever comes first.

Information and Applications: See Extremely Hazardous Waste Disposal Fee for Department locations.

Hazardous Waste Transporter Registration

Businesses Requiring Registration: Transporters of hazardous wastes whether primary or incidental part of business.

Fees: Application: none; Examination: none; License: see Comments.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: See Comments.

Average Time to Process Application: N/A.

Fee Period: None.

Authority: California Code of Regulations, Sec. 66263.10-66263.18.

Other Special License Requirements: All transporters must have a commercial license with a HAZMAT endorsement (California Vehicle Code sections 15275 and 15278)

Comments: All persons who transport hazardous waste by operation or use of a truck, trailer, vacuum tank, cargo tank, or container must have received training and instructions pertaining to: safe work practices; hazards unique to the handling and transporting of hazardous waste and equipment used to transport hazardous waste; practices which must be followed to comply with regulations and statutes; practices which must be followed to avoid situations which could allow hazardous waste to escape from equipment; procedures which must be followed when an accident or escape of hazardous waste occurs; and, procedures which must be followed for inspections of containers for hazardous waste to identify and correct unsafe conditions and work practices.

Documentation of such training is required to be submitted. Proof of liability insurance coverage must be submitted on Department of Toxic Substance Control Form DTSC 8038 (2/93) showing a combined single limit of one of the following: \$600,000 (only if no vehicles exceed 10,000 lbs. gross vehicle weight rating), \$1,000,000, \$1,200,000 or \$5,000,000, depending upon type of waste hauled and/or vehicle capacity. Transporters of petroleum and/or petroleum products, including waste petroleum and/or waste petroleum products, have a minimum liability coverage requirement of \$1,200,000.

Information and Applications: A person desiring registration as a hazardous waste transporter shall apply to the Department by

submitting a Hazardous Waste Transporter Registration Application, form DTSC 187 (8/98). Title 49, Code of Federal Regulations, Part 396, requires at a minimum, annual self-inspection of vehicles.

Transportation, Department of

Airport/Heliport Permit

Businesses Requiring Permit: All special-use and public-use airports and heliports.

Fees: Application: none; Examination: none; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirements: Applicant must submit layout of proposed facility. Airport or heliport must meet standards established for type of permit sought. Applicant must show that local government approves the operation of the proposed facility. On-site inspection required.

Average Time to Process Application: Varied.

Permit Period: Valid until revoked. Subject to periodic inspection.

Authority: Public Utilities Code, Sec. 21001 et seq.

Other Special Permit Requirements: California Environmental Quality Act (CEQA) compliance and favorable airspace determination from Federal Aviation Administration

Comments: Personal-use individually owned noncommercial airports are exempt.

Information and Applications: P.O. Box 942873, Sacramento, CA, 94273; (916) 322-3090 or Division of Aeronautics.

Encroachment Permit

Businesses Requiring Permit: Firms desiring to place or remove objects such as driveways, utilities, excavations, encroachment renewals, advertising, vegetation, mail

boxes, driveways; to install or remove chains for compensation; or to conduct special events or sidewalk sales on state highway right of way.

Fee: By fee schedule and the standard hourly rate. Standard Encroachment Permit application required; Examination: none; **License:** none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Review and inspection of proposed encroachment conducted to determine safety factors, etc. Charges for review, administration, and inspection.

Average Time to Process Application: Varies, depending on type of encroachment.

Fee Period: N/A.

Authority: Streets and Highways Code, Sec. 220.5, 225, 225.5, and 670 680.

Other Special License Requirements: Permits required for special use of roadside rests and vista points (Title 21, Subchapter 20, Chap. 2, Sec. 2200-2213, California Administration Code).

Comments: N/A.

Information and Applications: Obtain permits at District Offices listed below:

01 DISTRICT OFFICE

1656 Union Street, Eureka, CA 95501; (707) 445-6385

02 DISTRICT OFFICE

1657 Riverside Dr., Redding, CA 96001; (916) 225-3400

03 DISTRICT OFFICE

625 B Street, Marysville, CA 95901; (916) 741-5374; (916) 714-4402

04 DISTRICT OFFICE

111 Grand Ave., Oakland, CA 94623, P.O. Box 23660; (510) 286-4401

05 DISTRICT OFFICE

50 Higuera Street, San Luis Obispo, CA 93401; (805) 549-3152

06 DISTRICT OFFICE
1333 West Olive Avenue, Fresno, CA 93728;
(209) 445-6578

07 DISTRICT OFFICE
120 South Spring Street, Los Angeles, CA
90012;
(213) 897-3631

08 DISTRICT OFFICE
247 W. Third Street, San Bernardino, CA
92492;
(714) 383-4017

09 DISTRICT OFFICE
500 South Main Street, Bishop, CA 93514;
(619) 872-0671

10 DISTRICT OFFICE
1976 E. Charter Way, Stockton, CA 95206;
(209) 948-7891

11 DISTRICT OFFICE
4080 Taylor Street, San Diego, CA 92110;
(619) 688-6843

12 DISTRICT OFFICE
2501 Pullman St., Santa Ana, 92705; (714)
724-2260.

**California-based Transportation Permit
Service Firms**

Acceptable Permit Services

NORTHERN CALIFORNIA
Cal Permit Service: (916) 246-7523
California Permit Service of Marysville:
(916) 743-7151

CENTRAL CALIFORNIA
California Permit Service of San Francisco:
(415) 626-0616
Western Service: (415) 252-6655; (Out of
CA) (800) 552-8814
Reeves Trucking: (209) 948-1711
California Permit Service of Fresno: (209)-
445-3151
Mid-Cal Permits: (209) 463-4610

SOUTHERN CALIFORNIA
C & F Permit Service: (213) 624-6031

California Permit Service of Los Angeles:
(213) 617-9869
The Permit Company (Los Angeles):
(213) 626-5429
Golden State Permit Service:
(213) 229-2525
The Permit Company (San Bernardino):
(714) 885-4223
California Permit Service of San Bernardino:
(CA only) (800) 344-1912
George's Pilot Car & Permit Service: (818)
918-3002

SAN DIEGO
The Permit Co.: (619) 260-1910, (CA only)
(800) 782-8477
On Time Permits: (619) 223-5466

SANTA ANA
Golden State Permit Service:
(213) 229-2525
Natural Safety Compliance: (714) 472-0645

Outdoor Advertising License

Businesses Requiring License: Any person who personally or through employees places advertising displays containing advertising not pertaining exclusively to his own business or changes the advertising message of such displays.

Fees: Application: none; Examination: none; License: six permits or less: \$250, seven permits or more: \$500; Penalty: \$100.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: No person shall engage in or carry on the business or occupation of outdoor advertising without first having paid the license fee.

Average Time to Process Application: 7 days.

Fee Period: Annually, July 1.

Authority: Business and Professions Code, Sec. 5300, 5301, 5303, and 5484.

Other Special License Requirements: Local contractors' licenses may be required by all cities or counties.

Comments: None.

Information and Applications: Office of Outdoor Advertising 1120 N Street, Sacramento, CA 95814; (916) 654-4790.

Outdoor Advertising Sign Permits

Businesses Requiring License: All persons placing outdoor advertising displays visible to highways outside incorporated cities or to interstate and primary highways within incorporated areas.

Fees: Application: none; Examination: none; Permit: \$20 per year, per sign.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Outdoor advertising signs may be placed only on property zoned for commercial or industrial purposes. On premise self-advertising signs exempt.

Average Time to Process Application: 45 days.

License Renewal Period: Annually, January 1.

Authority: Business and Professions Code, Sec. 5350-5363 for permits, and Sec. 5485(a) for fee.

Other Special License Requirements: Building or use permits may be required by cities and counties.

Comments: Frequently, local jurisdictions fail to advise of the need for a state permit, resulting in expenditures for displays that cannot be permitted.

Information and Applications: Office of Outdoor Advertising, 1120 N Street, Sacramento, CA 95814; (916) 654-4790.

Outdoor Advertising Structure Permit

Businesses Requiring License: All persons placing outdoor advertising displays visible to highways outside incorporated cities or to interstate and primary highways within incorporated areas.

Fees: Application: \$300; Examination: none; Permit: \$20; Penalty: \$75.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Displays can be placed only on property zoned commercial or industrial. On-premise self-advertising signs are exempt (except message centers).

Average Time to Process Application: 45 days.

License Renewal Period: Annually, January 1.

Authority: Business and Professions Code, Sec. 5350-5363 and 5485(b).

Other Special License Requirements: Building or use permits may be required.

Comments: Frequently, local jurisdictions fail to advise of the need for a state permit, resulting in expenditures for displays that cannot be permitted.

Information and Applications: See Outdoor Advertising Sign Permits.

Transportation Permits (Oversize, Overweight Loads)

Businesses Requiring License: Transport carriers with oversize/weight vehicles or loads desiring to use highways.

Fees: Application: none; Examination: none; Permit: \$16 single trip, \$90 annually.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Vehicle or load not reducible in size or weight.

Average Time to Process Application: 2 hours.

Fee Period: Annually (if firm qualifies for and takes annual permit option).

Authority: Vehicle Code, Sec. 35780.

Other Special License Requirements: Vehicle registration by Motor Vehicle Department and licenses by Public Utilities Commission, Board of Equalization, State Fire Marshal (tanks), Water Resources Control Board and the Department of Health Services, if applicable.

Comments: Vehicle Code sets maximum dimensions for vehicles and loads generally not to exceed:

1. Width: 102 inches
2. Height: 14 ft.
3. Length: 40 ft. single vehicle; 65 ft. semi; 75 ft. double vehicle
4. Weight: 20,000 per axle, 10,500 per wheel, 12,500 front steering axle. Note there are some exceptions to weight limitations. Total gross weight of 80,000 pounds is derived from a table specifying maximum load in pounds that may be carried depending on any group of two or more consecutive axles or combination of vehicles and distance between the extremes of any group of two or more consecutive axles. For detailed information, see California Highway Patrol Bulletin No. 9. Vehicle Code and size and weight laws available at all California Highway Patrol Offices.

Information and Applications:

NORTHERN REGION

Department of Transportation
Transportation Permits, MS 41
1120 N street
Sacramento, CA 95814
Inquiries: (916) 322-1297
Information: (916) 322-4976
Facsimile: (916) 322-4969

SOUTHERN REGION

Department of Transportation
Transportation Permits
247 W. Third Street
San Bernardino, CA
Inquires: (909) 388-7062
Information: (909) 383-4637
Facsimile: (909) 388-7001.

Water Resources, Department of

Reclamation Board

Floodway and Levee Permits

Projects Requiring Permit: Uses and structures in floodways and levees, gravel

operations, utility crossings, etc., consistent with the California Code of Regulation, Title 23.

Fees: Application: none; Examination: none; Permit: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Requirement: Review of effect of project (see Comments).

Average Time to Process Application: 6 weeks.

Fee Period: Determined by Board.

Authority: California Water Code, California Code of Regulation, Title 23.

Other Special License Requirements: Water Resources Control Board, Department of Conservation, and Department of Fish and Game may also have jurisdiction over gravel operations. Marinas may be under the jurisdiction of the Department of Boating and Waterways and the State Lands Commission. In some locations, the Department of Fish and Game and U.S. Army Corps of Engineers may exercise jurisdiction (see section on the Corps in this handbook). In some instances, city or county government may exercise jurisdiction in regional 2 zoning.

Comments: The Reclamation Board under the Cal. Water Code requires an application be submitted and a permit issued before placement or construction of any encroachment within the area covered by an adopted plan of flood control. Included are all activities along or near the banks of the Sacramento and San Joaquin Rivers and their tributaries.

Information and Applications: 1416 Ninth Street, Room 1601, Sacramento, CA 95814; (916) 653-5726.

Division of Safety of Dams

Supervision of Dams

Jurisdiction: The Department has responsibility for supervision of dams by its Division of Safety of Dams. Dams owned by the

United States are not subject to supervision nor are those exempted by reason of nonjurisdictional size, function, or specific structural character.

Definition of “Dam”: “Dam” means any artificial barrier which is or will be 25 feet or more in height from the downstream toe to spillway crest, or has or will have an impounding capacity, of 50 acre-feet or more. Dams with less than 15 acre-feet storage capacity regardless of height, or dams 6 feet or less in height, regardless of storage, are not in jurisdiction.

Procedural Process: The Division of Safety of Dams reviews, investigates, and evaluates all applications for construction, enlargement, alteration, repair, and removal of dams and their reservoirs and must grant written approval before the owner can proceed. Upon satisfactory completion of all work under an application, a Certificate of Approval is issued to authorize the use of the dam and reservoir with terms and conditions for its operation. Supervision by the Division continues throughout the operating life of the dam.

Fees: Filing fees are required for and must accompany construction and enlargement applications. Once a dam is completed, an annual fee is assessed based on height and use.

Statutes and Regulations: Statutes covering this activity are contained in the California Water Code, Section 6000 et. seq. Regulations are contained in the California Code of Regulations, Section 301 through 333.

Information and Applications:
Division of Safety of Dams, 2200 “X” Street, Suite 200; Sacramento, CA 95818
(916) 445-1520

Water Resources Control Board, State

Laboratory Certification Program Certificate

(This program resides with the California Department of Health Services).

Laboratories Requiring Certificates: All laboratories performing any analysis required by the Porter Cologne Water Quality Control Act must be certified by the Department of Health Services, Environmental Laboratory Accreditation Program.

Fees: Fees are due upon application and one year from the date of issuance of certification. Fees consist of a base fee and a per-field-of-testing fee. The per-field-of-testing fee is dependent upon the number of fields of testing sought or certified. Fees are adjusted annually.

Examination Frequency: Laboratory audits are biannual unless circumstances warrant further investigation.

Examination Locations: Evaluation on-site.

Requirement: Competent personnel, appropriate laboratory equipment, proper methods, a quality assurance program as determined by a site audit, and analysis and passage of performance evaluation test samples.

Average Time to Process: Depends upon number of tests for certification.

Certification Renewal Period: Biannually.

Authority: California Water Code Sec. 13176, and Health and Safety Code, Sec. 1010.

Other Special Certification Requirements: None.

Comments: None.

Information and Applications:

Northern California
Department of Health Services, Environmental Laboratory Accreditation Program, 2151 Berkeley Way, Annex 2, Berkeley, CA 94704; (510) 540-2800

Southern California
Department of Health Services, Environmen-

tal Laboratory Accreditation Program, 1449 West Temple Street, Los Angeles, CA 90026-5698; (213) 580-5737.

Storm Water Permits

For information and Notices of Intent to comply with the General Industrial Activities Storm Water permit or the General Construction Activity Storm Water permit, contact the State Water Resources Control Board, Division of Water Quality, Storm Water Unit, P.O. Box 1977, Sacramento, CA 95812-1977; (916) 657-0757; www.swrcb.ca.gov/html/stormwtr.html

Underground Storage Tank Permit

Businesses Requiring Permits: Persons or businesses that own or operate an underground storage tank (UST) that stores a hazardous substance.

Fees: Fees are determined by the Local Implementing Agency (LIA), plus an \$8 per tank annual state fee.

Inspection Frequency: UST facilities are inspected at least every 3 years for compliance with the UST requirements.

Inspection Location: On-site.

Requirement: UST owners are required to monitor their tanks at least monthly.

Average Time to Process Permit: Varies with the local agency.

Permit Renewal Period: 1 to 5 years. Varies with the local agency.

Authority: Health & Safety Code, Chap. 6.7, Sec. 25284; and California Code of Regulations, Title 23, Chap. 16, Sec. 2712.

Other Special Permit Requirements: Tank owners are required to have written monitoring procedures and a leak response plan.

Comments: UST permits are issued to tank owners by one of 105 LIAs, such as a fire department or county health department.

Contact for LIAs: To receive a list of the LIAs, FAX (916) 227-4349 or write to Underground Tanks Program, State Water

Resources Control Board, Division of Clean Water Programs, 2014 "T" Street, Suite 130, Sacramento, CA 95814; (916) 227-4303.

Underground Storage Tank Tester License

Individuals Requiring Licenses: Those persons who conduct tightness tests on underground storage tanks containing fuel, waste oil, and other hazardous substances. Businesses are not licensed.

Fees: Application and examination: \$300; Three-year license: \$600; Renewal: \$600; Reinstatement: \$200 (if license is allowed to expire).

Examination Frequency: Approximately 6 times per year.

Examination Locations: Various; alternates between Northern and Southern California.

Examination Requirements: Training from the tank testing equipment manufacturer and either 1 year of experience or 6 months of experience, plus a classroom training course.

Average Time to Process: 30 days or less.

Fee Period: 3 years.

Authority: California Code of Regulations, Title 23, Chap. 17; and Health and Safety Code, Chap. 6.7, Sec. 25284.4.

Information and Applications: Underground Tanks Program, State Water Resources Control Board, Division of Clean Water Programs, 2014 "T" Street, Sacramento, CA 95814; (916) 227-4303.

Underground Storage Tank Upgrade Compliance

Certification: Upgrade compliance certificates are issued by UST agencies to tank owners who have demonstrated that their tank system(s) meet appropriate construction and monitoring requirements. Tank owners were required to come into compliance with these requirements by December 22, 1998. The tank owner then had to apply to the UST agency for temporary or permanent

closure of the tank system(s). After January 1, 1999, fuel distributors are prohibited from delivering fuel to non-upgraded UST systems.

Waste Discharge Requirements and National Pollutant Discharge Elimination System (NPDES) Permits

Businesses Requiring Permits: Various. (See Comments). All firms and persons discharging wastes to water or land, including storm water runoff, that could affect the quality of water (except into a community sewer system) must file a Report of Waste Discharge with the Regional Water Quality Control Board.

Fees: See Comments.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Application: 3 to 6 months.

Permit Renewal Period: 5 years for National Pollutant Discharge Elimination System Permits, (discharges to surface water); 5-15 years for Waste Discharge Requirements (discharges to land).

Authority: California Water Code, Sec. 13260(d); and California Code of Regulations, Title 23, Div. 3, Chap. 9.

Other Special License Requirements: Various, depending on activity, such as U.S. Department of Agriculture, California Department of Toxic Substances Control, and local health department.

Comments: An annual fee is charged for each National Pollutant Discharge Elimination System Permit and Waste Discharge requirement issued by either the State Water Resources Control Board or a Regional Water Quality Control Board. Annual fees are required by California Water Code, Sec. 13260 (d) (1). The first annual fee is due with the submittal of a Report of Waste Discharge. The annual fee is calculated (California Code of Regulations, Sec. 2200) based on threat to water quality and com-

plexity of the discharge.

NOTE: A portion of the annual fee will be returned if the Report of Waste Discharge is waived pursuant to California Water Code, Sec. 13269.

California Regional Water Quality Control Boards

NORTH COAST REGION (1), 5550 Skylane Blvd., Suite A, Santa Rosa, CA 95403; (707) 576-2220

SAN FRANCISCO BAY REGION (2), 1515 Clay Street, Suite 1400, Oakland, CA 94612; (510) 622-2300; www.swrcb.ca.gov/~rwqcb2

CENTRAL COAST REGION (3), 81 Higuera Street, Suite 200, San Luis Obispo, CA 93401-5427; (805) 549-3147

LOS ANGELES REGION (4), 101 Centre Plaza Drive, Monterey Park, CA 91754-2156; (323) 266-7500; www.swrcb.ca.gov/~rwqcb4

CENTRAL VALLEY REGION (5), 3443 Routier Rd., Suite A, Sacramento, CA 95827-3098; (916) 255-3000; www.swrcb.ca.gov/~rwqcb5

FRESNO BRANCH, 3614 East Ashlan Avenue, Fresno, CA 93726; (559) 445-5116
REDDING BRANCH, 415 Knollcrest Drive, Suite 100, Redding, CA 96002; (530) 224-4845

LAHONTAN REGION (6), 2501 South Lake Tahoe Boulevard, South Lake Tahoe, CA 96150; (530) 542-5400; www.mscomm.com/~rwqcb6
Victorville Branch, 15428 Civic Drive, Suite 100, Victorville, CA 92392-2383; (760) 241-6583

COLORADO RIVER BASIN REGION (7), 73-720 Fred Waring Drive, Suite 100, Palm Desert, CA 92260; (760) 346-7491

SANTA ANA REGION (8), 3737 Main Street, Suite 500, Riverside, CA 92501-3339; (909) 782-4130

SAN DIEGO REGION (9), 9771 Claremont Mesa Blvd., Suite A, San Diego, CA 92124-1331; (619) 467-2952; www.swrcb.ca.gov/~rwqcb9

Waste Water Treatment Plant Operator Certificate

Individuals Requiring Certification: Operators working in municipal or government-owned waste water treatment plants

Fees: Application: \$25-\$45; Operator-in-Training: \$50-\$100; Examination: \$25-\$100; Certificate: \$50-\$100; Renewal: \$50-\$100; Level of fee corresponds to level of certification.

Examination Frequency: Every 6 months (April & October).

Examination Locations: 16 locations; contact the State Water Resources Control Board or Regional Water Quality Control Board for specifics.

Experience Requirement: Experience and education relative to level of certification.

Average Time to Process Application: Two months after examination.

Certification Renewal Period: Biannually.

Authority: California Code of Regulations, Title 23, Div. 3, Chap. 26, Sec. 3670-3919.19.

Other Special License Requirements: None.

Comments: None.

Information and Applications: Office of Operator Certification, Division of Clean Water Programs, State Water Resources Control Board, P.O. Box 944212, Sacramento, CA 94244-2120; (916) 227-4300.

Water Rights Permits and Licenses (New and Additional)

Businesses Requiring Permits: All firms and persons diverting water from surface streams, bodies of water, including the underflow of surface streams, must have a permit, license, or domestic use registration. This includes individuals, businesses, governmental agencies, charitable organizations, etc. (i.e., all diverters), except where use is made under valid riparian or pre-1914 appropriate claim, or a stockpond claim

Fees: Application: \$100 minimum; Permit: \$100 minimum; Environmental filing fee: \$850; License: none.

Examination Frequency: N/A.

Examination Locations: N/A.

Experience Requirement: N/A.

Average Time to Process Unprotested

Application: About 9 months. Protested applications take longer.

Permit Renewal Period: Until revoked.

Authority: Water Code, Div. 2, Part 2.

Other Special License Requirements: Water well construction: contact State Department of Water Resources and local county government for construction requirements (also see Comments). For larger dams, contact Department of Water Resources, Division of Safety of Dams, (916) 445-1520.

Comments: Most riparian or pre-1914 diverters must file a Statement of Water Diversion and Use with the Board. Extraction of percolating groundwater (pumping from wells) is not subject to the water right system; however, in some locations, such diversion must be reported to the State Water Resources Control Board.

Information and Applications: Division of Water Rights, 901 P Street, Sacramento, CA 95814, Application Section: (916) 657-0765.

Additional information related to permits is available at <http://www.swrcb.ca.gov>

Appendix A — Additional Key State Entities

Business, Transportation and Housing Agency

The Business, Transportation and Housing Agency (BT&H) oversees the following departments and offices that are listed in this handbook: Departments of Alcoholic Beverage Control, Financial Institutions (formerly State Banking), Corporations, Housing and Community Development, Motor Vehicles, Real Estate, Transportation, Stephen P. Teale Data Center; Offices of Real Estate Appraisers, Traffic Safety and the California Highway Patrol. The agency's mission is to maintain the strength of California's infrastructure and the efficiencies of its financial markets.

Within this context, the BT&H has a responsibility to provide basic governmental support services to foster an efficient marketplace, protect public safety and ensure that neighborhoods have affordable housing to accommodate an expanding, vibrant workforce component that is necessary to sustain California's growing economy.

Employment Development Department, Labor Market Information Division

An Introduction to Labor Market Information

Labor market information (LMI) is the science of collecting, analyzing, reporting, and publishing economic activities to describe and predict the relationship between labor demand and supply. The Employment Development Department (EDD), Labor Market Information Division (LMID) is responsible for these activities in California.

LMI affects social, fiscal, technological, and economic policies. LMI impacts the way people choose careers and find jobs, the way employers hire employees and make business decisions, and the extent to which people receive assistance from the government. Governments at the federal, state, and local levels also depend on LMI to determine new policies, make monetary decisions, and pass legislation reallocating resources. For example, EDD traditionally relies on LMI data to set unemployment insurance (UI) tax and benefit levels.

Because LMI has tremendous influence over federal, state, and local governments, it provides administrators with a valuable tool to offer to their internal and external customers in developing and enhancing policies regarding employment/unemployment, training/re-training, education/literacy, welfare/welfare reform, and economic development/strategic planning.

LMI is used by a variety of customers. Some of the customers of LMI and its uses are listed in the chart on the next page.

What types of LMI data does the EDD provide?

- Labor force data
- Unemployment data
- Employment data by industry
- Projected employment by occupation
- Population and selected demographic data
- Local economic trends and characteristics
- Occupational data by gender and race (1990 census)
- Occupational wage rates by geographical area
- Hours and earnings data by industry and geographical area
- General occupational information
- Information about quality occupations

For Employers	For Jobseekers	For Government Agencies	For Educators	For Economic Developers
How much to pay employees	Types of jobs in demand	Economic activity and overall health of economy	The types of jobs that will be available when their students graduate	How their area wages compare to others
New goods or services they might want to begin offering	Skills the jobs require	How many workers are unemployed	Where those jobs will be located	The number of available workers
What benefits to offer	Types of available training	If workers are unemployed due to industrial policy or international trade	The skill requirements of those jobs	The skills of available workers
The availability of workers	Cost of living where the jobs are located	Additional workforce training needed	The salary those jobs will pay	The types of training available workers need
Local and national economic conditions	How much the positions pay	Productivity of workforce	What jobs won't exist in the future	
The need for expanding or downsizing	Projections of growth or decline in a particular occupation		Training opportunities	

Where can I find labor market information in California?

On the Internet at <http://www.calmis.ca.gov>

Contact the local labor market consultant in your area by e-mail or telephone

Phone our information desk at (916) 262-2162 (select option 3)

By Mail or In Person:

Employment Development Department
Labor Market Information Division
Attn: Publications and Information Unit
7000 Franklin Blvd., Suite 1100
Sacramento, CA 95823

At selected libraries throughout California

Environmental Protection Agency, California

The California Environmental Protection Agency oversees the following state organizations that issue licenses or permits in this handbook: Air Resources Board, Integrated Waste Management Board, Department of Pesticide Regulation, Department of Toxic Substances Control, and State Water Resources Control Board.

Parks and Recreation, Department of

The Department does not issue the types of licenses, permits or registrations listed in this handbook. However, the Department must approve any access across State Park property such as easements for roads, pipelines, etc. of private or public utilities, including persons with land encircled by State Parks require such permits. Effective July 1, 1998, for further information, please contact: Department of Parks and Recreation, Park Services Division, P.O. Box 942896, Sacramento, CA 94296-0001; (916) 653-4272. Also, see State Lands Commission.

Resources Agency

The Resources Agency oversees the following departments, commissions and offices that issue licenses and permits in this handbook: the Departments of Boating and Waterways, Conservation, Fish and Game, Forestry and Fire Protection, Parks and Recreation, Water Resources; and the Bay Conservation and Development, California Coastal, and Energy, Resources, Conservation and Development commissions.

Tahoe Regional Planning Agency

The Tahoe Regional Planning Agency (TRPA) was established by an interstate compact between California and Nevada and approved by Congress in 1969. The Agency is responsible for the review of all development projects (commercial, residential, tourist accommodation, recreation, and public service) within the Lake Tahoe Basin (both California and Nevada sides of the basin) for conformance with the TRPA Code of Ordinances. TRPA's mission includes establishing environmental threshold standards for the Region, adopting and enforcing a Regional Plan to attain the threshold standards, and providing for orderly growth and development consistent with the standards.

Tahoe Regional Planning Agency can be contacted at P.O. Box 1038, Zephyr Cove, Nevada 89448-1038; (702) 588-4547 or at trpa@sierra.net.

Trade and Commerce Agency, California

The California Trade and Commerce Agency's goal is to continually create jobs and increase economic investment for Californians, both domestically and in the international business arena. As the 7th largest economy in the world, we're committed to maintaining our leadership, and keeping California constantly moving forward.

The Agency's Office of Small Business administers several programs for California entrepreneurs starting and expanding their businesses. The Small Business Development Center Program, for example, offers one-on-one consulting assistance across the state. The California Loan Guarantee Program offers loan guarantees to businesses that may have difficulty qualifying for bank loans. We're also the state's chief advocate for small business to improve the regulatory climate on your behalf.

The Business Wizard is a problem-solving tool of the California Trade and Commerce Agency designed to help businesses identify solutions for common problems. The Biz Wiz points the user to the best resources available. There is a wide collection of information for casual browsers as well. To access this site go to <http://commerce.ca.gov/business/small/bizwiz>.

For further information, contact our Agency at: 801 K Street, Sacramento, CA 95814, (916) 322-1394 or visit our website at: www.commerce.ca.gov.

United States Army Corps of Engineers

The Corps of Engineers is not a state agency and it does not issue licenses, permits or registrations of the type to be included in this handbook. However, the Corps does exercise jurisdiction and issues "404" permits which are required for dredging or filling lakes, streams, tidelands, marshes, or low lying areas behind dikes along the coast. The permit also applies to dumping dredged material into the ocean.

For further information, contact the Corps at: 1325 J Street, Sacramento, CA 95814, (916) 557-5250

Also see California Coastal Commission, San Francisco Bay Conservation and Development Commission, Department of Water Resources

Appendix B — General Legal Structures for Doing Business in California

A Brief Description of State Licensing Requirements

Following are the legal structures for doing business: sole proprietorships, partnerships, limited liability companies, and corporations. While the legal structure does impose unique requirements on a business or self-employed persons engaged in a profession or vocation, the majority of licenses, registrations, and permits are applicable to all. For this reason, those items common to these types of business structures are described under sole proprietorships, and only items unique to partnerships, limited liability companies, and corporations are discussed under those topics.

Sole Proprietorships

Local Requirements:

Sole proprietorships are not required to register with a local agency; but businesses and persons engaged in a profession or vocation as a sole proprietor must obtain a local business license or permit that is issued by the city or county in which the headquarters of the business is located. Since ordinances vary from city to city and county to county, it will be necessary to contact the business license section of the city or the county government. Firms which conduct business in more than one city or county may be required to have a license in each city or county. The business license must be posted for public display. Posting is also required of other locally issued permits pertaining to premise use, alterations, maximum occupancy, emergency exits, sanitation clearance, and permits issued by law enforcement agencies.

In addition to a local business license, clearance from the local planning agency may be needed to obtain a “use permit” and, if premises are to be altered, clearance of the alterations is usually required. Inspection of the premise or product by the local fire department may be necessary, as well as clearance by the local law enforcement agency for certain business activities. Businesses such as those dealing in food products and some health facilities will also require inspection and clearance by the city or county health agency. Business firms, professions, or vocations which operate under fictitious names are also required to file a fictitious name registration with the county clerk and publish notices in a newspaper for general circulation. For certain professions and vocations, a fictitious name permit must be obtained from the state agency regulating the endeavor. Note: Some businesses organized in California which do not conduct business in the state must file and publish their fictitious name registrations in Sacramento County. Service marks or trademarks are registered with the Secretary of State.

State Requirements:

In general, direct licensing and permit issuance by the state is related to those businesses, professions, and vocations involving extensive training, or the license is issued for the purpose of consumer protection from possible fraudulent activities or potentially hazardous conditions. Registrations by the state are usually related to taxation, but in some cases, consumer protection is also involved. As a rule of thumb, if a business, profession, or vocation falls in the general categories described above, a review of Sections 2 and 3 of the handbook should be made to determine if state licensing is required. Examples of the more common requirements are described below.

Businesses dealing in tangible products for retail sale and wholesalers/manufacturers of products must register with the State Board of Equalization to obtain a sales tax permit and/or resale permit. The sales

tax/resale permits must also be publicly displayed. Firms with employees must carry workers' compensation insurance and are subject to unemployment insurance taxes and collection of Employees' Disability Taxes/State Personal Income Taxes that are handled by the Employment Development Department. The Employment Development Department requires that notices be posted for employee information concerning disability insurance benefits and refunds.

Posting of Notices

The Department of Industrial Relations requires businesses to be responsible for employee safety and working conditions and to post appropriate Industrial Commission Orders and information on work-related accidents, workers' compensation, time off for voting, and other topics of interest to employees. The Department of Fair Employment and Housing also requires the posting of notices to employees to inform them of their rights, and for interstate commerce, the federal Equal Employment Opportunity Commission should be contacted.

Businesses engaged in or intending to engage in the sale of alcoholic beverages are required to display notices of intention and licenses issued by the State Department of Alcoholic Beverage Control and the U.S. Treasury, Alcohol, Tobacco and Firearms Division. Other notices must be posted for public display to indicate whether or not a tax is added or included in the price of beverages sold by the drink.

Establishments handling food for public consumption must post "No Smoking" notices in food preparation areas and "wash hands" notices in employee restrooms. In addition, the State Department of Food and Agriculture has menu posting requirements if margarine, imitation milk, cream, ice cream, or meat extenders are used. The same department also issues permits for dispensers of semifrozen milk products.

Please note that many licensed professional and technical vocations, such as physicians, dentists, automotive repair shops, dry cleaning plants, etc., are required to post state-issued licenses or permits for public display. As a general rule, if practice of a vocation or business requires a license, permit, or registration by a governmental agency, the state agency should be questioned to determine if there are any requirements to post the document or other notices at the business location.

In a number of instances, two or more state agencies exercise jurisdiction over a business activity. Where state agencies have provided information on overlapping jurisdiction, a note has been made in the description of the license, in Section 2 of the handbook.

Federal Requirements

In general, sole proprietors and professional practitioners who have employees (and all partnerships, limited liability companies, and corporations, with or without employees) are to register with the Internal Revenue Service and be issued an identification number. In addition, a number of businesses, professions, and vocations are also licensed, registered, or taxed by federal agencies. Where a state agency has reported such overlapping jurisdiction, if interstate commerce is involved, a note is indicated in the handbook. However, the information on federal agencies may not be complete; therefore, contact should be made with a specific federal agency, the Federal Information Centers located in most federal buildings, or the Federal Trade Commission to determine if there also is a federal jurisdiction. In general, it is a good idea to contact the Internal Revenue Service to get a copy of "Your Business Tax Kit," whether the firm is required by law to register or not.

Partnerships

Partnerships fall into two broad classes: general and limited partnerships. Foreign partnerships (organized out of state with no headquarters in California) must register with the Secretary of State before doing business in California. As noted, all partnerships must obtain an identification number from the Internal Revenue Service.

- A. **General Partnerships:** This legal structure requires no governmental approval or regulation for its establishment. The licensing and posting comments above relative to sole proprietors are equally applicable to general partnerships. As with sole proprietorships, the profit or loss of the partnership is reported on the partners' individual state and federal tax returns, but in both instances the partnership files informational returns with the State Franchise Tax Board and the Internal Revenue Service.
- B. **Limited Partnerships:** This type of partnership is required to register with the Secretary of State's Office, Limited Partnership Division. In all other instances, the above discussion of licensing and taxing requirements concerning sole proprietorships and general partnerships is applicable.

Limited Liability Companies

Limited liability companies are a relatively new form of business entity, which offer simplicity and flexibility to business in California. Members are afforded the limited liability enjoyed by corporate shareholders and the pass through tax advantages of a partnership without the restrictions imposed on limited partnerships and Subchapter S corporations.

Under the Beverly-Killea Limited Liability Act, certain professions are prohibited from forming or registering limited liability companies in California. Legislation has been introduced to clarify the intent of the Legislature in relation to those professions prohibited from forming or registering limited liability companies. Contact the Secretary of State, Limited Liability Companies at (916) 653-3794 for the status of this legislation.

Limited liability companies must file specific forms with the Secretary of State. In forming a limited liability company, there are both legal and tax implications which should be fully understood. The Secretary of State recommends seeking legal and tax advice before forming or registering a limited liability company in California. General provisions governing limited liability companies are found in the California Corporations Code, commencing with Section 17000.

A limited liability company may be treated as a partnership or corporation for California tax purposes. A limited liability company will be treated as a partnership if it lacks two or more of the following corporate characteristics: (1) limited liability, (2) continuity of life, (3) free transferability of interests, and (4) centralized management. However, unlike in a partnership, the members of the limited liability company are not personally liable for its debts and liabilities. Alternatively, a limited liability company may be taxed as a corporation if it possesses more than two of the corporate characteristics outlined above.

The Franchise Tax Board will send a tax notice to the limited liability company, and the tax shall be paid directly to the Franchise Tax Board. An additional fee will be assessed if the total income of the limited liability company from all sources reportable to the State of California is two hundred fifty

thousand dollars (\$250,000) or more. This additional fee has a tiered structure which begins at five hundred dollars (\$500). See Section 23092 of the Revenue and Taxation Code.

Corporations

Corporations organized in California file their articles of incorporation with the California Secretary of State and are subject to corporate franchise taxes (banks and insurance firms are subject to bank and insurance taxes) administered by the Franchise Tax Board. Foreign corporations (organized outside of California) must register with the Secretary of State before doing business in California. Annually, all corporations are required to file with the Secretary of State a list of corporate officers, office addresses, etc., or representatives for foreign corporations. Such corporations are subject to corporation taxes administered by the Franchise Tax Board. Corporations, both for state and federal tax purposes, file a corporate tax return. In a number of instances, certain professional or vocational corporations regulated by a state agency also must obtain a permit from the regulating state agency.

In all other respects, the discussion of licensing requirements and permit processes relating to sole proprietorships and partnerships also applies to corporations. Again, corporations must register with IRS and obtain an identification number.

Appendix C — Additional Professional and Business Resources

California Secretary of State (Main Office)

1500 11th Street
Sacramento, California 95814
www.ss.ca.gov (916) 653-6814

Secretary of State Branch Locations

Fresno Branch Office

(559) 243-2100
2497 West Shaw, Suite 101
Fresno, CA 93711

Los Angeles Branch Office

(213) 897-3062
300 South Spring Street, Room 12513
Los Angeles, CA 90013-1233

San Diego Branch Office

(619) 525-4113
1350 Front Street, Suite 2060
San Diego, CA 92101-3690

San Francisco Branch Office

(415) 439-6959
235 Montgomery Street, Suite 725
San Francisco, CA 94104

Tax Information

Franchise Tax Board - (800) 852-5711
Internal Revenue Service - (800) 829-1040

Resale or Wholesaler's License

Board of Equalization - (800) 400-7115

California Trade and Commerce Agency

Office of Small Business

801 K Street, Suite 1700
Sacramento, CA 95814
www.commerce.ca.gov (916) 322-5790

Employment Development Department

800 Capitol Mall
Sacramento, CA 94280
www.edd.ca.gov (916) 653-0707

Additional Professional and Business Resources

<u>Purpose</u>	<u>Entity</u>	<u>Contact Information</u>
Barcodes	Uniform Commercial Council	1-800-543-8137
Certification of Small Business	Office of Small Business Certification and Resources Department of General Services	916-322-5060 For Certification Stamp and for Prompt Payment Information www.osmb.dgs.ca.gov/ppact/
	Small Business Advocate Office of Small Business Trade and Commerce Agency	916-322-5790 Advocacy for Prompt Payment Complaints
Complaints About a Business	Better Business Bureau	916-443-6843
	Department of Consumer Affairs	1-800-952-5210
	Department of Justice	1-800-952-5225
	Contractors State Licensing Board	1-800-321-2752 www.cslb.ca.gov
Contractors	Contractors State Licensing Board	1-800-321-2752 www.cslb.ca.gov
Copyright	Library of Congress Copyright Office	202-707-9100
	Sawyer Center	www.santarosa.edu/sbdc 707-524-1773
Disabled Veteran's Business Enterprise	Office of Small Business Certification and Resources Department of General Services	916-322-5060
Disadvantaged Business Enterprise	Business Enterprise Program Department of Transportation	916-227-9599
Doing Business with the State	Procurement Division Department of General Services	916-323-5478
Employment Training Panel	Trade and Commerce Agency	916-322-3562

<u>Purpose</u>	<u>Entity</u>	<u>Contact Information</u>
Employer (EIN) or Tax Identification Number	Internal Revenue Service	1-800-829-1040
Enterprise Zones	Trade and Commerce Agency	916-322-1398
Export — Environmental Exports	International Trade & Investment Trade and Commerce Agency	801 K Street, Suite 1700 Sacramento, CA 95814 916-324-5511
Export — Exporting License (Federal Office Only- No State Referral)	Bureau of Export Administration US Department of Commerce	408-998-7402
Export — Food	US Department of Food and Agriculture	916-654-0389
Exporting	Office of Export Development	562-590-5965
Federal — General or Specific Information	Federal Information Center	1-800-688-9889
Federal Tax Laws	Internal Revenue Service	1-800-829-1040
Foreign	Office of Foreign Investment	916-327-5797
Foreign — Japanese Firms in U.S. and Canada	JETRO (Japanese External Trade Organization)	415-392-1333
Franchises	Federal Trade Commission	202-326-2222
	Fast Facts (FTC)	www.itd.ci.jax.fl.us/pub/ consumer/franbiz.htm
	Franchise 411	www.franchise411.com/ index.html
Importing	US Customs	415-782-9210
Incorporating a Business	Secretary of State	916-653-6814 www.ss.ca.gov

<u>Purpose</u>	<u>Entity</u>	<u>Contact Information</u>
Inventions	California Invention Center	510-888-1998
	Sawyer Center	707-524-1773 www.santarosa.edu/sbdc
	US Patent and Trademarks Office	Commission of Patents and Trademarks Washington, DC 20023 www.uspto.gov
Investors	ACE-Net	www.sbaonline.sba.gov/advo/acenet
Laws and Legislation for Small Business	CAIB	909-445-0020
Legal Structure: <i>Sole Proprietorship</i> <i>Limited Partnership</i> <i>Limited Liability Partnership</i> <i>Corporation</i> <i>Limited Liability Corporation</i>	Secretary of State Business Programs Division	916-653-7244
License Handbook Orders	California Trade and Commerce Agency	916-324-5068 or www.commerce.ca.gov
Loans - Disaster	SBA Disaster Office	1-800-488-5323
Loans - (State) Small Business	State Loan Guarantee Program Trade and Commerce Agency	916-322-5790
Loans - (Federal)	US Small Business Administration	1-800-UASKSBA www.sba.gov
Locate a Business	Switchboard Website	www.switchboard.com/
Minority Business Enterprise (State Contracts)	Business Enterprise Program Department of Transportation Caltrans	916-227-9599
NAFTA	International Trade & Investment	916-324-5511

<u>Purpose</u>	<u>Entity</u>	<u>Contact Information</u>
Name Availability	Secretary of State	916-653-6814
Out-of-State Company (Doing Business in CA)	Major Corporate Projects (Large Companies)	916-327-0079
	Trade and Commerce	Sacramento 916-322-5665
	Regional Offices	Bay Area 650-573-3880
		Los Angeles 626-683-2619
		San Diego 619-645-2657
Patents	California Invention Center	510-888-1998
	Sawyer Center	707-524-1773 www.santarosa.edu/sbdc
	US Patent and Trademarks Office	Commission of Patents and Trademarks Washington, DC 20023 www.uspto.gov
Permits and Licenses	Local City & Co. Clerks Office	See Local Phone Book
	If Home-Based Business some cities/ counties require a special permit or additional fee	www.calgold.ca.gov
	License Handbook for state licenses	CTCA-Small Business Advocate 916-322-5790; www.commerce.ca.gov
Prompt Payment Act (Small Business Contracting with a State Agency)	Certification Stamp or General Information Department of General Services	916-322-5060
	Small Business Advocate Trade and Commerce Agency	916-322-5790
Publications	John Wiley and Sons	1-800- 225-5945 www.wiley.com
	Nolo Press	1-800-728-3555 www.nolo.com

<u>Purpose</u>	<u>Entity</u>	<u>Contact Information</u>
Reseller's Permit Resale Permit	Board of Equalization	1-800-400-7115
SBIR	Small Business Innovative Research Program	202-205-6450 www.sba.gov/SBIR/sbir.html
SCORE	Service Corps of Retired Executives	1-800-634-0245
Securities, Sale Exemptions, Fees	Department of Corporations Securities and Exchange Com.	415-557-3787, 213-736-2731 www.corp.ca.gov 415-705-2500, 213-965-3998 www.sec.gov
Small Business Certified Firm Listing	Office of Small Business Certification and Resources	www.osmb.dgs.ca.gov
State Tax Laws	Franchise Tax Board	1-800-852-5711
Statistics — Consumer Price Index (CPI) Increases	Department of Labor Industrial Relations Statistics and Research	415-972-8620
Statistics — Minority Business Statistics & Information	Department of Finance Demographic Research and Census Data Center	916-322-4651
Statistics — Construction/ Housing and Commercial Building Trends	CIRB (Construction Industry Research Board)	818-841-8210
Statistics — Exporting and Policy Information	International Trade & Investment	916-324-5511
Statistics — Employment Projections	Employment Development Department	916-653-0707
Statistics — Spending Projections for Resources	California Commission on State Mandates	916-653-2664
Statistics — Occupation and Wage Data	Employment Development Department	916- 653-0707, www.calmis.ca.gov/htmlfile/ ccois/or.htm

<u>Purpose</u>	<u>Entity</u>	<u>Contact Information</u>
Statistics — Wages for US Regions	US Bureau of Labor Statistics	415-995-5606
Statistics — Wages for Public Works Wages	Department of Labor Industrial Relations Statistics and Research	415-972-8620
Statistics- General Information	Department of Finance Economic Research	916-322-2263
Trade Show (Tourism)	Division of Tourism	916-322-2881
Trademarks	Sawyer Center Secretary of State (for trademarks & service marks only) US Patents & Trademarks Office	707-524-1773 916-653-6814 Commission of Patents and Trademarks Washington, DC 20023 www.uspto.gov
Unfair Competition	Federal Trade Commission	415-356-5270
Uniform Commercial Codes	Uniform Commercial Council	1-800-543-8137
Welfare to Work	Office of Business Development Trade and Commerce Agency Employment Development Department	916-327-3112 1-800-758-0398 www.caljobs.ca.gov
Wholesale or Resale Licensing	Board of Equalization	1-800-400-7115
Women-Owned Business Enterprise (State Contracts)	Business Enterprise Program Department of Transportation	916-227-9599
Zip Codes	Western Economic	503-897-2300

Appendix D — Index

A

ABC Offices 36
ABC Permits 27
Accountancy, State Board of 43
Acupuncture Board 44
Acupuncture License 44
Adjuster, Insurance (Nonpublic) 207
Adjuster, Public Insurance 207
Administrators Certificate (Insurance) 207
Adoption Agencies 265
Adult Day Care Centers 265
Adult Day Support Centers 265
Adult Residential Facilities 265
Advertising License, Outdoor 272
Advertising Sign Permits, Outdoor 273
Advertising Structure Permit, Outdoor 273
Aerial Passenger Tramways 197
Agent Securities Salesperson (Registration) 99
Agricultural Commodities and Regulatory Services 136
Agricultural Engineer 86
Agricultural Food Products Permit (Milk Products) 146
Agricultural Pest Control Advisor 241
Air and Water Balancing 58
Air Resources Board 27
Air Tanks 199
Aircraft Jet Fuel Tax 105
Airport/Heliport Permit 271
Alarm Agent 89
Alarm Company Operator 90
Alarm Company Operator Qualified Manager 90
Alcohol and Drug Program, Department of 37
Alcohol and Other Drugs, Residential Facilities 38
Alcoholic Beverage Control, Department of 27
Alcoholic Beverage Tax 106
Ambulance Service License 181
Amusement Rides 197
Anchovy Reduction 119
Anchovy Take Permit 119
Anesthesia Permit (Dentist) 63
Animal Health Branch (Food and Agriculture) 135
Animal Industry 135
Appliance Repair Registration 64, 65
Apprentice (Barbering and Cosmetology) 50

Apprentice Registration, Embalmer 56
Aquaculture Registration 119
Architectural Examiners, Board of 45
Architectural License 45
Armored Car Services License 181
Army Corps of Engineers 282
Articles of Incorporation: Corporation 257
Asbestos Certification 198
Asbestos-Related Work 201
Assault Weapons Permit 214
Athletic Commission 45
Auctioneer/Auction Company 262
Audiology License 93
Audiometrist, School 161
Automotive Repair, Bureau of 48
Automotive Repair Dealer Registration 48
Awnings 57

B

Bail Agent 208
Bail Permittee 208
Bail Solicitor 208
Bank Agency Office, Foreign 115
Bank Branch Office, Foreign 115
Bank Representative Office, Foreign 116
Banks 114
Bar Pilots License (Shipping) 246
Barber 50
Barber or Cosmetology Instructor 51
Barbering and Cosmetology Program 50
Barbers Establishment License 52
Barcodes 288
Baton Instructor 91
Baton Permit 90
Baton Training Facility and Baton Instructor 91
Bay Shrimp Permit 119
Bed and Breakfast Inn 33
Bedding Manufacturer 69
Bedding Retailer 68, 69
Bedding Wholesaler 69
Beer (Bar, Tavern), On Sale 32
Beer and Wine (Bar, Tavern) 32
Beer and Wine (Package Store), Off Sale 31
Beer and Wine Eating Place, On Sale (Restaurant) 32
Beer and Wine, Seasonal, On Sale 33
Beer and/or Wine License, Temporary 34
Beer Manufacturer (Brew Pub or Micro-Brewery) 31

Beer Manufacturer (Large Brewery) 31
 Beer, Public Premises (Bar, Tavern) — On Sale 33
 Beer, Seasonal — On Sale 33
 Behavioral Sciences, Board of 53
 Bill Payer 97
 Bioanalyst License 177
 Biologics, License for the Production of 176
 Blasters License 198
 Blood Banks 176
 Boating and Waterway 38, 120, 129
 Boating and Waterways, Department of 274
 Boiler, Hot Water Heating and Steam Fitting 57
 Boilers, Air Tanks, Liquid Petroleum Gas Tanks 199
 Bonds and Special Filings 262
 Bottle Washing and Sterilization License 167
 Bottled Water Distributor's License 168
 Boxer 47
 Boxing 46
 Brand Registration (Livestock) 139
 Brand Registration for Dairy Containers 146
 Brew Pub, On Sale General 34
 Broker Dealer's Certificate 100
 Building Materials Listing 157
 Building Moving and Wrecking 57
 Bus Driver. *See* Commercial Driving License
 Business and Industrial Development Corporations 114
 Business Enterprise Program (BEP) License 256
 Business Income, Reporting 159
 Business Tax 284
 Business, Transportation and Housing Agency 279
 Butter Cutting and Wrapping Permit 146
 Butter Distributors Permit (Out-of-State Importer) 147
 Butter Grader's License 147

C

Cabinet and Mill Work 57
 California Coastal Commission 41
 California Regional Water Quality Control Boards 277
 California Trade and Commerce Agency 287
 Cannery License 168
 Carcinogen/Report of Use 199
 Carpentry 57
 Catering Authorization (Form ABC-218) 34

Cattle Movement Permit 139
 Cattle Out-of-State Permit 139
 Cemetery and Funeral Programs 54
 Cemetery Broker 54
 Cemetery, License to Operate a 55
 Cemetery Licensing 54
 Cemetery Salesperson License (Original) 55
 Central Vacuum Systems 57
 Ceramic and Mosaic Tile 57
 Charter Party Carrier of Passengers, Class A 246
 Charter Party Carrier of Passengers, Class B 247
 Charter Party Carrier of Passengers, Class C 248
 Charter Party Carrier of Passengers, Class P 248
 Charter Party Carrier of Passengers, Class S 249
 Charter Party Carrier of Passengers, Class Z 249
 Check Cashiers Permit 214
 Check Seller 97
 Chemical Engineer 86
 Chemist License 178
 Child Care Centers 264
 Child Care Facilities 264
 Child Care Homes, Family 265
 Childhood Lead Poisoning Prevention Fee 107
 Children's Center Permits 268
 Children's Medical Services Branch 161
 Chiropractic Corporation 40
 Chiropractic Examiners, Board of 40
 Chiropractic Referral Service 40
 Chiropractic Satellite Office 40
 Chiropractor 40
 Cholinesterase Testing Approval 176
 Chronically Ill, Residential Care Facilities 264
 Cigarette and Tobacco Products Tax 107
 Civil Engineer 86
 Clinical Chemist 179
 Clinical Nurse Specialist 87
 Clinical Social Worker (License) 53
 Clinical Social Worker Associate (Registration) 53
 Coastal Commission, California 41
 Cold Storage License 168
 Collection Center License 143
 Commercial Air Operations 250
 Commercial Aircraft Registration 120
 Commercial Boat Registration 120
 Commercial Coach Construction Approval 185
 Commercial Coach Dealer License 186
 Commercial Coach Distributor License 187
 Commercial Coach Manufacturer License 187

Commercial Coach Salesperson License 188
 Commercial Driving License 221. *See also* Bus Driver
 Commercial Fish Business (Multifunction) 120
 Commercial Ocean Enhancement Stamp 120
 Communicable Disease Control, Division of 164
 Community Care Facilities (CCF) 264
 Community Treatment Facilities 265
 Complaints About a Business 288
 Concrete 57
 Concrete Related Services 57
 Conscious Sedation Permit (Dentist) 61
 Conservation, Department of 42
 Construction 201
 Construction Clean-up 58
 Construction/Housing and Commercial Building 292
 Consumer Finance Lender 98
 Consumer Price Index (CPI) Increases 292
 Consumers Affairs, Department of 43
 Contact Lens Dispenser, Registered 71
 Container Tares and Cab Cards 141
 Contractors 58, 288
 Contractors, Licences and Certifications 57
 Contractors State License Board 57
 Control Systems Engineer 86
 Copyright 288
 Corporate Affairs Bureau 204
 Corporations 286
 Corporations, Certification of 44
 Corporations, Department of 97
 Corrosion Engineer 86
 Cosmetic Manufacturer Registration 169
 Cosmetologist 51
 Court Reporters Board of California 60
 CPAs, Certification of 44
 Crane and Derrick Certifiers 200
 Crane and Derrick Licensed 200
 Crayfish Permit 121
 Credit Services Organizations 215, 262
 Credit Union 115
 Cremated Remains Disposer 55
 Crematory License 55
 Custom Livestock Slaughter Establishment 143
 Cytotechnologist License 178

D

Dairy Containers (Permissive), Brand Registration 146
 Dairy Exemption Certificate 139
 Dairy Inspector, Registered 147
 Dairy Marketing Branch 140
 Dams, Supervision of 274
 Dance Studios 262
 Dangerous Drugs Manufacturer 77
 Day Care 264
 Dead Hauler 144
 Demolition 201
 Dental Assistant, Registered 61
 Dental Auxiliaries (Extended Functions) 62
 Dental Clinic, Mobile 63
 Dental Examiners, Board of 61
 Dental Hygienist, Registered 61
 Dental License (Dentists) 62
 Dental Office (Additional Office Permit) 61
 Dental Practice (Fictitious Name Permit) 62
 Dentist (Special Permit) 64
 Destructive Device Permit 215
 Diabetic and Dietetic Frozen Milk Products 147
 Diagnostic Pharmaceutical Agent Certification 75
 Dietetic Frozen Milk Products 147
 Disabled Veteran's Business Enterprise 288
 Disadvantaged Business Enterprise 288
 Discount Buying Organization 262
 Doing Business with the State 288
 Door-to-Door Sales 195
 Door-to-Door Sales, Minors Engaged in 195
 Doors, Gates and Activating Devices 57
 Dredging Permit: Regular 121
 Dredging Permit: Special 121
 Drilling, Blasting and Oil Field Work 57
 Drinking Water/Environmental Manag. Division 165
 Driving Instructor License 222
 Driving School Operator License 223
 Driving School Owner License 225
 Driving-Under-the-Influence (DUI) Program 37
 Drug Manufacturer License 169
 Drug or Medical Devices, Out-of-State Distributor 79
 Drug Permit, Wholesale 80
 Drywall 57
 Dungeness Crab Vessel Permit 121

E

Earthwork and Paving 57
Eating Place (Restaurant), On Sale General 32
Economic Poison, Registration for 245
Education Course Approvals 253
Egg Container Exchange License 138
Egg Handlers 138
Egg Quality Control Branch 138
Elderly, Residential Care Facility for the 264
Electrical Engineer 86
Electrical Signs 57
Electrologists 51
Electroneuromyographer Certification 82
Electronic and Appliance Repair, Bureau of 64
Electronic Repair Registration 64
Elevated Floors 57
Elevator Installation 57
Elevators 201
Embalmer Apprentice Registration 56
Embalmer License 56
Emergency Medical Services Authority 102
Emergency Medical Technician I (EMT-I) 102
Emergency Medical Technician II (EMT-II) 102
Emergency Medical Technician Paramedic License 102
Emergency Telephone Users Surcharge 108
Emergency Vehicle Permit 181
Employee Housing Permit (Farm Labor Facilities) 186
Employee Training Panel 288
Employer (EIN) or Tax ID Number 289
Employment Agencies 262
Employment Counseling Service 262
Employment Development Department 103, 287
Employment Development Department, Labor Market In 279
Employment Projections 292
Employment Tax Customer Service Offices (ETCSOs) 103
Encroachment Permit 271
Energy Commission, California 105
Energy Resources Surcharge 108
Engineer (Agricultural, Chemical, Civil) 86
Engineer In Training (E.I.T.), Registration for 85
Engineering Geologist, Certified 66
Enterprise (State Contracts) 293
Enterprise Zones 289

Environmental Health Specialist 165
Environmental Laboratory Accreditation Program 176
Environmental Protection Agency, California 281
Equalization, State Board of 105
Escrow Agent 98
Esthetician 52
Estimated Tax Payments 160
Excavation, Trenching, Scaffolding, Cons 201
Export — Environmental Exports 289
Export — Exporting License 289
Export — Food 289
Export and License Copy Document Application 169
Exporting 289
Exporting Statistics 292
Extramural Dental Facility Permit 62

F

Factory Built Housing Plan Approval 186
Falsework 201
Family Child Care Homes 265
Family Health 161
Farm Labor Contractor License 194
Farm Labor Facilities 186
Farm Products 141
Federal Tax Laws 289
Feed License, Commercial 136
Feedyard Registration 140
Fencing 57
Fertilizing Materials License 137
Fertilizing Materials Registration 137
Fictitious Names, Certification of 44
Film Commission, California 114
Finance Lenders, California 97
Financial Institutions, Department of 114
Finfish Trap Permit 122
Fire and Casualty Broker-Agent 209
Fire Extinguisher Servicing Concern, Porta 156
Fire Extinguisher Servicing, Portable Certificate 156
Fire Extinguishing Systems Licens 155
Fire Marshal, State 155
Fire Protection Contractor 57
Fire Protection Engineer 86
Firearms Instructor 91
Firearms Permit 91

Firearms Training Facility and Firearms Instructor 91
 Fireworks License and Registrations Various 157
 Fireworks Operator License 158
 Fish and Game, Department of 119
 Fish Business 120
 Fish Importer License 122
 Fish Processor's License 122
 Fish Wholesaler's License 122
 Fisherman's Retail License 123
 Fishing Boat License, Commercial Passenger 129
 Fishing License, Commercial 123
 Fishing License, Commercial Junior 123
 Flame Retardant Chemicals/Fabrics Registration 158
 Flame Retardant General/Limited Applicator 158
 Fleet Inspection and Maintenance Station 182
 Floodway and Levee Permits 274
 Flooring and Floor Covering 57
 Food and Agriculture, Department of 135
 Food, Drug, and Radiation Safety Division 167
 For-Hire Vessels 250
 Foreign Bank Agency Office 115
 Foreign Bank Branch Office 115
 Foreign Bank Representative Office 116
 Foreign Investment, Office of 289
 Foreign, Office of 289
 Forensic Alcohol Laboratory License 177
 Forest Products, Transportation of Minor 155
 Foresters License, Professional 154
 Forestry and Fire Protection, Department of 154
 Foster Family Agencies 265
 Foster Family Homes 265
 Franchise Registration 100
 Franchise Tax Board, State 159
 Franchises 289
 Fraternal Benefit Societies (Certif. of Authority) 204
 Fraternal, Part-time (Insurance) 210
 Frozen Food Locker Plant License 169
 Frozen Milk Products Plant License 148
 Funeral Director Certificate of Qualification 56
 Funeral Directors License (Establishment) 56
 Funeral Licensing 56
 Funeral Programs 54
 Fur Agent License 123
 Fur Dealer License 124

Furniture and Bedding Manufacturer 69
 Furniture and Bedding Manufacturers Supply Dealer 70
 Furniture and Bedding Retailer 69
 Furniture and Bedding Wholesaler 69
 Furniture Retailer 70

G

Gambling License 215
 Game Bird Club License, Domesticated 126
 Game Breeder-Class I License 124
 Game Breeder-Class II License 124
 Garbage Collector, License as Vessel and Aircraft 136
 Garment Manufacturers' Registration 195
 Gas Broker License 253
 Gas Testers Certification 198
 Gasoline Vapor Recovery Systems Certification 159
 General Building 57
 General Electrical 57
 General Engineering 57
 General Partnerships 261, 285
 General Services, Department of 160
 Geologist, Registered 66
 Geologists and Geophysicists 66
 Geophysicist, Registered 67
 Geophysicists 66
 Geotechnical Engineer 85
 Gill/Trammel Net Permit 124
 Glazing 57
 Grants and Annuities Societies 204
 Group Homes 265
 Guide Dog Instructor 68
 Guide Dog School License 67
 Guide Dogs for the Blind, Board of 67
 Guide License (Nonresident) 125
 Guide License (Resident) 125

H

Hardware, Locks and Safes 57
 Hazardous Materials Transportation License 183
 Hazardous Substance Removal Certification 58, 59
 Hazardous Substance Tax Environmental Fee 108
 Hazardous Substance Taxes - Disposal Fee, Generato 108

Hazardous Waste Disposal Fee, Extremely 269
 Hazardous Waste Facility Permit 270
 Hazardous Waste Transporter Registration 270
 Health Care Facilities 161
 Health Care Service Plans, License 99
 Health Facility Registration 164
 Health Plan Division 99
 Health Planning and Development 164
 Health Services, Department of 161
 Hearing Aid Dispensers 68
 Hearing Aid Dispensers Examining Committee 68
 Heliport Permit 271
 Hemoglobin Counseling Laboratory Approval 177
 Herring Fresh Fish Market Permit 125
 Herring Gill Net Permit (Resident or Nonresident) 126
 Herring Ocean Waters Permit 126
 Highway Patrol, California 181
 Histocompatibility: Director License 179
 Home Furnishings and Thermal Insulation, Bureau of 68
 Home Health Aide Certification 161
 Home Improvement Certification 58, 59
 Home Improvement Salesperson Registration 58, 60
 Home Protection Companies 204
 Horse Racing Board, California 184
 Horse Racing License, Occupational Participants 184
 Household Goods Carrier Permit 250
 Housing and Community Development, Department of 185
 Hunting Club License, Commercial 126
 Hydrogeologist, Certified 67
 Hydroseed Spraying 58
 Hypodermic and Syringe Permit 77

I

Imitation Ice Cream or Imitation Ice Milk 148
 Immigration Consultants 262
 Immunohematologist 179
 Importer 70
 Importing 289
 In-State Subdivision Public Reports 253
 Incorporating a Business 289
 Independent Driving Instructor's License 226
 Industrial Development Corporations 114

Industrial Engineer 86
 Industrial Homework License and Permit 195
 Industrial Loan 116
 Industrial Medical Council 192
 Industrial Relations, Department of 193
 Inedible (Condemned Material) Permit 144
 Inedible Kitchen Grease Transporter License 143
 Insect, Plant Pests, Plant Materials, Soil Impo 153
 Insulation and Acoustical 57
 Insurance, Department of 203
 Insurance Tax 109
 Insurer (Certificate of Authority) 205
 Integrated Waste Management Board, California 212
 Integrated Waste Management Fee 109
 International Fuel Tax Agreement License 109
 Interstate Carrier Registration 251
 Interstate User Diesel Fuel Tax License 110
 Invention Developers 262
 Inventions 290
 Investigative Services 89
 Investment Advisors Certificate 101
 Investors 290

J

Job Listing Services 262
 Judge, Amateur 45
 Judge, Professional (Athletic Commission) 46
 Justice, Department of 214

K

Kelp Harvesting License 126
 Kinesiological Electromyographer Certificate 82

L

Labor Market Information 279
 Labor Standards Enforcement, Division of 194
 Laboratory Certification Program Certificate 275
 Laboratory License, Clinical 180
 Lamp Brake Official Station License 49
 Land Surveyor 85
 Land Surveyor In Training (L.S.I.T.) 85
 Lands Commission, California State 219
 Landscape Architect, Licensed 71
 Landscape Architect Technical Committee 71
 Landscaping 57
 Language Pathology or Audiology License 93

Lathing 57
 Levee Permits, Floodway and 274
 License Handbook Orders 290
 Licensed Vocational Nurse 96
 Life Agent 209
 Life and Disability Insurance Analyst 209
 Limited Liability Companies 259, 285
 Limited Liability Partnership 260
 Limited Partnership 258
 Limited Partnerships 285
 Limited Specialty 57
 Liquid Petroleum Gas Tanks 199
 Live Fresh Water Bait License 127
 Livestock Drug License, Restricted 138
 Livestock Drugs Manufactured 137
 Livestock Identification, Bureau of 139
 Livestock into California, Permit for Movement
 of 135
 Livestock Meat Inspector License 144
 Loans - (Federal) 290
 Loans - Disaster 290
 Loans - Small Business (State) 290
 Lobster Crewmember Permit 127
 Lobster Operator Permit 127
 Locate a Business 290
 Lock and Security Equipment 57
 Locksmith License 92
 Low Voltage Communications and Wiring
 Systems 57

M

Machine Gun License 216
 Machine Gun Permit 216
 Machinery and Pumps 57
 Major Appliance Repair Registration 65
 Major Waste Tire Facility Permitting 212
 Manicurist 52
 Manufactured Housing 57
 Manufactured Housing Plan Approval 191
 Manufactured Mobilehome Dealers' License
 186
 Manufactured Mobilehome Distributor License
 187
 Manufactured Mobilehome Manufacturers'
 License 187
 Manufactured Mobilehome Salesperson License
 188
 Manufacturing Engineer 86
 Marine Aquaria Collector Permit 127

Marine Aquaria Receiver's License 128
 Marine Terminals 220
 Market Squid Boat Owner's Permit 128
 Market Squid Vessel Permit 128
 Marriage, Family, and Child Counselor (License)
 53
 Marriage, Family, and Child Counselor Intern 53
 Martial Arts 46, 47
 Martial Arts Fighter. *See* Sparring Partner
 Masonry 57
 Matchmaker (Athletic Commission) 46
 Matchmaker, Assistant (Athletic Commission) 46
 Maxillofacial (and Oral) Surgery Permit 63
 Meat and Poultry Inspection Branch 143
 Meat Inspection Establishment, Obtaining
 Specimens 144
 Mechanical Engineer 86
 Medical Assistant 72
 Medical Board of California 71
 Medical Device Manufacturing License 170
 Medical Device Retailer 78
 Medical Device Warehouse 78
 Medical Devices Manufacturer 77
 Medical Evaluation Program 192
 Medical Waste Management Program 165
 Mental Health Nurse 88
 Metal Products 57
 Metal Roofing Systems 57
 Metallurgical Engineer 86
 Methadone Drug Analysis Laboratory License
 180
 Microbiologist 179
 Microbiologist Certificate, Public Health 180
 Microbiologist License 178
 Milk and Cream Sampler's and Weigher's
 License 152
 Milk and Cream Testers License 149
 Milk and Dairy Foods 146
 Milk Handler's License 140
 Milk Inspection Certificate of Proficiency 149
 Milk License, Modified 150
 Milk Permit, Market 148
 Milk Processing Vitamin and Mineral Permit 152
 Milk Products Permit to Manufacture Products
 149
 Milk Products Plant License 150
 Milk Products Plant License, Semi-Frozen 152
 Milk Testing Technician's License 150
 Mineral Oil and Gas Broker License 253

Minor Waste Tire Facility Permitting 213
Minority Business Enterprise 290
Minority Business Statistics & Information 292
Mobilehome Dealer License 186
Mobilehome Distributor License 187
Mobilehome Manufacturer License 187
Mobilehome Park Permit to Operate 191
Mobilehome Salesperson License 188
Money Abroad, Transmitter of 117
Money Orders 116
Motion Picture Location Permits for State
Property 114
Motor (Automobile) Club Agent 210
Motor Clubs (Certificate of Authority) 205
Motor Vehicle Fuel License Tax 110
Motor Vehicles, Department of 221
Multi-Unit Manufactured Home Construction
Approval 192

N

NAFTA 290
Name Availability 291
Narcotic Treatment Program License 37
National Pollutant Discharge Elimination System
(N 277
Nonfat Milk Solids Tester's License 150
Nonresident Drivers of Commercial Vehicles
262
Notary Public Commission 263
Nuclear Engineer 86
Nurse Anesthetist 87
Nurse Midwife 88
Nurse Practitioner 88
Nurse, Registered 88
Nursery Stock, License to Sell 153
Nurses Registries 262
Nursing Assistant Certification 163
Nursing Home Administrator 74
Nursing Home Administrator License 74

O

Occupation and Wage Data 292
Occupational Lead Poisoning Fee 110
Occupational Safety and Health, Division of
197
Ocean Enhancement Stamp 120
Office of Small Business 287

Oil, Gas or other Minerals Occupying State
Lands 220
Oil Spill Prevention and Administration Fee 111
Oleomargarine License 151
Olive Oil License 170
Optician Certificate, Registered Dispensing 72
Optometric Corporation 75
Optometric Practice 75
Optometry — Therapeutic Pharmaceutical Agent
76
Optometry (Statement of Licensure) 76
Optometry, Board of 74
Optometry Certificate 75
Optometry Offices—Branch Office License 74
Oral and Maxillofacial Surgery Permit 63
Organic Processed Food Registration 170
Ornamental Metals 57
Osteopathic Corporation (Registration) 240
Osteopathic Medical Board of California 240
Osteopathic Physician and Surgeon License 240
Osteopathic Practice 240
Out-of-State Company (Doing Business in CA)
291
Out-of-State Subdivision Registrations and
Permits 254
Outdoor Advertising License 272
Outdoor Advertising Sign Permits 273
Outdoor Advertising Structure Permit 273
Oversize, Overweight Loads Transportation 273

P

Pacific Mackerel Permit 128
Painting and Decorating 57
Paperhanging 57
Parking and Highway Improvement 57
Parks and Recreation, Department of 281
Partnerships 285
Partnerships, Certification of 44
Passenger Stage Corporations 251
Pasteurizer's License 151
Patents 291
Pawnbroker License 216
Payment Instruments (Money Orders) 116
Permits and Licenses 291
Personal Property Broker 98
Personal Property Brokers 98
Pest Control Aircraft Pilot Certificate 241
Pest Control Business License 242

Pest Control Business License Maintenance Gardener 243
 Pest Control Dealer Business Designated Agent 243
 Pest Control Dealer License 243
 Pest Exclusion Branch 153
 Pesticide Enforcement Branch 240
 Pesticide Regulation, Department of 241
 Pet Food Importer 144
 Pet Food Manufacturers License 171
 Pet Food Processor 144
 Pet Food Registration 171
 Pet Food Slaughter 144
 Petroleum Engineer 86
 Pharmacist Intern 77
 Pharmacist License 79
 Pharmacy, Board of 76
 Pharmacy License 79
 Pharmacy, Non-Resident 78
 Pharmacy Technician 80
 Physical Therapist 81
 Physical Therapist (Electromyography Testing) 82
 Physical Therapist Assistant 81
 Physical Therapy Board of California 81
 Physician and Surgeon (M.D.) 73
 Physician Assistant 82
 Physician Assistant Committee 82
 Physician Assistant, Physician Supervising 82
 Physicians 192
 Physicians and Surgeons Fictitious Name Permit 72
 Pile Driving and Pressure Foundation Jacking 57
 Pipeline 57
 Plastering 57
 Plumbing 57
 Podiatric Medicine, Board of 83
 Podiatric Medicine, Doctor of 83
 Podiatric Medicine, Doctor of (Fictitious Name) 83
 Podiatric Medicine, Doctor of (Limited License) 84
 Pole Installation and Maintenance 58
 Police Body Armor, Certification of 217
 Pollutant Discharge Elimination System (NPDES) 277
 Pool and Spa Maintenance 58
 Poultry Meat Inspector License 145
 Poultry Plant License 145
 Prawn Trawl Permit 125, 132

Prefabricated Equipment 58
 Prepaid Rental Listing Service 254
 Prevention Services 164
 Primary Care and Family Health 161
 Private Carrier Registration 252
 Private Investigator 92
 Private Patrol Operator 92
 Private Postsecondary and Vocational Education 84
 Private Postsecondary Educational Institution 84
 Private Water Source Operator's License 171
 Processed Food Registration 171
 Processing Inspector License 145
 Produce Dealers 141
 Produce Unloader Registration 196
 Products Resembling Milk Products, Manufacturer's 151
 Products Resembling Milk Products, Registration of 151
 Professional Engineers and Land Surveyors 85
 Prompt Payment Act 291
 Property Taxes Appraiser Certification 111
 Prorater 97
 Psychiatric Technician 96
 Psychiatric/Mental Health Nurse 88
 Psychological Activity, Registration to Engage in 86
 Psychological Assistant Registration 87
 Psychologist, Educational (License) 54
 Psychologist License (Clinical) 87
 Psychology, Board of 86
 Public Health Laboratory Approval Certificate 177
 Public Health Nurse 89
 Public Premises (Bar, Night Club), On Sale General 32
 Public Utilities Commission, California 246
 Publications 291

Q

Qualified Applicator Certificate 244
 Qualified Applicator License 245
 Quality Engineer 86

R

Race Track Operator License 185
 Radiation Source Registration 172
 Radio Controlled Cable Logging Operations 201

Radioactive Material License 172
 Radiologic Technologist, Certified 172
 Real Estate Appraisal 255
 Real Estate Appraisers, Office of 255
 Real Estate Broker License 255
 Real Estate Broker or Mineral, Oil and Gas
 Broker 255
 Real Estate, Department of 253
 Real Estate Salesperson 255
 Reclamation Board 274
 Recovery and Treatment Services With 38
 Recycling Center Certification 42
 Referee, Professional 47
 Refrigeration 57
 Regional Water Quality Control Boards, Califor-
 nia 277
 Registered Nursing, Board of 87
 Registration Services (Vehicle) 228
 Rehabilitation, Department of 256
 Reinforcing Steel 57
 Renderer License 145
 Repossessor Agency and Repossessor Manager
 93
 Repossessor, Employee 92
 Resale or Wholesaler's License 287
 Resale Permit 292
 Research Psychoanalyst 73
 Reseller's Permit 292
 Residential Care 265
 Residential Care Facilities for Chronically III
 264, 265
 Residential Care Facilities for the Elderly 265
 Residential Care Facility for the Elderly (RCFE)
 264
 Residential Mortgage Lender and Servicer 97
 Resources Agency 281
 Respiratory Care Board 89
 Respiratory Care Practitioner License 89
 Retail Water Facility License 173
 Retort Operator Permit (Canning) 173
 Revolvers (Permit) 218
 Rifles and Revolvers (Permit) 218
 Roofing 57

S

Safety Engineer 86
 Safety of Dams, Division of 274
 Safety Representative Certification 199
 Sales and Use Tax Permit 111

Salmon Stamp, Commercial 129
 Salmon Stamp, "John Doe" Commercial Fishing
 130
 Salmon Stamp, Junior Commercial Fishing 129
 Salmon Vessel Permit 130
 San Francisco Bay Conservation and Develop-
 ment Com 257
 San Francisco Bay Development Permit 257
 Sand and Water Blasting 58
 Sanitation Systems 57
 Sanitizer 70
 Sardine Permit 130
 Savings & Loan Association, Agency Office 117
 Savings & Loan Association, Certif. of Authority
 118
 Savings and Loan Association, Conversion:
 Federal 118
 Savings and Loan Association, Organizing Permit
 118
 SBIR 292
 Scaffolding 58, 201
 School Audiometrist 161
 School Service Credentials 268
 Schoolbus Contractor's License 184
 Scientific Collecting Permit 131
 Scientist 179
 Scientist License 178
 Scientist Limited License 179
 Scientist Trainee License 179
 SCORE 292
 Sea Cucumber Permit (Dive or Trawl) 131
 Sea Urchin Crewmember Permit 131
 Sea Urchin Diving Permit 131
 Secondhand Dealer License 217
 Seconds (Athletic Commission) 47
 Secretary of State 257
 Secretary of State, California 287
 Securities by Permit, Qualification of 101
 Securities Regulation Division 99
 Securities, Sale 292
 Security and Investigative Services, Bureau of 89
 Security Guard Registration 93
 Sedation Permit (Dentist), Conscious 61
 Seed, Authorization to Sell 153
 Self-Insurance of Workers' Compensation
 Programs 193
 Self-Insurance Plans 193
 Seller Assisted Marketing Plans 218
 Service Contract Administrator Registration 65

- Service Contract Seller Registration 66
 - Service Corps of Retired Executives (SCORE) 292
 - Service Marks 263
 - Shark and Swordfish Permit, Drift Gill Net 132
 - Sheet Metal 57
 - Shellfish Growing Area Permits 166
 - Shellfish Plant Certification 173
 - Sheltered Workshop License 196
 - Ship Broker's License 39
 - Ship Salesperson's License 39
 - Short-Barreled Shotgun/Rifle Permits 218
 - Shorthand Reporters License 60
 - Shotgun/Rifle Permits 218
 - Shrimp and Prawn Trawl Permit 132
 - Shrimp Trawl (Individual or Vessel), Pink 129
 - Siding and Decking 58
 - Sign Installation 58
 - Slaughter Registration, Mobile 140
 - Small Business (State Bid Process), Qualifying as 160
 - Small Business Certification 288
 - Small Business Certification and Resources, Office 160
 - Small Business Certified Firm Listing 292
 - Small Business Innovative Research Program 292
 - Small Business, Laws and Legislation for 290
 - Small Family Homes (Residential Care) 265
 - Smog Check Technicians (Intern, Basic, Advance) 49
 - Smog Check Test or Test and Repair Station License 49
 - Social Rehabilitation Facilities 265
 - Solar 57
 - Sole Proprietorships 283
 - Solid Waste Facility Permit (Issued Locally) 212
 - Sparring Partner (Boxer and Martial Arts Fighter) 47
 - Special Lines Surplus Lines Broker 210
 - Spectacle Lens Dispenser, Registered 73
 - Speech — Language Pathology and Audiology Board 93
 - Speech — Language Pathology or Audiology License 93
 - Spending Projections for Resources 292
 - Sport-Caught Fish Exchange Permit 132
 - Squid Light Boat Owner's Permit 132
 - State Lands, Lease/Permit for Right to Occupy 219
 - State Lands, Permit to Occupy 219
 - State Tax Laws 292
 - Statistics 293
 - Sterilized Cream License, Modified 150
 - Sterilized Milk License, Modified 150
 - Stock Agent (Insurance) 211
 - Stock Brokers. *See* See Brokers Dealer's
 - Storage Tank Permit, Underground 276
 - Storage Tank Tester License, Underground 276
 - Storage Tank Upgrade Compliance, Underground 276
 - Storm Water Permits 276
 - Structural Engineer 86
 - Structural Pest Control — Applicator License 94
 - Structural Pest Control — Branch Office 94
 - Structural Pest Control — Company Registration 94
 - Structural Pest Control — Field Representative 95
 - Structural Pest Control — Operator's License 95
 - Structural Pest Control Board 94
 - Structural Steel 57
 - Student Scientific Collecting Permit 133
 - Suisun Marsh Development Permit 257
 - Supplier Diesel Fuel Tax License 112
 - Surface Mining and Reclamation Act (SMARA) 42
 - Surplus Lines Broker 211
 - Suspended Ceilings 58
 - Swimming Pool 57
 - Swine, License to Feed Garbage to 135
 - Swordfish Permit 133
 - Swordfish Permit, Drift Gill Net 132
 - Synthetic Products 57
- T**
- Tahoe Regional Planning Agency 281
 - Talent Agency License 196
 - Tax Assistance, Obtaining California 160
 - Tax Branch, Employment Development Department 103
 - Tax Information 287
 - Teacher Credentialing, Commission on 268
 - Teaching Credentials 269
 - Tear Gas for Citizen Self-Defense 218
 - Telephonic Sellers Registration 219
 - Thermal Insulation 68

Thermal Insulation Manufacturer 71
 Ticket Seller (Athletic Commission) 47
 Tidal Invertebrate Permit 133
 Timber Operator/Limited Timber Operator License 154
 Timber Yield Tax Registration 112
 Time Required to Issue the License 240
 Timekeeper (Athletic Commission) 47
 Tire Recycling Fee 112
 Tissue Bank License, Approval to Operate 181
 Tobacco Products 107
 Tourism 293
 Tower Crane Erection Permits 202
 Tower Crane Operation Permits 202
 Toxic Substances Control, Department of 269
 Toxicologist 179
 Toxicologist License 179
 Trade and Commerce Agency, California 282
 Trade Show (Tourism) 293
 Trademark/Service Mark Unit 262
 Trademarks 263, 293
 Traffic Engineer 86
 Traffic Violator School Instructor License 230
 Traffic Violator School License 228
 Traffic Violator School Operator License 231
 Trammel Net Permit 124
 Transmitter of Money Abroad 117
 Transportation, Department of 271
 Transportation Permit Service Firms, California 272
 Transportation Permits (Oversize, Overweight) 273
 Trap Permit 133
 Trapping License: Resident 134
 Trapping Permit: Junior 133
 Trapping Permit: Nonresident 134
 Travel Insurance Agent 211
 Travel, Seller of 219
 Travelers Checks 117
 Tree Service 58
 Trenching 201
 Trenching Only 58
 Trust Company 117

U

Underground Storage Tank Maintenance Fee 112
 Underground Storage Tank Permit 276
 Underground Storage Tank Tester License 276

Underground Storage Tank Upgrade Compliance 276
 Underwritten Title Companies 206
 Unfair Competition 293
 Uniform Commercial Code 264
 Uniform Commercial Codes 293
 United States Army Corps of Engineers 282
 Upholsterer 69
 Use Fuel Tax Permit 113

V

Vapor Recovery System Certification for Cargo Tank 184
 Vector Control Technician, Certified 164
 Vehicle Dealer License 232
 Vehicle Dismantler License 234
 Vehicle Distributor License 235
 Vehicle Lessor: Retailer License 236
 Vehicle Manufacturer 236
 Vehicle Remanufacturer License 237
 Vehicle Representative License 238
 Vehicle Salesperson License 238
 Vehicle Transporter License 239
 Vehicle Verifier License 239
 Vendor's Use Fuel Tax Permit 113
 Vessel and Aircraft Garbage Collector, License as 136
 Vessel Common Carrier 252
 Vessel Operator's License 38
 Veteran's Club 33
 Veterinarian 95
 Veterinary Biologics 136
 Veterinary Food-Animal Drug Retailer 80
 Veterinary Food-Animal Drug Retailers 77
 Veterinary Medical Board 95
 Veterinary Technician 95
 Viatical Settlement Companies 206
 Vocational Nursing and Psychiatric Technicians 96

W

Wages for Public Works Wages 293
 Wages for US Regions 293
 Warm-Air Heating, Ventilating, Air-Conditioning 57
 Waste Discharge Requirements 277
 Waste Tire Facility Exclusion 213
 Waste Tire Hauler Registration 214

Waste Water Treatment Plant Operator Certificate 278
Water Bottling Plant License 174
Water Conditioning 57
Water Hauler's License 174
Water Permit (Water System Operation) 166
Water Resources Control Board, State 275
Water Resources, Department of 274
Water Rights Permits and Licenses 278
Water Treatment Device Certification 167
Water Treatment Operator Certification 167
Water Vending Machine Operator 174
Water Well Drilling 57
Weatherization and Energy Conservation 58
Weighing and Measuring Devices 142
Weighmaster, Fixed and/or Non-Fixed Locations 142
Weights and Measures Registration of Device Repair 142
Welding 57
Welfare to Work 293
Well Permits 42
Wholesale or Resale Licensing 293
Wholesaler's License 287
Window Coverings 58
Winegrower (Winery) 31
Women-Owned Business 293
Wood Tanks 58

X

X-Ray Supervisor and Operator, Certification 175
X-Ray Technician, Limited 175
X-Ray Training Approval Certificate 175

Y

Yacht and Ship Broker's License 39
Yacht and Ship Salesperson's License 39

Z

Zip Codes 293

