

# AGRICULTURE / WEIGHTS & MEASURES



## COUNTY OF SAN MATEO

**Koren J. Widdel**

Agricultural Commissioner  
Sealer of Weights & Measures  
P.O. Box 999 • 728 Heller Street  
Redwood City, CA 94064-0999  
(650) 363-4700 T  
(650) 367-0130 F  
[www.smcgov.org/agwm](http://www.smcgov.org/agwm)

**TO:** AGRICULTURAL PEST CONTROL BUSINESSES & MAINTENANCE GARDENERS  
**SUBJECT:** 2024 REGISTRATION AND REPORTING REQUIREMENTS

California Food and Agriculture Code Section 11732 requires annual registration of licensed pest control businesses with the Agricultural Commissioner of each county in which pest control work is performed.

### Online Registration and Payment Now Available

On December 1, 2023, our office will begin accepting Agricultural Pest Control Business and Maintenance Gardener registrations for the year 2024 through [www.CalAgPermits.com](http://www.CalAgPermits.com). Please login to your CalAgPermits online account to find the registration option on the dashboard. Step-by-step instructions and forms can be found on our website at [www.smcgov.org/agwm](http://www.smcgov.org/agwm). If you need an online account or help logging-in, please contact us at (650) 363-4700 or via email at [SMateoAg@smcgov.org](mailto:SMateoAg@smcgov.org).

Registration fees for 2024 are \$60.00 for Pest Control Businesses and \$25.00 for Maintenance Gardeners.

Your business license must be current for 2024 with the Department of Pesticide Regulation (DPR) to register your business with the local Agricultural Commissioner's Office.

Please complete the following steps to register:

1. Log in to your CalAgPermits account. On the dashboard, please select the option, "Registration Required." Complete required information.
2. Complete and/or upload the following documents:
  - a) A completed and **signed** county registration form
  - b) Qualified Applicator License (QAL) or Qualified Applicator Certificate (QAC)
  - c) Department of Pesticide Regulation Business License
  - d) A completed equipment listDocuments may be scanned or photographed for the upload.
3. Once your registration is submitted, our office will review the application within two business days. Once your registration is approved, you will receive an e-mail request for online payment.
4. Last Step - Log back into your CalAgPermits account and submit your online payment. **You are not registered until you have paid your annual fee.** Your receipt is your proof of registration. Your CalAgPermits account will show the date you registered with San Mateo County.

If registering by mail, all registration forms and equipment list are available on our department website: [www.smcgov.org/agwm](http://www.smcgov.org/agwm). Please send all registration materials and payment to:

SAN MATEO COUNTY AGRICULTURAL COMMISSIONER  
P.O. BOX 999, REDWOOD CITY, CA 94064-0999

Be aware that incomplete forms, incorrect information, or the incorrect fee will delay completion of your registration. **Restricted Material Permits are issued by appointment ONLY** following a review of your previous year's permit file and reported pesticide use. You may phone for an appointment at (650) 363-4700 and ask to speak with your district biologist. Pest Control Businesses based outside of San Mateo County should contact Richard Garcia at [rgarcia@smcgov.org](mailto:rgarcia@smcgov.org).

**Monthly pesticide use reports** may now be submitted on-line via CalAgPermits. Each pest control business must submit a monthly pesticide use report to the Agricultural Commissioner by the 10<sup>th</sup> of the following month. Once registered, you must **submit a use report every month**. A negative use report is required for those months during which no pest control work is performed. There are brief video tutorials available on your CalAgPermits home screen labeled **Training Videos**.

Pest control on public roadways, street medians and bicycle paths require an agricultural pest control business license with a QAL or QAC in Category C- Rights of Way. A maintenance gardener license is not adequate for work on rights of way.

We would like to hear from you. Please visit our department website to complete a short 4 question Customer Survey at [www.smcgov.org/aqwm](http://www.smcgov.org/aqwm)

Thank you for your ongoing cooperation to ensure that pesticides are used safely and in compliance with all current regulations.

Best wishes for the New Year!

If you **do not** intend to perform pest control work in San Mateo County this year, please contact us to let us know. Please provide us with the information below. You may fax it to (650)367-0130 or e-mail it to [smateoag@smcgov.org](mailto:smateoag@smcgov.org) or mail it to:

San Mateo County Agricultural Commissioner  
P.O. Box 999  
Redwood City, CA 94064-0999

I will **not** be performing pest control work in San Mateo County during 2024.

Business Name \_\_\_\_\_ (please print)

Contact email: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature