



## COUNTY OF SAN MATEO

**TO:** BRANCH 1 STRUCTURAL PEST CONTROL OPERATORS  
**SUBJECT:** 2024 REGISTRATION REQUIREMENTS AND REPORTING REQUIREMENTS

Food and Agriculture Code (FAC) section 15204.5 requires that licensed Structural Pest Control Branch I companies and their licensed operators and field representatives register annually with the Agricultural Commissioner prior to conducting business in the County.

### Online Registration and Payment Now Available

On December 1, 2023, our office will begin accepting Structural Pest Control Branch 1 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).

Branch 1 registration fee for 2024 is \$25.00

The online system is linked to the Structural Pest Control Board (SPCB) database, so your business license must be current with SPCB to register.

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) A completed list of Operators/Field Representative performing work in San Mateo County.Documents may be scanned or photographed for the upload.
3. After your registration is submitted, our office will review the application. When 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. This year we have an e-check option for payment.

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.

The Branch 1 “responsible person” must be listed on the registration form. The “responsible person” must be either the qualifying manager as defined in Business and Professions (B & P) Code section 8506.2 or the branch supervisor as defined in B & P Code section 8611. List each branch office (location) that will be performing fumigations in the county. A Branch 1 company must register separately from its Branch 2 or Branch 3 businesses.

Branch 1 businesses are required to file an amended registration form should information change during the calendar year (i.e. new business location, new Field Representative or Operator). A \$10.00 fee will be charged for processing each registration amendment. Amendments may be submitted by mail with a check. Our online system is not able to accept amendments at this time.

**Monthly Summary Pesticide Use Reports (MSPURs)**

Structural Pesticide Use Stamps issued by the Structural Pest Control Board (SPCB) are now validated through CalAgPermits, the online use report site. If you are submitting use reports on-line, retain the purchased stamp, which should be affixed to your MSPUR paper copy for three years from the report submission date. If you are mailing in use reports, stamps must be affixed to your paper copy.

**REMINDER: You must submit use reports every month.** For **negative use reports**, no pesticide use stamps or stamp numbers are required. Monthly use reports may be submitted online in CalAgPermits. There are brief video tutorials available on your CalAgPermits home screen labeled **Training Videos**.

Notice of Intents may be submitted via email, fax or by phone.

We would like to hear from you. Please visit our Department website to complete a short one minute online Customer Survey at [www.smcgov.org/agwm](http://www.smcgov.org/agwm)

Thank you for your ongoing cooperation and best wishes for the New Year!

If you **do not** intend to perform pest control work in San Mateo County this year, please complete and return this form with the information filled out below. You may fax it to (650) 367-0130 or e-mail it to [smateoag@smcgov.org](mailto:smateoag@smcgov.org) or send it by mail, to:

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

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

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature