



**TO:** BRANCH 2 and 3 STRUCTURAL PEST CONTROL

**SUBJECT:** 2023 REGISTRATION REQUIREMENTS AND REPORTING REQUIREMENTS

Food and Agriculture Code (FAC) section 15204 requires that each licensed structural pest control branch 2 or 3 company register with the Agricultural Commissioner prior to conducting business in the County. Businesses must be registered in San Mateo County prior to applying pesticides in 2023.

**\* We have moved to Online Registration\***

On December 1, 2022, our office will begin accepting Branch 2 and 3 Structural Pest Control registrations for the year 2023 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 2 and 3 registration fee for 2023 is \$10.00.

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 option, "Registration Required." Complete required information.
2. Complete and upload a completed and **signed** county registration form. Form may be scanned or photographed for the upload.
3. Once your registration is submitted, our office will review the application and 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. 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.

A company that is licensed for both Branch 2 and Branch 3 may register that business as one operation, listing each branch office (location) on the registration form. Companies must list a “responsible person” on the registration form. The Department of Pesticide Regulation interprets the “responsible person” to be the branch supervisor as defined in Business and Professions Code section 8611.

There will be an amendment fee of \$10 for licensees added to the registration at a later date.

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

Structural Pesticide Use stamps issued by the Structural Pest Control Board (SPCB) are now being validated through CalAgPermits, the online use reporting website. It is no longer necessary to send in stamps if you are submitting use reports on-line. Instead, you must retain the purchased stamp, which should be affixed to your MSPUR paper copy for three years from the report submission date.

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**.

We would like to hear from you. Please visit our Department website to complete a short one minute online Customer Survey at our Department website 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 structural pest control work in San Mateo County this year, please complete and return this form with the information filled out below and 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 structural pest control work in San Mateo County during 2023.

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature