

AGRICULTURE / WEIGHTS & MEASURES



COUNTY OF SAN MATEO

Koren J. Widdel

Agricultural Commissioner
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TO: BRANCH 1 STRUCTURAL PEST CONTROL OPERATORS
SUBJECT: 2026 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 Available beginning Dec. 1

On December 1, 2025, our office will begin accepting Structural Pest Control Branch 1 registrations for the year 2026 through 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. If you need an online account or help logging-in, please contact us at (650) 363-4700 or via email at SMateoAg@smcgov.org.

Branch 1 registration fee for 2026 is **\$25.00**. The online system is linked to the Structural Pest Control Board (SPCB) database, so your business license must be current with Structural Pest Control Board 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.

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**.

If registering by mail, all registration forms and equipment list are available on our department website: <http://www.smcgov.org/agwm>. If registering by mail, 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. Please ensure that the contact person listed on your forms is correct. 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 our 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 cannot 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 and kept 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 report by the 10th of the following month after each month in which you apply pesticides. 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**.

The new fumigation log is now required and should include the new EPA site specific items including Emergency Response Information.

Notice of Intents may be submitted via email with Notice of Intent in the subject line to smateoag@smcgov.org or by fax to 650-0130. We would like to hear from you. Please visit our Department website at www.smcgov.org/agwm to complete a short one minute online Customer Survey. 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 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 2026.

Business Name _____ (please print)

Contact email: _____

Contact phone number: _____

Printed Name

Date

Signature