

# 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:** BRANCH 2 and 3 STRUCTURAL PEST CONTROL

**SUBJECT:** 2022 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.

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

On December 1, 2021, our office will begin accepting Branch 2 and 3 Structural Pest Control registrations for the year 2022 through [www.CalAgPermits.com](http://www.CalAgPermits.com). Please login to your CalAgPermits online account to find a new 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 2022 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 the new option, "Registration Required." Complete required information.
2. Complete and upload a completed and signed county registration form. Form may be scanned or photographed.
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.

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.

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 pest control work in San Mateo County this year, please complete and return this form with the information filled out below. You may send it by mail to:

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

You may fax it to (650) 367-0130 or e-mail it to [smateoag@smcgov.org](mailto:smateoag@smcgov.org).

I will **not** be performing pest control work in San Mateo County during 2021.

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature