



Introduction

The latest release of CalAgPermits includes an online registration feature that allows you to complete your required registration forms online and submit them to the county for review.

On your CalAgPermits web portal screen the My Registrations section will now show a “Registration Required” link when it is time to renew your registrations for the upcoming year. The link will only display for license/certificate types that the county requires you to register.

The screenshot shows the CalAgPermits web portal for Santa Clara County. The user is logged in as '1 CALL INSPECTIONS 43'. The interface includes a navigation menu, a 'Welcome' section with quick links for Ag PURS, MSPURS, NOIs, Permits, CEDTS, and Help and Training. Below this are two main sections: 'My Licenses and Certifications' and 'My Registrations/Fees Due'. The 'My Registrations/Fees Due' table lists several registrations, with the 'Registration Required' link highlighted in red in the 'Status' column for the registration with reference SPCM 1. Below the table is a 'Pay Now' button. A 'Useful Links' section is also visible at the bottom right.

License/Cert. #	Type	Expiration	Registered On
100291	QAC	12/31/2022	01/01/2019
1	SPCM	12/31/2035	09/02/2020
30003	PCM	12/31/2022	07/26/2021
125848	FLC	12/31/2019	10/18/2022

Type	Due Date	Reference	Amount	Status	Select
Registration	01/01/2023	BEES B-45687	\$1.00	Payable	<input type="checkbox"/>
Registration	01/01/2023	FLC 125848	\$20.00	Payable	<input type="checkbox"/>
Registration	01/01/2023	PCM 30003	\$50.00	Payable	<input type="checkbox"/>
Registration	01/01/2023	SPCM 1	TBD	Registration Required	<input type="checkbox"/>

Clicking on the link will display the appropriate form for completing the online registration. Structural Pest Control Businesses have the option to register a single license (main or branch), or to register all associated locations at once:





The registration forms differ for each license type, follow the on-screen instructions:

The following information is required to register your **Structural Pest Control License**. This form is for both Main and Branch offices. Please complete the required details. You can save your work and come back later to finish it. When you have completed all of the required information, please press the SUBMIT button to send information to the Santa Clara County Agricultural Commissioner for review. Once your registration is approved, you can view and pay the registration fee from your portal main page.

Registration for the 2023 Year Santa Clara

Company Name:

Registration Number:

This location is:
 Main Branch

Performing work in:
 Branch 1 Branch 2 Branch 3

Physical Address

Physical Address Line 1:

Physical Address Line 2:

Physical City: Physical State: Physical Zip:

Mailing Address

At the bottom of the form is a section for attaching required documents, printing and signing the form, and submitting the form to the county for review:

Instructions for attaching the signed structural registration form: Once you have completed entering the required information, click the "Generate Application" button. This will generate the structural registration form in PDF format with all of your required information. Once the PDF form is generated you can print it, sign it and then scan it into your computer (helpful hint - you can take a picture of the signed form with your phone). Once you have signed and saved or scanned the PDF file you can upload it to the system by clicking on the "Attach" link under the Attachments section. You can then drag and drop the PDF file onto the upload popup window. Once you have attached the PDF file, you will then be able to submit the completed form to the county.

[Generate Application](#)

Some of the attachments required below have a template that you can [download here](#).

Attachments

Signed copy of registration form [Attach](#)

Additional licenses [Attach](#)

* Indicates attachment is required.

[Form is Complete - Submit to County](#) [Save](#) [Back](#)

When you click "Form is Complete – Submit to County", the system will check your application form for completeness and will show messages for any missing information. If the information is complete, the application is submitted to the county and the status on your home page will change to Awaiting Approval:

My Registrations/Fees Due - Agco Hay LLC					
Type	Due Date	Reference	Amount	Status	Select
Registration	01/01/2023	PAC 35-229	\$10.00	Awaiting Approval	

Click "Registration Required" to start the online registration process. Once the registration is approved and Status = "Payable", select the fees to pay and click "Pay Now" to make an online payment. You only need to register if you plan to do work in the county during the calendar year.

If the application form is rejected, you'll get an email letting you know and you can see the reviewer remarks if you open the application again.

If the application is approved, what happens next depends on how the county is configured. If they have connected an online payment processor, you will see a "Pay Now" link that you can



use to pay the fee (or pay multiple registration fees) online. You will also receive an email letting you know your application was approved.

If the county does not require payment prior to approving the registration application, then you will see the status change to “Payment Due” and you’ll get an email letting you know it’s time to pay your registration fee. Once the fee is paid, the registration is effective.

If the county requires payment prior to approving the registration application, then you’ll need to arrange for payment so the county can approve your registration application.