



**To: All Structural Pest Control Businesses**

**Subject: Annual Registration and Reporting Requirements for Structural Pest Control Business**

Registrations will be accepted beginning December 1<sup>st</sup>.

You must register prior to performing any pest control work in the new year.

**Registration Requirements:**

**\*Branch 1 Structural Fumigation Must Register In Person**

If based in San Joaquin County, you may register in person. When registering in person, bring the following:

1. Completed registration form(s)
  - a. **If performing Branch 1\* Structural Fumigation:** Complete Branch 1 Structural Fumigation Registration Form and Branch 1 List of Structural Pest Control Operators/Field Representatives form.
  - b. **If performing Branch 2/3:** Complete Structural Pest Control Registration Branch 2/3 Registration Form.
  - c. If performing Branch 1, and 2/3, complete **all** forms.
2. Copy of the Structural Pest Control Board-Company Registration Certificate.
3. Registration fee(s): (1) \$25.00 Branch 1 (2) \$10.00 Branch 2/3 (Cash, Credit Card, Money Order or Checks payable to San Joaquin County).
4. Amendments made after your initial registration, adding Field Representatives, Operators, and Qualifying Managers are \$10.00 for each amendment.

If not based in San Joaquin County, registration may be made by mail or online. However, **Branch 1 Structural Fumigation Registration must be done in person.**

You may register in person at any office: See addresses below

**Registration Hours**

Stockton office: 8:00 A.M. to 4:30 P.M.

Lodi office: 8:00 A.M. to 10:00 A.M.

Simms Station office: 8:00 A.M. to 10:00 A.M.

**For Branch 2/3 Registration Only:**

**Mail registration to:** San Joaquin County Agricultural Commissioner 2101 E Earhart Ave., Suite 100 Stockton CA 95206

**Online registration to:** [stocktonag2@sjgov.org](mailto:stocktonag2@sjgov.org)

## Pesticide Use Reporting Requirements

Once registration is completed, Structural Pest Control Operators must submit monthly use reports each month by the 10<sup>th</sup> day of the next month. A Structural Pest Control Board Stamp is required to be attached to a Monthly Summary Pesticide Use Report (MSPUR). A negative use report is required for those months during which no pest control work is performed. Contact a member of our staff if you have any questions regarding notification or pesticide use reporting. MSPURs may be submitted by mail or in person. Our office does not accept use reports by fax or email. **Online submittal of MSPURs through the CalAg Permit system is available. It is FREE and EASY. Please contact our office for more information.**

**For those companies registered as both structural pest control operators and agricultural pest control operators, please submit one monthly pesticide use report for each type of business.**

Structural pest control businesses must use their principal or branch registration number issued by the Structural Pest Control Board in the licensed number field. **Do not use operator/field representative license numbers.**

## Branch 1 Fumigation Notice

Pursuant to California Business and Professions Code section 8505.5, the San Joaquin County Agricultural Commissioner requires fumigation notice 24 hours prior to the time fumigation begins. Notice shall include the date, place, and chemical to be used. It may be given by phone, fax, or email (stocktonag2@sjgov.org).