

## City of Larkspur Business License Frequently Asked Questions (FAQ's)

---

### 1. Who is MuniServices?

MuniServices, LLC is a private company that has been contracted by the City of Larkspur to administer their business license program. For information regarding the City of Larkspur business licenses, please contact MuniServices at:  
MuniServices

Attn: Business License Department  
438 E Shaw Avenue Box 367  
Fresno, CA 93710

Taxpayer Support: (866) 240-3665  
Email: [bizlicensesupport@muniservices.com](mailto:bizlicensesupport@muniservices.com)

Fax: (205) 423-4099  
Website: [www.revds.com](http://www.revds.com)

### 2. I am opening a new business inside the city limits of the City of Larkspur. Do I need to obtain a business license?

Yes. All businesses operating in the City of Larkspur under Chapter 5.24.010 of the Larkspur Municipal Code, you are required to maintain a valid Business License with the City of Larkspur. Note that various areas of Greenbrae, including business and residential addresses, are under the City of Larkspur's jurisdiction. You may file online at [www.bizlicenseonline.com](http://www.bizlicenseonline.com) or download a "New" business license application from our website at [www.revds.com](http://www.revds.com).

### 3. How can I obtain a business license? Online filing is available! Free – Fast - Secure!

#### To Remit Payment:

1. Go to <https://Larkspur.BizlicenseOnline.com>
2. Sign in.
  - Returning users should simply log on with the username/password that was created previously. Once logged in, click "File a new return."
  - First time online users should click on "Sign Up: Business Account." Complete the registration information, including creating a username/password. Store the username/password in a secure place.
3. Select either using your previous year schedule numbers or choose the appropriate schedules from the drop down. If there are any questions, please see the fee schedule on our website at [www.revds.com](http://www.revds.com), or email us at [bizlicensesupport@muniservices.com](mailto:bizlicensesupport@muniservices.com) or call toll free at 866-240-3665.
4. Complete your return, enter your payment information and submit your filing.
5. Print your confirmation.
6. The official license will be mailed to you at the mailing address you have provided.

### 4. Where do I obtain a new business license application?

A new business license application and tax information can be found on our website at [www.revds.com](http://www.revds.com). (Click on <http://revds.com/taxpayer/select-your-state/california/taxpayer-forms/>).

If you are not able to file online, please use the application on the reverse side of this letter to renew your business license. Please make your check payable to "Tax Trust Account" and mail to MuniServices Business License Department, 438 E Shaw Ave #367, Fresno, CA 93710.

### 5. I did not receive my renewal business license application. Where can I obtain an application in order to renew my business license?

Your personalized renewal form can be obtained by emailing [bizlicensesupport@muniservices.com](mailto:bizlicensesupport@muniservices.com). A renewal business license application and tax information can be found on our website at [www.revds.com](http://www.revds.com). (Click on <http://revds.com/taxpayer/select-your-state/california/taxpayer-forms/>).

For information regarding your MuniServices account or renewal notice, please contact MuniServices at (866) 240-3665 or by emailing [bizlicensesupport@muniservices.com](mailto:bizlicensesupport@muniservices.com).

## 6. When do I need to renew my City of Larkspur business license?

The City of Larkspur license renewal period is January 1<sup>st</sup> through January 31<sup>st</sup>. Renewal payments made on or after February 1<sup>st</sup> are considered delinquent.

## 7. When is my City of Larkspur business license renewal considered late?

Renewal payments made on or after February 1st are considered delinquent.

## 8. What are the penalties for paying on or after the delinquent date?

All business license renewals are subject to a late payment penalty of 10% per month. Penalties are not to exceed 100%.

## 9. What is the CA Senate Bill?

**CASp Fee:** On September 19, 2012, Governor Brown signed Senate Bill 1186 (SB 1186) into law. SB 1186 is intended to increase disability access, encourage compliance with construction-related accessibility requirements, develop education resources for businesses, and facilitate compliance with Federal and State disability laws. From January 1, 2013, and until December 31, 2017, cities and counties were required to collect a State mandated fee of \$1.00 from “any applicant for a local business license or equivalent instrument or permit, and from any applicant for the renewal of a business license or equivalent instrument or permit.” Assembly Bill 1379 was passed on October 11, 2018 which extends the assessment of the fee indefinitely and also the State mandated fee from \$1.00 to \$4.00 from January 1, 2018 until December 31, 2023. The City is required by law to inform you of the following:

Under Federal and State law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect at: <http://www.dgs.ca.gov/dsa/Home.aspx>;
- The Department of Rehabilitation at: <http://www.rehab.cahwnet.gov/>
- The California Commission on Disability Access at: <http://www.cdda.ca.gov>.