



ATTENTION

City of Larkspur New Business License Information

If you are a business and applying for a “NEW” business license or **have moved locations** in the City of Larkspur, CA, you will need Permits and City Approval. Please call the City of Larkspur at (415) 927-5110 with any questions regarding a “NEW” or changed location business license application.

If you are “Renewing” your license and have questions, call Avenu at (866) 240- 3665.

Any “New” business licenses or changes in physical location submitted to Avenu will be provided to the City of Larkspur for approval before a license is issued.

Online filing is available at <https://larkspur.bizlicenseonline.com>

ACH Debit and Credit Cards Accepted (Visa, MasterCard, Discover)

ACH payments have no additional cost. A 3% processing fee applies to Credit Card payments only.

Remit Payment Online:

1. Go to <https://larkspur.bizlicenseonline.com>.
2. Sign in.
 - Returning users, log in using the username/password that was created previously. Once logged in, click “File Application/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. Use the schedule numbers in the drop down to purchase your renewal. If there are any questions regarding the schedules, please see the fee schedule on our website at www.avenuinsights.com, or email us at muniblsupport@avenuinsights.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.

Additional Information: If you are not able to file online, please complete a paper application to renew your business license. Please make your check payable to “**Tax Trust Account**” and mail to

Avenu Business License Department
373 E. Shaw Ave #367
Fresno, CA 93710.

If you need assistance, contact Avenu at (866)240-3665 or by email at muniblsupport@avenuinsights.com.



City of Larkspur, CA (9910) Business License Application

Business License Year Period January through December

Remit To: City of Larkspur • c/o Avenu Insights & Analytics • 373 East Shaw Ave Box 367 • Fresno, CA 93710
Toll Free Phone: (866) 240-3665 • Fax: (855) 219-4338 • Email: muniblsupport@avenuinsights.com

Online filing: <https://larkspur.bizlicenseonline.com>

NOTIFICATION: AREAS SHADED IN GRAY SHALL BE CONSIDERED PUBLIC INFORMATION PER THE CALIFORNIA PUBLIC RECORDS ACT AND CA. BUS. & PROF. CODE § 16000.1. If Applicant's business mailing address is a residential address, that address will be subject to public disclosure unless Applicant provides a different address (e.g. PO Box) where the Applicant consents to receive service of process. If a different mailing address is not provided, a residential address may be subject to public disclosure.

BUSINESS INFORMATION

****PLEASE PRINT INFORMATION AND COMPLETE ALL SECTIONS****

1. Indicate the business license year: _____ Application Date: _____ Date business started in Larkspur: _____

2. Business Name: _____ Business Phone No.: _____
Required-appears on business license

3. Mailing Address: _____
Address _____ City _____ State _____ Zip Code _____

4. Location of Business: _____
Address – do not use P.O. Box _____ City _____ State _____ Zip Code _____

_____ Initial here if the business physical location address provided above IS NOT a residential address.

_____ Initial here if the business physical location site address provided above IS A RESIDENTIAL ADDRESS.

5. Description of Business: _____

6. Contact Name/Title: _____ Contact Phone No.: _____

7. Contact Email: _____ Contact Fax: _____

8. Name of Business Owner or Corporation Name: _____
Required-appears on business license

9. Business Owner's Home or Corp. Address: _____
Address _____ City _____ State _____ Zip Code _____

10. Form of Ownership (Check One) Required: Sole Proprietorship General Partnership Corporation LLC LLP Trust Non-Profit Other: _____

11. Federal ID No.: _____ State Sales Tax No.: _____ State Contractor's Lic.: _____

12. NPDES Permit Program* – If you are enrolled in the NPDES permit program, provide any of the following, as issued by the State Water Resource Control Board: A. Waste Discharge ID No.: _____ B. Waste Discharge Application No.: _____
C. Notice of Nonapplicability No. (NONA): _____ D. No Exposure Certification No. (NEC): _____

13. List name of corporate president or partners, home phone #, driver's license #, SSN # and home address. Use additional sheets as needed:

Name _____ Home Phone _____ *Driver's License, SSN or other form of ID _____

Address _____ City _____ State _____ Zip _____

Name _____ Home Phone _____ *Driver's License, SSN or other form of ID _____

Address _____ City _____ State _____ Zip _____

*Pursuant to CA. Bus. & Prof. Code § 16000.1, you must provide one of the following forms of ID: SSN#, Valid CA DL, Valid CA ID or Taxpayer ID# issued by IRS.

13. Will you be using any Hazardous Materials in your business? _____

14. Will you be operating your business out of your home? _____ Note: Home Occupation Review fee will apply for new applicants only.

15. If yes, how many customers/clients do you anticipate will visit your home office per week? _____

****REQUIRED DEPARTMENTAL SIGNATURES****

Planning Department: _____ Date _____

Police: _____ Date _____

Other Permits (as applicable): _____ Date _____

Comments: _____

To be completed by the City of Larkspur Business License Department Only:

BL Approved BL NOT Approved

Payment Method: Check Cash Credit Card
(If payment is collected, submit payment and/or receipt.)

No Additional Payment Collected

Payment Forwarded to Avenu? Yes No
(Do not forward cash. Make check payable to "Tax Trust Account")

Form/Pymt Rec'd By: _____

Form/Pymt Rec'd Date: _____

CALCULATE LICENSE AMOUNT DUE

Check here if exempt from the business license tax, remit the CASp \$4.00 fee and skip to Sworn Statement at the bottom of this application. Proof of exemption is required, please provide the applicable IRS certification.

1. Will your business include alcohol sales? Yes No

2. Business License Calculation:

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Schedule Number	Type of License / Description	SIC Code Required	Gross Receipts Required (If applicable)	Units Required (If applicable)	Flat/Base Tax	Additional Amount Due Based On Calculation	Business Tax Due
			\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$
Subtotal:							
Penalty (if applicable):							
Add 10% late filing fee if filed on or after March 1st (not to exceed 100% of license tax):							
CASp Mandatory Fee (SB1186 and AB1379):							\$ 4.00
Total Amount Due:							\$

Make check payable to: Tax Trust Account

Proof of Certification and/or Permit: Your license may require you to submit proof of certification and/or permit with your payment. Failure to submit a proof of certification/permit, pay your license in full, or report your gross receipts or units as required will result in a delay of the release of your license.

Contractor's License: A contractor performing work in the City of Larkspur for a limited time, may purchase a business license for thirty dollars (\$30.00) for a period of four months. Every person engaged in the business of contracting must produce evidence that they hold a valid State Contractor's License before a business license will be issued under Larkspur Municipal Code.

*****ALL APPLICANTS MUST READ AND SIGN THE SWORN STATEMENT BELOW*****

I HEREBY SWEAR UNDER PENALTY OF PERJURY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I HEREBY SWEAR THAT THE AMOUNT OF CAPITAL INVESTED OR VALUE OF GOODS, STOCKS, FURNITURE AND FIXTURES OR AMOUNT OF SALES OR RECEIPTS AS REQUIRED FOR DISCLOSURE IN ORDER TO OBTAIN A BUSINESS LICENSE HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND ISSUANCE OF A LICENSE DOES NOT PERMIT BUSINESS OPERATION UNLESS BUSINESS IS PROPERLY ZONED AND/OR IN COMPLIANCE WITH ALL APPLICABLE LAWS/RULES. *I ACKNOWLEDGE THAT WHATEVER ADDRESS HAS BEEN PROVIDED BY ME FOR THE PURPOSE OF LEGAL SERVICE PROCESS WILL BE SUBJECT TO PUBLIC DISCLOSURE.

Print Name: _____ **Title:** _____ **Signature:** _____

Business Name: _____ **Phone No.:** _____ **Email:** _____

Returned Check Disclaimer: Each returned item received by Avenu Insights & Analytics due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. Avenu Insights & Analytics is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Please see the full returned check policy at www.avenuinsights.com.

ADDITIONAL INFORMATION

CASp: 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, 2017 which extends the assessment of the fee indefinitely and also increased 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: <https://www.dgs.ca.gov/DSA>; The Department of Rehabilitation at: <https://www.dgs.ca.gov/>; The California Commission on Disability Access at: <https://www.dgs.ca.gov/CCDA>.

CALIFORNIA PUBLIC RECORDS ACT INFORMATION: <http://www.boe.ca.gov/info/publicrecords.htm>

CALIFORNIA BUS. & PROF. CODE § 16000.1: https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=BPC&division=7.&title=&part=1.&chapter=1.&article=

California SB205: On October 2, 2019, Governor Newsom signed Senate Bill 205 (SB205) into law. SB205 intends for businesses to demonstrate enrollment with the National Pollutant Discharge Elimination System (NPDES) permit program. You may obtain information about your legal obligations and how to comply with environmental laws at the following agencies: California Water Board: https://www.waterboards.ca.gov/water_issues/programs/npdes/; United States Environmental Protection Agency: <https://www.epa.gov/npdes>.

SIC codes can be found at: <https://www.naics.com/search/>.