



Requirements for Application

Thank you for choosing the City of Larkspur/Greenbrae as your filming/photography location. Below is a list of requirements that **must** be met prior to receiving a license and permit(s).

1. Submit an application for a City of Larkspur Business License with required fees (see attached form), and dates and locations of filming.
2. Submit proof of Workers' Compensation coverage with a Certificate of Coverage, which designates the City of Larkspur as the certificate holder.
3. Submit proof of Liability Insurance in the amount of \$1,000,000.00 designating the City of Larkspur as an additional insured.
4. If filming encroaches on the public right-of-way or reserved street parking is required, an Encroachment Permit is needed. Please submit application 5 working days prior to start date. An application fee will be assessed, and other fees may apply if Public Works services and/or equipment are needed.
5. Hand-deliver written notification of the filming dates and locations to all businesses and residences for a distance of 1 block on each street and in both directions at least 3 days in advance.
6. There is a fee for use of Piper Park. Applicant must clear the date(s) for use with the **Recreation Department at (415) 927-6746.**
7. Please contact the Police Department regarding any street closures. Traffic control costs or any additional costs as required by the Police Department shall be paid entirely by the applicant. Contact **Central Marin Police Authority at (415) 927-5150.**
8. Please contact the Fire Department for any special permits as needed at **Larkspur Fire Department at (415) 927-5007.**

Application for Business License Information:

****PLEASE PRINT INFORMATION AND COMPLETE ALL SECTIONS
****PLEASE RETURN ORIGINAL WITH LICENSE FEES****

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 as required will result in a delay of the release of your license.

Make check payable to: Tax Trust Account
Remit to: MuniServices
438 E Shaw Avenue Box 367
Fresno, CA 93710

Questions: For questions on completing the application contact MuniServices.
Email: bizlicensesupport@muniservices.com Phone (866) 240-3665 • Fax (855) 219-4338

City of Larkspur, CA (9903) Application for Business License

438 E Shaw Avenue Box 367 • Fresno, CA 93710 • Phone (866) 240-3665 • Fax (855) 219-4338 Email: bizlicensesupport@muniservices.com

Period License is requested for: ____/____/____ to ____/____/____

Application Type (Required): Renewal New Business Name Change Owner Change

1. **Business Name:** _____ **Business Phone:** () _____
(Required-appears on business license) (Area Code)
2. **Application Date:** ____/____/____ **Date Business Started in Larkspur:** ____/____/____
3. **Mailing Address for Business:** _____/_____/_____
(Address) (City) (State) (Zip Code)
4. **Contact Name/Title:** _____ **Contact Phone #:** _____
5. **Contact Fax:** _____ **Contact Email:** _____
6. **Form of Ownership Required:** Sole Proprietorship Corporation LLC-Single Member LLC -Multi Member
 LLP General Partnership Governmental Agency Professional Association Other: _____
7. **Social Security #:** _____ **Federal ID #:** _____ **State Sales Tax #:** _____
(Individual) (Corporation/Partnership)
8. **List name of corporate president or names of partners, home phone #s, driver's license #'s, SSN's# and home addresses. Please use additional sheets as needed:**

Name	Home Phone	Driver's License	SSN
Address	City	State	Zip

9. Shoot/Set-up Locations and Times:

Fee Calculation for Commercial Film/Photography:

of Days including setup/tear down: _____ # in Crew including drivers, models, etc: _____
(Must be completed) (Must be completed)

# of Persons employed on Location	=	Rate per day	
1-3 Persons	=	\$75.00 per day	Rate Per Day: _____
4-6 Persons	=	\$100.00 per day	
7-9 Persons	=	\$125.00 per day	
10 and Over	=	\$150.00 per day	

Total Due = Rate per day x Number of Days:	
Total Remitted:	

Payment Options:

1. File Online to pay using ACH Debit or Credit Cards (Visa, MasterCard, Discover)

2. Mail In Form:

Make check payable to Tax Trust Account and remit to: MuniServices 438 E Shaw Avenue #367 Fresno, CA 93710

****REQUIRED DEPARTMENTAL SIGNATURES (if applicable)****

Planning Department: _____ **Date** _____

Police Department: _____ **Date** _____

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

Payment Method:
(If payment is collected, please submit copy of payment and receipt.)

Check Cash Credit Card
 No Additional Payment Collected

Payment Method Forwarded to MuniServices? Yes No

If payment forwarded to MuniServices make check payable to "Tax Trust Account".

Form/Pymt Rec'd By: _____ Date Form/Pymt Rec'd: _____

******ALL APPLICANTS MUST READ AND SIGN 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 LICENSE DOES NOT PERMIT BUSINESS OPERATION UNLESS BUSINESS IS PROPERLY ZONED AND/OR IN COMPLIANCE WITH ALL APPLICABLE LAWS/RULES.

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

Business Name: _____ **Contact #:** () _____

Returned Check Disclaimer: Effective July 1, 2010, each returned item received by MuniServices/RDS due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. MuniServices/RDS 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.revds.com/taxpayer/return-check-disclaimer.