

## Larkspur Massage Therapy Business License Application Information

Please be advised that under Chapter 5.24.010 of the Larkspur Municipal Code, you are required to have a valid City Business License. These are the procedures required to obtain a Massage Therapist Business License in the City of Larkspur.

You will need to complete the following Business License Application and submit the appropriate fee. The fee is \$37.50 for the first \$3,000.00 of estimated gross receipts and \$0.75 cents per each \$1,000.00 of estimated gross receipts after the initial \$3,000.00. Include the \$35.00 Home Occupation Review fee and complete the Home Occupation Questionnaire if you are planning to operate the business out of your residence.

All massage therapists who are not working under a licensed physician in a medical practice need to write a letter to the City Council. Please provide the following information:

- Do you plan to practice out of your home, go to clients' homes, or work as a contractor for a local professional office, salon or spa?
- What are the proposed hours and days of operation?
- What is the estimated number of clients you will see per day?
- Leave out any personal information (phone number, home address.)
- Include copies of any certificates that you have received.

Per California Business and Professions Code Section 4612(a)(1) and (a)(2), if a massage practitioner has been issued a State of California Massage Practitioner's Certification, he/she will not be required to submit a background check. Please include a copy of this certificate.

Please return the Business License Application, Home Occupation Questionnaire, fees, copies of any certificates, and letter to the City Council: City of Larkspur, Attn: Business License Department, 400 Magnolia Avenue, Larkspur, CA 94939.

If you do not have state certification, we will notify you to schedule a routine background check by the Central Marin Police Authority as required by our Municipal Code once we receive your application, fees, copies of any certificates and Council letter.

When the background check is complete, we will place the item on City Council agenda. Your presence at the Council meeting is not required. Following approval by the City Council, the actual business license is issued. Licenses are issued for the calendar year.

Please call (415) 927-5024 if you have any questions about your New Massage Therapy Business License.

Section Number: 112.00

Type of License: Massage Therapy

Estimate Gross Receipt --Place In Section C

Fee based on first \$3,000.00: \$37.50

Fee on balance of gross receipts: \$0.75 per \$1,000—Place in Section F

Add E (Flat Base Fee) and F (Additional Amount) and Place In Column G-License Fee Due.

Home Occupation Review: \$35.00 (One-time fee for new applicants only) **If applicable**

Section Number: 100.00

Type of License: Home Occupational Review Fee

Write in the fee of \$35.00 in Column E and G

Add Column G and indicate total in Total Amount Due.

Remember to include all forms and your letter with your application and payment.