



City of Calimesa Planning Department

Massage Therapy Establishment Permit Requirements

Submittal Requirements:

- Completed application form (attached).

There are different types of permits and permit application forms and submittal requirements depending upon the type of massage therapy to be provided. Be sure to submit the correction application. This application is for **Massage Therapy Establishment Permit Application** to operate, maintain, run, or manage a massage therapy establishment. Other types of application forms include: Personal Massage Therapist Permit Application to perform, practice, administer, or conduct massages at a massage therapy establishment; an Outcall Massage Therapist Permit Application to operate, maintain, run, or manage an outcall massage therapy service, and a Home Occupation Massage Therapy Permit Application to perform, practice, administer, or conduct massages at the therapist's own home. *Please note these permits are not required for cosmetologists, barbers, or for persons licensed to practice any healing under the provisions of Division 2 (commencing with Section 500) of the California Business and Professions Code where such persons are solely providing certain massage therapy services which are specifically exempted from local regulation pursuant to state law.*

- A copy of the applicant's and the prospective on-site manager's, if other than the applicant, fingerprints taken by the Riverside County Sheriff's Station in Cabazon, CA within the previous sixty (60) days. Please note the application will not be accepted unless proof of the fingerprinting is submitted with the application. To schedule an appointment with the Riverside County Sheriff's Station, please call (951) 922-7100.
- An application deposit fee of two hundred dollars (\$200.00) to pay for the administrative costs associated with the review of the application. If additional funds are necessary to cover the above costs, the applicant will be required to pay any additional costs before further processing of the application may proceed.
- Recent photograph of the applicant and the prospective on-site manager, if other than the applicant.
- For stand-alone massage facilities not in combination with other services, attach a sealed certified transcript and a certified copy of the applicant's or prospective on-site manager's (if other than applicant) diploma or certificate of graduation from a recognized school of massage verifying that the applicant has completed at least six hundred (600) hours of massage therapy training.
- Notarized declaration (see attached).
- A certified statement from the real property owner authorizing the proposed use of the premises as a massage establishment (attach notarized statement) or proof of legal title or a possessory or leasehold interest in the real property upon which the proposed massage establishment will be operated.
- A sketch or diagram showing the configuration of the premises of the massage establishment, drawn to a designated scale or drawn with marked dimensions of the interior of the premises to an accuracy of plus or minus six inches, including a statement of total floor space occupied by the massage establishment.

Processing

Within thirty (30) days after the City has received the application, staff will notify the applicant whether the application is complete or request additional information. After the application is deemed complete, it will be routed for review by City departments and the City Manager, or his or her designee, will grant or deny an application within sixty (60) business days of the submittal of a complete application.



City of Calimesa Planning Department

Massage Therapy Establishment Permit Application

Fill in the requested information in the space provided below or attach additional sheets, if more space is needed. Also, submit all items that are indicated to be attached or provided below.

If the applicant is:

- An individual, the applicant shall provide his/her legal name, any aliases, and date of birth:

- A partnership, the applicant shall provide the complete name of the partnership, the legal names of all the general partners, any aliases, and dates of birth:

- A corporation, the applicant shall provide the complete name of the corporation, the legal names and any aliases, dates of birth and capacity of all officers:

The name of the business:

The name of the prospective on-site manager, if different from the applicant:

The location of the proposed massage therapy establishment, including a legal description of the property, street address, and telephone number(s) currently in service:

The applicant's home and/or business address and phone number and the home and/or business address and phone number of the prospective on-site manager if other than the applicant:

Driver's license number or identification number of the applicant and the prospective on-site manager if other than the applicant:

The applicant's and the prospective on-site manager's, if other than the applicant, social security numbers and/or state or federally issued tax identification number:

The previous addresses of applicant and the prospective on-site manager, if other than the applicant for the ten years prior to the date of the application and the dates of residency at each such address:

The names, addresses and descriptions of all current and former businesses owned, operated or managed by applicant and prospective on-site manager, if other than the applicant for the ten years prior to the date of the application and the dates the applicant and the prospective on-site manager owned, operated or managed such business:

A list of all of applicants and prospective on-site managers, if other than the applicant convictions, excluding traffic violations:

Information or Items to be Attached

A copy of the applicant's and the prospective on-site manager's, if other than the applicant, fingerprints taken by the Riverside County Sheriff's Station in Cabazon, CA within the previous sixty (60) days. Please note the application will not be accepted unless proof of the fingerprinting is submitted with the application. To schedule an appointment with the Riverside County Sheriff's Station, please call (951) 922-7100.

Attach a recent photograph of the applicant and the prospective on-site manager, if other than the applicant.

For stand-alone massage facilities not in combination with other services, attach a sealed certified transcript and a certified copy of the applicant's or prospective on-site manager's (if other than applicant) diploma or certificate of graduation from a recognized school of massage verifying that the applicant has completed at least six hundred (600) hours of massage therapy training.

Attach a declaration, to be signed under penalty of perjury by the applicant and prospective on-site manager, if other than the applicant, that states the following (see attached):

- The declarant has not been convicted of any of the following: (a) pandering as set forth in California Penal Code Section 266(i), (b) keeping or residing in a house of ill-fame as set forth in California Penal Code Section 315, (c) keeping a disorderly house as set forth in California Penal Code Section 316, (d) prevailing upon a person to visit a place of illegal gambling or prostitution as set forth in California Penal Code Section 318, (e) lewd conduct as set forth in California Penal Code Section 647(a), or (f) prostitution activities as set forth in California Penal Code Section 647(b) (attaché declaration); and,
- The declarant has not been convicted in any other state of any offense which, if committed or attempted in this state, would have been punishable as one or more of the offenses set forth in California Penal Code Sections 266(i), 315, 316, 318, or 647(a) or (b); and,
- The declarant is not required to register as a sex offender as set forth in California Penal Code Section 290; and,
- The declarant has not been convicted of any felony offense involving the sale of any controlled substance specified in California Health and Safety Code Sections 11054, 11055, 11056, 11057, or 11058; and,
- The declarant has not been convicted in any other state of any offense which, if committed or attempted in this state, would have been punishable as a felony offense involving the sale of any controlled substance specified in California Health and Safety Code Sections 11054, 11055, 11056, 11057, or 11058; and,
- A statement explaining whether the declarant has had a previous massage therapy establishment permit, an outcall massage therapist permit, a personal massage therapist permit or any other massage permit issued pursuant to this chapter or any other similar massage permit ordinance of the city or other jurisdiction, which was denied, suspended or revoked; and if any such denial, suspension or revocation occurred, the declarant shall provide the name and location of the massage establishment for which the license or permit was denied, suspended or revoked, the date of the denial, suspension or revocation, and the reason or reasons for the denial, suspension or revocation; and,
- A statement explaining whether the declarant has been a sole proprietor, general partner, officer, or director of any massage establishment or other massage business that has had a previous massage establishment permit or other massage permit issued pursuant to this chapter or any other similar massage ordinance of the city or other jurisdiction which was denied, suspended or revoked and if any such denial, suspension or revocation occurred, the declarant shall provide the name and location of the massage establishment or business for which the permit was denied, suspended or revoked, the date of the denial, suspension or revocation, and the reason or reasons for the denial, suspension or revocation.

A certified statement from the real property owner authorizing the proposed use of the premises as a massage establishment (attach notarized statement) or proof of legal title or a possessory or leasehold interest in the real property upon which the proposed massage establishment will be operated.

A sketch or diagram showing the configuration of the premises of the massage establishment, drawn to a designated scale or drawn with marked dimensions of the interior of the premises to an accuracy of plus or minus six inches, including a statement of total floor space occupied by the massage establishment.

Applicant's Certification

I hereby certify, under penalty of perjury, that the information contained in the application is true and correct and I authorize the City of Calimesa to conduct the necessary background investigations to determine the truthfulness and correctness of this information for the purpose of determining whether to approve this application for a massage therapy establishment permit:

Signature

Printed Name

Date

Prospective On-Site Manager's Certification (if other than the applicant)

I hereby certify, under penalty of perjury, that the information contained in the application is true and correct and I authorize the City of Calimesa to conduct the necessary background investigations to determine the truthfulness and correctness of this information for the purpose of determining whether to approve this application for a massage therapy establishment permit:

Signature

Printed Name

Date

***** FOR CITY USE ONLY *****

Stamp Rec'd

Date Received: _____

By: _____

Amount Received _____

- Cash
- Credit, Last 4-digits: _____ MC/Visa
- Check; number: _____

Initials _____

Receipt Number _____

DECLARATION FOR MASSAGE THERAPY ESTABLISHMENT APPLICATION

I declare, under penalty of perjury, that following statements are true and correct:

- I have not been convicted of any of the following: (a) pandering as set forth in California Penal Code Section 266(i), (b) keeping or residing in a house of ill-fame as set forth in California Penal Code Section 315, (c) keeping a disorderly house as set forth in California Penal Code Section 316, (d) prevailing upon a person to visit a place of illegal gambling or prostitution as set forth in California Penal Code Section 318, (e) lewd conduct as set forth in California Penal Code Section 647(a), or (f) prostitution activities as set forth in California Penal Code Section 647(b) (attaché declaration); and,
- I have not been convicted in any other state of any offense which, if committed or attempted in this state, would have been punishable as one or more of the offenses set forth in California Penal Code Sections 266(i), 315, 316, 318, or 647(a) or (b); and,
- I have not been required to register as a sex offender as set forth in California Penal Code Section 290; and,
- I have not been convicted of any felony offense involving the sale of any controlled substance specified in California Health and Safety Code Sections 11054, 11055, 11056, 11057, or 11058; and,
- I have not been convicted in any other state of any offense which, if committed or attempted in this state, would have been punishable as a felony offense involving the sale of any controlled substance specified in California Health and Safety Code Sections 11054, 11055, 11056, 11057, or 11058; and,
- I have not had a previous massage therapy establishment permit, an outcall massage therapist permit, a personal massage therapist permit or any other massage permit issued within the City of Calimesa, or any other jurisdiction, which was denied, suspended or revoked.
- I have not been the sole proprietor, general partner, officer, or director of any massage establishment or other massage business that has had a previous massage establishment permit or other massage permit issued within the City of Calimesa or any jurisdiction which was denied, suspended or revoked

Printed Name

Signature

Date

REQUEST FOR LIVE SCAN SERVICE

BCII 8016 (3/07)

Applicant Submission

ORI: _____ Type of Application: _____
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: _____

Agency Address Set Contributing Agency:

_____ Mail Code (five-digit code assigned by DOJ) _____
Agency authorized to receive criminal history information

Street No. Street or PO Box Contact Name (Mandatory for all school submissions) _____
 _____ () _____
 City State Zip Code Contact Telephone No.

Name of Applicant: _____
(Please print) Last First MI

Alias: _____ Driver's License No: _____
Last First

Date of Birth: _____ Sex: Male Female Misc. No. BIL - _____
Agency Billing Number

Height: _____ Weight: _____ Misc. Number: _____

Home Address: _____

Street No. Street or PO Box

Eye Color: _____ Hair Color: _____

Place of Birth: _____

City, State and Zip Code

Social Security Number: _____

Your Number: _____
OCA No. (Agency Identifying No.)

Level of Service: DOJ FBI

If resubmission, list Original ATI Number: _____

Employer: (Additional response for agencies specified by statute)

Employer Name _____

Street No. Street or PO Box Mail Code (five digit code assigned by DOJ) _____
 _____ () _____
 City State Zip Code Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____
Name of Operator Date

Transmitting Agency _____ ATI No. _____ Amount Collected/Billed _____