

MESSAGE PRACTITIONER AND ESTABLISHMENT PERMIT INSTRUCTIONS

MESSAGE PRACTITIONER

1. The City of Sacramento issues a Massage Practitioner Permit to people wishing to practice massage or body work.
2. Fee for a Massage Practitioner Permit
 - a. New \$200, Renewal \$175
 - i. A **new** applicant who is not certified by the California Massage Therapy Council must also submit to a Live Scan service and authorize access to information to the City of Sacramento. Forms and instructions are located on website at www.cityofsacramento.org/Business-Permits
 - b. Persons certified by the California Massage Therapy Council \$0 (whether new or renewal)
3. Massage Practitioner Permits are issued for two years. The next expiration date is February 28, 2024.
 - a. Renewal applications must be submitted 30 days prior to permit expiration.
4. Massage practitioner applicants must provide:
 - a. A completed Special Business Permit Application (MASS_IND_EST)
 - b. Property Owner Acknowledgment form (PO1) for each commercial location in which they will be providing services
 - c. A valid California driver's license or identification card (new only)
 - d. Two passport-sized photos (more photos may be requested, if needed)
 - e. Proof of Insurance
 - i. General liability insurance coverage in the minimum amount of one million dollars per occurrence.
 - f. Proof of education
 - i. New applicants must have at least 250 hours of massage education from *a recognized school of massage*

- ii. All applicants must have 12 hours continued education in the last 12 months
- g. Applicants operating as independent contractors (e.g., **not** an employee) must have a valid Sacramento Business Operations Tax Certificate, which can be obtained online at: cityofsacramento.org/BOT

MESSAGE ESTABLISHMENT

1. If you operate a business and more than 10% of your business revenue is earned for massage services, you must obtain a Massage Establishment Permit.
2. The fees for a Massage Establishment Permit are:
 - \$150 Massage Establishment - Outcall Only
 - \$200 Massage Establishment - One Massage Therapist
 - \$375 Massage Establishment - Two Massage Therapists
 - \$550 Massage Establishment - Three Massage Therapists
 - \$700 Massage Establishment - Four Massage Therapists
 - Massage Establishment - Excess of Four Massage Therapists
\$700 + \$175 for the fifth and each subsequent massage service provider
3. A **new** massage establishment applicant who does not hold a massage practitioner permit must submit to a Live Scan service and authorize access to information to the City of Sacramento . Forms and instructions are located on website at www.cityofsacramento.org/Business-Permits.
4. Massage Establishment Permits are issued for two years and all expire at the same time. The next expiration date is February 28, 2024.
 - a. A renewal application is due 30 days prior to the date of expiration
5. Applicants must provide:
 - a. A completed Massage Establishment Permit Application (MASS_IND_EST)
 - b. Proof of ownership or leasing rights to the business location property address

- i. If the applicant is not the owner of the property, a Property Owner Acknowledgement Form (PO1) must be submitted with an application.
- c. Proof of insurance
 - i. General liability insurance coverage in the minimum amount of one million dollars (\$1,000,000.00) per occurrence, and the policy must be endorsed to include all of the massage practitioner permit holders who operate in the establishment
- d. Personal Disclosure Forms of all business owners
- e. All businesses operating within the City of Sacramento must have a valid Business Operations Tax Certificate with the City, which can be obtained here:
<http://www.cityofsacramento.org/BOT>