

## 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. 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](http://www.cityofsacramento.org/Business-Permits)
  - a. Persons certified by the California Massage Therapy Council are not required to obtain a Practitioner Permit, but is still required to obtain an Establishment Permit.
3. 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](http://cityofsacramento.org/BOT)
4. Massage Practitioner Permits are issued for two years.
  - a. Renewal applications must be submitted 30 days prior to permit expiration.

### **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. 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](http://www.cityofsacramento.org/Business-Permits).
3. Massage Establishment Permits are issued for two years.
  - a. A renewal application is due 30 days prior to the date of expiration
4. 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>