

What are the requirements for operating an establishment?

The Business Tax Office will provide a copy of the San Buenaventura Municipal Code, Section 8.300.120, which lists all the operating requirements for massage establishments. Also, a copy of the New Business Handbook is available for additional information to answer most asked questions on starting a business and has a listing of other City, County, State and Federal agencies for your convenience.

When will I receive my establishment permit?

The Business Tax Office will verify that all the required information has been furnished and investigate applicant's background. The permit will be issued within thirty (30) days of receipt of the application provided that a Certificate of Occupancy inspection has been completed.

How often do I need to renew my permit?

The permit expires July 31st of each year and the renewal permit application must be submitted not less than twenty (20) days before the expiration date (by July 11th).

The Business Tax Office will send you a renewal packet prior to the expiration date as a courtesy. However, it is still your responsibility to renew the permit whether or not the renewal packet is received.

FEE SCHEDULE

Massage Technician Permit

Massage Permit.....\$25.00

Massage Establishment Permit

Establishment Permit\$150.00

Police Records Check

Live Scan Fingerprinting.....\$25.00

Department of Justice.....\$32.00

Police Records Review\$27.00

Examinations

Written\$60.00

Practical.....\$60.00

Retake.....\$60.00

Translator Services\$65.00

Business License Tax Certificate

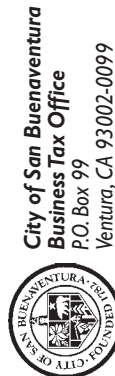
Annual Base Tax.....\$45.00 Plus
34 cents per thousand of the gross receipts
up to \$5 million

Certificate of Occupancy for the Establishment

At the time of payment of the initial business license tax, an establishment will be required to pay a Fire Department Certificate of Occupancy Inspection Fee:

First 2000 sq. ft.\$34.00

Each additional 1000 sq. ft. or portion thereof....\$4.00



In compliance with the Americans with Disabilities Act, this document is available in alternate formats by calling the City of Ventura at 805/658-4715 or through the California Relay Service.

Printed on recycled paper.

MESSAGE PERMIT PROCESS FOR TECHNICIANS & ESTABLISHMENT OWNERS



City of San Buenaventura
Business Tax Office
501 Poli Street, Room 107
Ventura, CA 93001

Phone: 805/658-4715
Fax: 805/653-0634

Mon., Tues., Wed., Fri. 8:00 am – 5:00 pm
Thurs. 9:00 am – 5:00 pm

Thank you for considering the City of San Buenaventura for your massage-related business. Massage most certainly can be an integral component in one's physical and emotional well being and we welcome you.

The City wishes to facilitate the ethical practice of massage by the orderly regulation of massage in the interest of public health, safety, and welfare. As a result, Massage Technicians and Establishment owners in the City of Ventura are required to obtain special permits as well as a business license.

This brochure attempts to help the Technician or Establishment Owner understand the permit and license requirements and is not intended to supersede any provisions in the San Buenaventura Municipal Code. Should this brochure present any information in conflict with the provisions of the Ordinance, the Ordinance shall prevail.

Please review this brochure. We have tried to answer the questions most asked regarding the permit and license requirements.

Staff is here to help. If you need further assistance, you are welcome to contact us at 805/658-4715.

MESSAGE TECHNICIAN PERMIT

Who is required to obtain a Massage Technician Permit?

If you are providing massage in an establishment or on an outcall basis, you must possess a Massage Technician Permit.

An additional permit is required for each establishment the applicant is expected to be employed at or on an outcall basis.

What documents do I need to submit to apply for a Massage Technician Permit?

- Copy of diploma or certificate with at least 200 hours from a state recognized school.
- Medical certificate (TB Test Only) issued within the last 30 days.
- Three (3) front facial photographs (1" X 1") taken within the last 30 days.
- Copy of applicant's California Driver's License.
- Must be at least 18 years of age.
- Completed Massage Technician Permit application form.

Is there a requirement for a background check?

Yes. After your application and fees are received in the Business License Tax Office, you will be required to visit the Ventura Police and Fire Headquarters to provide fingerprints for a statewide records check.

Is there a test I need to take?

Yes. After the application form and other requirements have been submitted to the Business Tax Office, the new applicant should make an appointment with the examiner to take the written & practical tests.

What is included on the written and practical exam?

The written and practical tests will cover massage techniques, physiology and anatomy.

During the practical test, the applicant must demonstrate competency in the following areas:

- Neatness and cleanliness
- Client Management – Demeanor and deportment, draping, on and off table
- Massage Techniques – General: posture and body mechanics, flow, rhythm, continuity, use of lubricant.
- Massage Techniques – Particular: effleurage, petrissage, rollings (friction), circumduction

When will I receive my technician permit?

The Business Tax Office will verify that all the required information has been furnished and investigate applicant's background. The permit will be issued within thirty (30) days of receipt of the application provided that proof of successful completion of both written test and practical demonstration has been received.

Will I need a business license also?

As an independent contractor working in an establishment or on an outcall basis, a business license tax certificate is required. If you can prove to the Business License Tax Office that you are an employee by the establishment you are not subject to business license tax.

MESSAGE ESTABLISHMENT PERMIT

Who is required to obtain a massage establishment permit?

Any establishment, in a fixed place of business, engaging in or carrying on, or permitting any combination of massage and health treatment of massage and bathhouse, showers, hot tubs, saunas is required to obtain a massage establishment permit.

What documents do I need to submit to apply for a massage establishment permit?

- Copy of the lease agreement
- Notarized acknowledgment from the owner of the property stating his/her understanding that the property will be used as a massage establishment.
- Articles of Incorporation for Corporation or Certificate of Limited Partnership if Partnership.
- Copy of each applicant's California Driver's License.
- Must be at least 18 years of age.
- Two (2) front facial photographs (1" X 1") of each applicant taken within the last 30 days.
- Completed Massage Establishment Permit application form.

Is there a requirement for a background check?

Yes. After your application and fees are received in the Business License Tax Office, each applicant will be required to visit the Ventura Police and Fire Headquarters to provide fingerprints for a statewide records check.