



## Massage Permit Owner Application Packet

2929 Tapo Canyon Road, Simi Valley, CA 93065  
Customer Service: (805) 583-6736 - Planning: (805) 583-6769

***Who does this apply to?*** A proposed owner(s) of a Massage Business within the City providing more than 15% of their gross floor area to massage (Massage Establishment) or operating as an Off-Premises Business. [Separate requirements apply for Massage Practitioners (employees).] ***[Refer to Simi Valley Municipal Code Section 5-15 for the rules and regulations governing Massage. All application fees are non-refundable.]***

➔ **ALL FORMS ARE AVAILABLE ON THE CITY'S WEBSITE AT [www.simivalley.org/massage](http://www.simivalley.org/massage)**

➔ **ALL forms should be typed and printed out. Contact Cmdr. Brill (805) 583-6309 for intake review. After review these forms must be submitted *IN PERSON* with proper ID to CUSTOMER SERVICES. ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED. Failure to provide adequate verifiable information may be grounds for denial of the application.**

**What do I need? Please complete and bring the following:**

- ┆ Business Tax Certificate Application
  - Provide copies of any Articles of Incorporation or Certificate of Limited Partnership (if applicable)
- ┆ Massage Business Permit Application (for each owner)
- ┆ Massage Business Owner Practitioner Registration – Any owner/practitioners must also register with the City (see the separate Massage Practitioner Registration Packet)
- ┆ Massage Business Applicant Acknowledgement and Disclosure
- ┆ Notarized Massage Property Owners Acknowledgement (Not applicable to home-based or out-of-area based businesses)
- ┆ Copies of Business Owner(s) CAMTC Certificate(s) and Card(s) (if also a practitioner)
- ┆ Home Address Verification – provide proof of residence (i.e. Utility Bill) for each owner
- ┆ Facial Photos – two 2"x2" taken within four months of application date (each owner)
- ┆ Picture IDs - current state-issued driver's license or ID card of each business owner
- ┆ Massage Business Employee List and copies of each practitioners CAMTC Certificates
- ┆ Liability Insurance - Provide a copy of proof of business insurance per SVMC 5-15.09(b)(25)
  - Insurance must be in the name of the proposed business, the business owner, and at the proposed location, and be in effect at the time of application
- ┆ Existing and proposed Floor Plans for Massage Establishments [See Sample]
  - Provide a floor plans that identifies all rooms and uses, and shows the minimum operational requirements including lighting, linen storage, signage locations, lobby, changing areas and restrooms. [Any tenant improvements require separate permit.]
- ┆ Massage Establishment Inspection (applicable only to Massage Establishments)
  - Complete the inspection form and pay for in the spection at the Building Department; you will be contacted to schedule the inspection (separate fee applies)
  - Provide proof of payment for Massage Establishment Inspection with the application



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- └ Zoning Clearance (applicable to Massage Establishments and commercial Off-premises Massage Businesses)
  - Obtain a Zoning Clearance for Massage Establishments and commercially-based Massage Businesses from the Planning Department (provide the floor plan to the Planning Department, separate fee applies). If the business is existing, a floor plan with minimum items noted on the sample floor plan is still required.
- └ Home Occupation Permit (applicable to home based Off-premises Massage Businesses)
  - For independent business owners who work out of their home, and who reside in Simi Valley, obtain a Home Occupation Permit from the Planning Department (separate fee applies) for a home office (no massage at home) is required.
- └ LiveScan fingerprinting – Applicable to owners who are NOT current CAMTC Practitioners
  - All owners who are NOT CAMTC Practitioners must provide proof of Application and payment for fingerprinting prior to submittal of application
  - Refer to LiveScan Fingerprinting form, attached. LiveScan Operators must include the following: OCA: CA0349400 and ORI: CA560900 codes to return the information to Simi Valley Police
  - LiveScans must be completed at approved locations; a copy of such locations in this area is attached. Separate fee applies and is payable to the LiveScan Operator.
- └ Background Investigation - Applicable to owners who are NOT current CAMTC Practitioners
  - All owners who are NOT CAMTC Practitioners must provide proof of Application and payment for Background Investigation. Investigation need not be finished by time of Massage Permit application
  - Applicant must hire one of the approved firms. The firm must sign the form acknowledging the investigation. [Additional fee payable to the investigation firm]
- └ Payment of Massage Permit Application Fee(s) in accordance with the current Schedule of service charges.

***When will I receive my permit?*** When the Police Department has completed their review of the application, including receipt of any Live Scan from the Department of Justice and/or CAMTC and the Background Investigation from the outside agency, the application will be processed and you will be notified of the decision. Please note this process may take as much as 60 days from receipt of a complete package. Applicants for permits in revocation or enforcement will be held in abeyance until such time as the permit matters are resolved. You will be notified if additional information is required. If Tenant Improvements are required, please proceed to the Building and Safety Division to apply for and complete required building permits.

***How much is my permit and how long is my permit good for?*** Massage Permit fees are good for two years from the issuance date. Renewals fees are approx. one half the application fee. Fees for LiveScan, Background, Inspection, Zoning Clearance/HOP, Business Tax, and Practitioner Registration are separate. An application for Massage Permit renewal must be submitted no less than 60 days prior to renewal. Business Tax Certificates renew independently.



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### ***Common Questions and Answers:***

- Q: Massage is a small part of my salon business, do I need a permit?  
A: Legally operating businesses with less than 15% of the gross floor area dedicated to massage are exempt from obtaining a Massage Establishment Permit. However, the business owner should submit a floor plan and obtain a Zoning Clearance to establish these facts. The business owner must also be aware of rules governing massage and use CAMTC-licensed practitioners.
- Q: My business or my employer is located outside of the City of Simi Valley, what massage permit(s) do I need?  
A: An Off-Premises Massage Business Permit and Business Tax Certificate is required for the business owner. Employees (CAMTC licensed practitioners), must also register with the City.
- Q: Does the City offer Live Scan or Background Investigations?  
A: No. You must use one of the approved firms provided on the list from the Police Department.
- Q: Can I sell my business or transfer it to a new owner?  
A: Massage Permits are not transferable. The proposed owner must apply for a Massage Establishment or Off-premises permit and be approved **before** taking ownership.
- Q: I am an Independent Contractor and work at several establishments and homes, what do I need?  
A: Independent Contractors are usually the business owner, and need to obtain an Off-premises Massage Business Permit and declare locations where they work more than 5% of their time. If the business is based from their home [although no services may be provided at the home] the business owner must also obtain a Home Occupation Permit for office purposes. If the business is commercially based, a Zoning Clearance is also required for the office/dispatch location.
- Q: I am a CAMTC-licensed practitioner and an employee, do I need anything?  
A: All practitioners working in Simi Valley must complete a Practitioner Registration form, and will be provided an identification card. Only business owners must obtain Massage Establishment or Off- premises Massage Business Permits.
- Q: I am a CAMTC-licensed practitioner and own my own business; do I need to do a new LiveScan or Background Investigation?  
A: No. The LiveScan and Background Investigation only apply to non-CAMTC licensed owners. The City will obtain CAMTC practitioner background information from CAMTC.
- Q: What rules do I need to comply with to be a business owner, operator, or manager?  
A: All of the requirements contained in Simi Valley Municipal Code Section 5-15 (Massage), as amended.