



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

## Massage Permit Owner RENEWAL Application Packet

**ALL Massage Establishment and Off-Premises Massage Permittees (Owners) must submit for RENEWAL of their Massage Permit no later than 5 p.m., 60 days prior to expiration on the permit card.**

Please complete ALL the attached forms listed below and return them to Customer Services, in person, during business hours. Email and postmarks will NOT be accepted.

- ➔ **ALL FORMS ARE AVAILABLE ON THE CITY'S WEBSITE AT [www.simivalley.org/massage](http://www.simivalley.org/massage)**
- ➔ **ALL forms should be typed, printed out, and 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 renewal application. Failure to submit a timely renewal will result in immediate revocation of the Permit.**

**Who does this apply to?** All existing Massage Business Owners (Establishments and Off-premises Massage Business Owners)

**Refer to Simi Valley Municipal Code Section 5-15 for the rules and regulations governing Massage.**

*All application fees are non-refundable. ANOTHER HANDOUT IS AVAILABLE FOR PRACTITIONER REGISTRATION RENEWALS AND SHOULD NOT BE INCLUDED WITH THIS PACKET.*

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

- Massage Business Renewal Permit Application (for each owner, attached)
- Massage Business Applicant Acknowledgement and Disclosure (attached)
- Copies of current Business Owner(s) CAMTC Certificate(s) and Card(s) (if also a practitioner)
- Home Address Re-verification – provide proof of residence (i.e., Utility Bill) for each owner
- Facial Photos – One 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
- Updated Massage Business Employee List declaration (attached) and copies of each practitioners current CAMTC Certificates
- Liability Insurance - Provide an updated copy of proof of one million dollars in 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 current and valid at the time of renewal
- Payment of Massage Permit Renewal Fee(s) in accordance with the current Schedule of Service Charges

**When will I receive my renewal permit?** When the Police Department has completed their review of the renewal application, including receipt of any information from the California Massage Therapy Board and Live Scan from the Department of Justice, 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. Renewal applications for permits in revocation processes must be



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submitted and will be held in abeyance until such time as the final decision on the permit is rendered. You will be notified if additional information is required.

***How much is my permit and how long is my permit good for?*** Massage Permit renewal fees are available from the Customer Services Department, and are typically one-half the original application fee. Renewed permits are good for two years from the issuance date. Business Tax Certificates renew independently.

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

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 or operating.

Q: I want to change the floor plan for my business. What do I do?

A: Submit an Application for Massage Permit Floor Plan Modification to the Customer Services Department and allow 60 days for processing. Tenant improvements may be processed during this time subject to preliminary approval by the Police Department.

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. Registrations must be updated within 10 days of any changes and also renew every two years (see separate application). Only business owners must obtain Massage Establishment or Off- premises Massage Business Permits.

Q: What rules do I need to comply with to be a business owner, operator, or manager?

A: All of the requirements are contained in Simi Valley Municipal Code Section 5-15 (Massage), as amended.

Q: What happens if I fail to renew on time?

A: The Massage Permit will be considered Revoked, and the business may not operate without a Massage Permit. If you wish to resubmit for a new application, you may be able to reapply as outlined in the Massage regulations in effect at the time. You must surrender your existing permits immediately. There is no guarantee of re-application approval if you fail to renew on time.