

Applicants Guide to Submitting for a **MASSAGE LICENSE**

Please use this checklist as a guide to assist you in completing your application. Per Sections 5-3-359, -371, -372 of the Municipal Code, the following forms and documents are necessary to apply for a massage license. Once you have checked off all the items on this list, submit the first page of the application to the *City of Aliso Viejo Planning Department located at 12 Journey, Suite 100, Aliso Viejo, (949) 425-2525* and then make an appointment and submit your completed Massage License Application to the *Orange County Sheriff's Department Business Licensing Division located at 555 N. Flower Street, Suite 101, Santa Ana (714) 647-4535.*

Application Checklist for New Applicants

The following table outlines the necessary documents required for new Massage Licenses.

	City & OCSD Application Fees	Massage License Application	Finger-prints	Proof 18 yrs of age	5 Passport Photos	Property Authorization/ Conditional Use Permit	NCE Test	Diploma
Establishment	*Yes	Yes	Yes	Yes	Yes	Yes	No	No
Technician	Yes	Yes	Yes	Yes	Yes	No	**Yes	Yes
Practitioner	Yes	Yes	Yes	Yes	Yes	No	**Yes	Yes

*Note: Only a single Application Fee will be required if a Massage Practitioner or Massage Technician is also applying for an Establishment License.
**If the NCE is taken, the official score must be submitted to the City of Aliso Viejo prior to issuance of Massage License. Official test results must be mailed to the City of Aliso Viejo directly from NCBTMB.

Please attach copies of the following documents to the Massage License Application. If any portion is missing, the application will be deemed incomplete and returned to applicant.

All Massage Licenses

1. First page of completed Massage License Application and a non-refundable fee of \$200 submitted to the City of Aliso Viejo Planning Department.
2. Completed Massage License Application and a non-refundable fee of \$362 + \$44 for fingerprinting & account billing for a total of \$406 (fingerprinting available by appointment at OCSD) in the form of check or money order made payable to the Orange County Sheriff's Department.
3. Written proof that the applicant is at least eighteen (18) years of age (photocopy of Driver's License or State issued ID card).
3. Five (5) prints of a recent passport-size photograph of applicant (taken within the past six months).

Massage Establishment

Submit items 1-4 and the following:

5. If the applicant is not the owner of the property proposed as the location for the massage establishment, the applicant shall submit the following:
 - a. A notarized statement signed by the property owner, consenting to the operation of the massage establishment at the location by the applicant; and
 - b. A copy of the lease between the property owner and the applicant for the massage establishment.
6. The names and residential addresses of all persons currently employed or intended to be employed in the massage establishment, regardless of the nature of the employment, including the names and addresses of any person permitted along with the proposed or actual nature of the work performed or to be performed, and recent passport-sized photographs. "Employee" includes every owner, partner, manager, supervisor, and worker, whether paid or not, in the operation of a massage establishment during business hours.
7. Written statement designating the person or persons with power to act as a manager.
8. Written statement certifying that the massage establishment manager has read Article 24 of the Aliso Viejo Municipal Code and is familiar with the provisions relating to the operation of the massage establishment.

Massage Technician

Submit items 1-4 and the following:

5. The National Certification Examination (NCE) test score must be mailed to the City of Aliso Viejo directly from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) (the NCBTMB requires retesting every 4 years).
6. A copy of the diploma or certificate of graduation awarded to the applicant showing the applicant has completed no fewer than five-hundred (500) hours of instruction.
7. Certificate from a medical doctor stating that the applicant has, within thirty (30) days immediately prior to the filing of the application, been examined and found to be free from any contagious or communicable disease capable of being transmitted to the public or to fellow employees by the type of conduct and interaction with fellow employees and the public involved in the performance of the job by massage technician (sample certificate attached to application).

Massage Practitioner

Submit items 1-4 and the following:

5. The National Certification Examination (NCE) test score must be mailed to the City of Aliso Viejo directly from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) (the NCBTMB requires retesting every 4 years).
6. Proof of membership in good standing of a State or National organization devoted to the massage specialty and therapeutic approach and proof of completion of any of the following:
 - A. One thousand (1000) hours of instruction in the massage specialty and health enhancement approach at a recognized school of massage with a state approved curriculum including submission of a sworn affidavit of the code of ethics to which they will adhere. This code can be from an association or comparable organization as approved by the City Manager;
 - B. Five hundred (500) hours of such instruction as required under subsection A. above, and, in addition, five hundred (500) hours of practical experience in the massage specialty and health enhancement therapeutic approach in the form of paid employment as documented by Internal Revenue Service (IRS) tax returns or other affidavit and submission of a sworn affidavit of code of ethics as in subsection A. above; or
 - C. Five hundred (500) hours of such instruction as required under subsection A. above, and proof of five hundred (500) hours of additional instruction in any one of the following:
 - i. Continuing education classes in the massage field and related classes offered by approved schools;
 - ii. Classes and workshops as in subsection A. above approved for nursing CE credit;
 - iii. Programs as in subsection A. above approved and certified by qualifying professional associations; or
 - iv. Adult education classes in massage and related topics offered through state approved colleges and universities.
7. Certificate from a medical doctor stating that the applicant has, within 30 days immediately prior to the filing of the application, been examined and found to be free from any contagious or communicable disease capable of being transmitted to the public or to fellow employees by the type of conduct and interaction with fellow employees and the public involved in the performance of the job by massage practitioner (sample certificate attached to application).

STEPS TO TAKE ONCE YOU HAVE SUBMITTED THE FIRST PAGE OF THE APPLICATION TO THE CITY OF ALISO VIEJO PLANNING DEPARTMENT AND COMPLETED THE APPLICATION(S) AND HAVE TOGETHER ALL THE ITEMS REQUESTED:

Important:

You have to see Anitu Singh at 550 N. Flower Street in Santa Ana at least **45 minutes prior** to your fingerprinting appointment. Anitu will collect all items requested and will provide you with a fingerprinting form **before** you can be fingerprinted.

Please Note:

Anitu will **not** be **available** for appointments on **Mondays**.
Anitu will **not** be in the office during **1:30-2:30 PM** (lunch break).
Anitu will **not** be **available** for appointments after **3:30 PM**.

1. Please call (714) 834-6460 and make a Live Scan fingerprinting appointment.
2. Then call (714) 647-4535 and advise Anitu Singh of the date and time of your appointment.

If you were not born in the United States, additional items must be furnished:

1. Naturalization papers, or U.S. Passport; or
2. Foreign Passport with Visa and current work permit or Green Card
3. Social Security card.

RENEWALS

Massage licenses expire one (1) year from the date of issuance. The expiration date will be printed on the massage license certificate. **Request for renewal must be received by the City of Aliso Viejo Planning Department (90) days prior to permit expiration.** Please attach copies of the documents listed below to the Massage License Application. If any portion is missing, the application will be deemed incomplete and returned to the applicant. Submit the first page of the application to the *City of Aliso Viejo Planning Department located at 12 Journey, Suite 100, Aliso Viejo, (949) 425-2525* and then mail the completed application and materials to:

*Orange County Sheriff
Professional Standards Division
P.O. Box 449
Santa Ana CA 92702-9965*

Application Checklist for Renewal

The following table outlines the necessary documents required for renewing Massage Licenses.

	Application Fees	Massage License Application	Finger-prints	Proof 18 yrs of age	5 Passport Photos	Property Authorization	NCE Test	Diploma
Establishment	*Yes	Yes	No	Yes	Yes	Not required for renewal unless location is changed	No	No
Technician	Yes	Yes	No	Yes	Yes	No	**Yes	No
Practitioner	Yes	Yes	No	Yes	Yes	No	**Yes	No

*Note: Only a single Application Fee will be required if a Massage Practitioner or Massage Technician is also applying for an Establishment permit.

**City and NCBTMB test is required every four (4) years.

All Massage Licenses

1. First page of completed Massage License Application and a non-refundable fee of \$165 submitted to the City of Aliso Viejo Planning Department.
2. Completed Massage License Application and a non-refundable fee of \$208 in the form of check or money order made payable to the Orange County Sheriff's Department.
3. Written proof that the applicant is at least eighteen (18) years of age (photocopy of Driver's License or State issued ID card).
4. Five (5) prints of a recent passport-size photograph of applicant (taken within the past six months).

Massage Technicians and Practitioners

Submit items 1-4 and the following:

5. Every four (4) years—An official copy of current certification must be sent to the City of Aliso Viejo directly from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). Refer to the National Certification Examination Candidate Handbook, Validity of Certification and Recertification for information (Available online www.ncbtmb.com).