

City of Rancho Palos Verdes

MASSAGE TECHNICIAN PERMIT APPLICATION INFORMATION

Any person who provides massage services is required to obtain a regulatory permit and a business license through the City, unless exempt from RPVMC 5.24.310. To insure efficient processing of your application, please complete the steps below. All incomplete applications will be returned directly to the applicant without further review.

1. Complete the attached application.
2. Prepare and compile all of the required supplemental information.
3. Submit the application and supplemental information to the City during regular business hours (M-Th 7:30 am to 5:30 pm and Fridays 7:30 am to 4:30 pm).
4. Pay the appropriate (non-refundable) fees at the time of application submittal.
5. Arrange for an appointment for fingerprinting.

New applications will take approximately 90 days to process and renewals up to four weeks. The City will notify all applicants of the City's decision by mail. Upon issuance of the regulatory permit, the prospective Massage Technician shall obtain a City business license. Both the permit and license are valid through December 31st of the year they are issued to the applicant.

Exemptions

Under Rancho Palos Verdes Municipal Code 5.24.310, exemptions from the permit requirement apply to the following people:

1. Physicians, surgeons, chiropractors, osteopaths, physical therapists who are duly licensed to practice their respective professions in the state.
2. Nurses registered under the laws of the state.
3. Persons who are licensed to practice any healing art under the applicable provisions of the Business and Professions Code of the state of California.
4. State licensed barbers, cosmetologists and electrolysisists while engaging in the practice within the scope of their licenses. This exemption shall apply solely to the massaging of the neck, face and/or scalp of the customer.
5. Trainers of amateur, semi-professional or professional athletes or athletic teams.

Fingerprinting

After you have submitted your application, you must make arrangements to have your fingerprints taken by a registered LIVESCAN agency. There will be an additional fee for the LIVESCAN service and the fee varies depending upon the agency. The LIVESCAN agency will require a LIVESCAN Request Form and a valid form of identification before fingerprinting.

Massage Technician Qualifying Examinations

Based on the applicant's education and work experience, the City may require an oral or written examination to determine the applicant's qualifications to perform massage services.

SUPPLEMENTAL INFORMATION REQUESTED

1. Your two previous addresses.
2. Character reference letters from at least five (5) people who are NOT related to you. The person's name, address and phone number should be legible.
3. Written proof that you are more than 18 years of age, such as a CA. Driver's License, Identification Card, Birth Certificate, or Passport.
4. List your height, weight, and color of your eyes and hair.
5. Two portrait photographs, 2" X 2".
6. List your business, occupation or employment history for the last three years.
7. A history of any licenses you have had and whether you have ever had a license revoked or suspended by an agency and the reasons therefore.
8. A history of any convictions, except for minor traffic violations classified as infractions.
9. A certificate from a medical doctor stating that you've been examined in the last 30 days and that you are free from any communicable or contagious diseases. The following is a minimum list of diseases established by the Los Angeles County Health Department to be included in testing and include Hepatitis A, B & C, Tuberculosis, Syphilis, Gonorrhea, HIV and Chlamydia. It is preferred that the results be mailed to the City in a sealed envelope from the doctor's office performing the tests. Please have the doctor mail the results to the City of Rancho Palos Verdes, Attn: Massage Permit Application, 30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275.
10. Copy of a diploma or certificate of graduation from a recognized school of massage in the State of California; or proof that you have at least five years of experience as a massage technician. It is preferred that the results be mailed to the City in a sealed envelope from the recognized school where the applicant received their education. Please have the school mail the diploma or certificate to the City of Rancho Palos Verdes, Attn: Massage Permit Application, 30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275.
11. Verification of your home address, such as a copy of your Driver's License, copy of a recent utility bill or a personal check with your home address.
12. A completed Business License application (to be processed in the event the Massage Permit is approved).

MESSAGE TECHNICIAN PRACTICE REQUIREMENTS (RPVMC 5.24.240)

Read and initial.

_____ No massage technician with a City permit may perform any massage or massage service in any location other than the location or locations specified in the permit.

_____ No massage or massage service may be administered unless the patron wears clothing which covers the patron’s genitals, and if the patron is female, the breasts. The massage technician shall at all times while on the premises of the establishment, be clean, and wear nontransparent outer garments covering the body from knee to neck.

_____ No massage technician shall, in the course of administering any massage service, expose his or her specified anatomical areas or buttocks or make physical contact with the specified anatomical areas of any client. Nor shall any massage technician allow any client, in the course of receiving any massage service, to expose to other persons his or her specified anatomical areas or buttocks or to make physical contact with the specified anatomical areas or buttocks of the massage technician or any other person.

_____ No massage technician shall knowingly provide massage services at a massage establishment that does not comply with the operating requirements in Rancho Palos Verdes Municipal Code Section 5.24.060.

2008 FEE SCHEDULE

Administrative fee: \$114 per application
Background Investigation fee: \$75
County Health Services Examination fee: \$161
Business Tax: \$82

Fees are subject to change.

<i>City Staff Use Only</i>		
Admin fee _____	Backgrnd check _____	Examination fee _____
Total Fee _____	Initials _____	Check No. _____

Please Note: Massage Technician permit applications are due prior to commencing operations and expire annually on December 31st.