



Department of Planning

GUIDE TO THE MESSAGE ESTABLISHMENT PERMIT APPLICATION

Each owner of a massage establishment in the City of Agoura Hills is required to obtain a Massage Establishment Permit (MEP).

A massage establishment is defined as the following:

A business or establishment, including a sole proprietor or independent contractor, that offers massage services at a fixed place of business, and also includes all establishments or businesses where massage is provided as an ancillary service, such as gyms, clubs, day spas and professional offices, where such massage is not otherwise exempt under AHMC Section 9662 et. seq.

An owner is considered someone having any percentage of ownership interest in a massage establishment. A separate MEP shall be obtained for each establishment owned or operated by such person.

An MEP is not required of the owners of businesses that employ the following classes of individuals while they are engaged in the performance of their respective professions in connection with and on the premises of a business licensed to provide such professional services. However, such a business that also employs a massage therapist must obtain a MEP.

- ✓ Physicians, chiropractors, osteopaths, podiatrists, physical therapists, registered nurses or vocational nurses duly licensed to practice their respective profession in the State of California under the provisions of the California Business and Professions Code, while performing activities encompassed by such professional licenses.
- ✓ Other health care personnel, including acupuncturists, engaged in the healing arts that are regulated and licensed by the State of California pursuant to Division 2 of the California Business and Professions Code.
- ✓ Barbers or cosmetologists, including estheticians, electrologists, and manicurists carrying out their particular occupation or business, who are duly licensed by the State of California, including trainees and interns under supervision of such a

license.

- ✓ State-licensed hospitals, nursing homes, and other state-licensed physical or mental health facilities and their employees.
- ✓ Athletic trainers certified by the State of California performing training services at professional, amateur or school athletic events or facilities, so long as such persons do not practice massage therapy as their primary occupation.
- ✓ Registered schools and their employees that provide massage therapy education or training and their students in training, provided that such students perform massage therapy only under the direct personal supervision of an instructor.

A MEP shall only be issued if the massage establishment complies with all requirements of City Ordinance No. 16-422, adopted April 27, 2016 by the City Council. The Ordinance has been codified in the City of Agoura Hills Municipal Code (AHMC) Sections 9312.3 and 9662 *et seq.* These requirements are summarized in the handout, “Massage Establishment Requirements.”

Once the MEP is issued, it is valid for a period of twelve (12) months, and must be renewed annually prior to the expiration date.

CAMTC Certificate Required

Each massage therapist working within the City of Agoura Hills must be certified by the California Massage Therapy Council (CAMTC). The CAMTC was created by the State Legislature and certifies qualified massage professionals in California. You may contact the CAMTC at (916) 669-5336 or www.camtc.org.

Business License Required

Each owner of a massage business, including an independent contractor, must obtain a City Business License in addition to the MEP. For further information regarding a City Business License, please contact: (818) 597-7328 or vdarbouze@ci.agoura-hills.ca.us.

SECTION A: SUBMITTAL REQUIREMENTS

The following items are required to be submitted as part of an application to the City Planning Department for an MEP.

- Completed “Massage Establishment Permit Application” form.
- Clearly legible copies of the current and valid CAMTC certificate and identification card containing a recent photograph of each massage therapist who will provide massage service, including independent contractors, at the massage establishment, which shall match those employees and independent contractors listed on the Massage Establishment Permit Application form.
- MEP fee paid to the City of Agoura Hills.

SECTION B: PERMIT COSTS

The fee for an MEP is listed on the City's Planning Fee Schedule.

SECTION C: REVIEW PROCESS

Once a completed application, along with the fee, is submitted to the City Planning Department, review of the application will be conducted as expeditiously as possible. Approval of an MEP for an existing business may require up to five (5) business days. If there is also a request for a Business License at the same time, the MEP approval may take up to ten (10) days, as a MEP can only be issued with a current and valid Business License. If there is a request for a tenant improvement for the massage establishment, then the MEP may only be issued upon approval of the tenant improvement request. When approved, the MEP form will be completed by City staff for signature by the applicant.

For questions, please contact the City Planning Department at (818) 597-7309, at City Hall, 30001 Ladyface Court, Agoura Hills, CA 91301, or check the City's website at www.ci.agoura-hills.ca.us.