

Information for Massage Clinic Business License Applicants

Application Process This document explains the process to obtain a License for Massage Clinic Business in the unincorporated area of San Bernardino County.

The applicant must apply in person at the Clerk of the Board Office at the address listed above.

Per state regulations, a Massage Clinic staffed solely by Massage Technicians that possess a current State of California Massage Therapy Council certification, or are a sole proprietorship and possess the same, are not required to obtain a San Bernardino County Massage Clinic Business License. Information regarding technician licensing must be provided to the Clerk of the Board of Supervisors.

If a business is located within the limits of an incorporated city, a license is not required from this office; however, the city in which the business is located may have licensing requirements. Please contact this office to determine the jurisdiction.

Inspection sheet The applicant must obtain approval from the following County departments prior to submitting the application for processing. Once approvals have been obtained submit the application, with the inspection sheet (page 4 of the application) signed off by all required departments, to the Office of the Clerk of the Board for processing.

NOTE: If the business is staffed solely by State certified technicians, contact the Clerk of the Board prior to obtaining approvals from other departments.

- Building and Safety
 - San Bernardino (909) 387-8311
 - Hesperia (760) 995-8140
 - County Fire Department (909) 386-8400
 - Environmental Health Services (909) 884-4056
 - Code Enforcement (**No Zoning Issue**)
 - San Bernardino (909) 387-8311
 - Hesperia (760) 995-8140
 - Sheriff's Department/Records Division (909) 888-5916
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Information for Massage Clinic Business License Applicants, Continued

Background/ Fingerprints

Each applicant must be fingerprinted. Applicants will contact the San Bernardino County Sheriff's Department for more information. Applicants can **check in with the Employee Resources Division** of the Sheriff's Department to be Live Scanned. The Sheriff's Department will return two completed copies of the Live Scan form to the applicant. The applicant will submit one copy to the Clerk of the Board, along with the business license application, as proof that fingerprinting has been completed.

Contact:
Sheriff's Department/Records Division
655 East Third St., San Bernardino
(909) 888-5916

NOTE: Once the Live Scan completed **after April 30, 2006** is on file with the Clerk of the Board, the applicant will not need to be fingerprinted again.

New owner

If the applicant is the new owner of an existing massage clinic, the applicant must supply the bill of sale.

Fees

The following fees are required when applying for a massage clinic business license. Fees are nonrefundable and can be found at www.sbcounty.gov.

- Application fee, paid when submitting the first application.
 - Initial license fee, paid when the first license is issued.
 - Renewal fee, paid each year when the license is renewed.
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Photo identification

The applicant must supply current photo identification, such as California driver's license or ID card, to establish identity and proof of age.

Photos

The Clerk of the Board office will take the applicant's photo, which will be placed on the business license.

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Information for Massage Clinic Business License Applicants, Continued

Administrative Review and Issuance of business license

The applicant will submit the completed application to the Clerk of the Board in person and pay the initial application fee (if a new applicant) or the renewal fee. For new applicants, the Clerk of the Board will forward the application to the Board of Supervisors for approval and subsequent placement on the agenda. This process usually takes at least two weeks, depending on the Board of Supervisors meeting date. For renewal applicants, the Clerk of the Board will review the application information for approval.

The business license will be issued after the agencies approve the application and the applicant has paid all applicable fees.

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