

Frequently Asked Questions

1. Who is required to obtain a Massage Business permit?

Any massage therapist who is a business owner, sole proprietor or independent consultant is required to obtain a Massage Business Permit from the Roseville Police Department, if they are practicing massage therapy within the City of Roseville. If you are an employee of a massage business, your employer is required to obtain a permit, but you are not.

2. Where do I get information regarding the process in applying for a Massage Business Permit?

[Click here](#) or visit the City of Roseville, CA police department website (www.roseville.ca.us/police) On the left side of that webpage choose the “Business Services” tab. Then, proceed to the “Permits” tab where you can obtain a copy of the application and additional information about the process.

3. What is the next step after I have reviewed the website and filled out the application?

Call the Permits Coordinator, Dottie Castro at 916-746-1069 to make an appointment to review and submit your application.

4. I am certified through the CAMTC (California Massage Therapy Council). Do I still need to obtain a Massage Business Permit?

Yes, this is a special business permit required by the City of Roseville. If you practice massage therapy and are the business owner, a sole proprietor or independent contractor you are required to obtain this permit.

5. Am I still required to get fingerprinted if I have already done so for CAMTC (California Massage Therapy Council) and/or the Roseville Police Department?

Yes. Massage business permits will not be issued to applicants who have been convicted of a sex or prostitution-related crime, or of crimes involving fraud, deceit or moral turpitude. Getting fingerprinted for this permit insures that the Roseville Police Department will receive any past arrest and conviction history, and will also be notified of any future arrests, whether they happen in California or out of state. We have the same requirements for other business permits, including taxicab drivers and mobile ice cream vendors.

6. Where do I get a Live Scan done?

You can go anywhere that provides Livescan fingerprinting, but make sure they use the form provided by the Roseville Police Department’s Permits Coordinator at your first meeting.

Sunset Notary is an unaffiliated business that offers this service in their office in the Roseville Police Department lobby, but you can also go to other Livescan providers.

7. I have a City of Roseville business license already. Am I still required to obtain a Massage Business permit?

Yes, they are two separate requirements. The City of Roseville requires business licenses of everyone doing business in Roseville, for tax revenue purposes. The Massage Business permit is specifically for the practice of massage therapy.

8. How long does the application process take?

If you have all the required documentation and have already filled out the application, it should take approximately 15 minutes.

If you have questions or need to fill out an application while you're here, the process may take 30 to 45 minutes.

9. I have been a massage therapist for years and have already submitted proof of training hours and certification when I applied for the last permit. Do I need to submit it again?

Yes, this is a requirement of the application process for the new Massage Services ordinance. Some certifications on file are expired, so the applicant is required to provide proof that the certification is still valid by submitting it along with the application.

10. How soon will I get my permit after the application has been turned in?

If all the required information has been submitted along with the application the waiting period is between 14 to 45 days depending on when your fingerprint results are received from DOJ and the FBI.

11. Can someone else pick up my permit for me?

No, because we have a compliance check list that you will need to read and sign prior to getting your permit.

12. Why do we have to fill out a Property Owner Acknowledgement form?

You will need to fill out the Property Owner Acknowledgement Form, if you are not listed on the rental lease agreement for the location where you work. This tells us that property owners are aware that a massage service business is being operated on their property.

13. Who is regarded the manager when I am an independent contractor renting a space from an established massage business?

The person who oversees the business in general, or those designated on the application form.

14. How often do I need to renew my permit?

Every two years

15. What are my out of pocket costs?

\$28 Application Processing Fee, paid to the Roseville Police Department Permits Coordinator at your first appointment. Checks should be written out to the City of Roseville.

The following fees will be paid to the Livescan fingerprinting business:

\$32 Department of Justice Fee

\$17 Federal Bureau Investigation (FBI) Fee

\$17 LiveScan processing fee (This fee applies if you get your fingerprints done through Sunset Notary, the Livescan business located in the Police Department lobby. Other Livescan businesses may charge a different processing fee.)

16. What type of documentation is needed to be presented along with my application?

City of Roseville Business License

Copy of rental property lease or submit a Property Owner Acknowledgement form

Copy of training certification with a minimum of 125 training hours

Copy of your government issued identification (driver's license, passport or state ID)

Proof of liability insurance with a minimum coverage of \$1,000,000

Copy of partnership agreement (if any) where the massage business is located.

Corporation: Provide date of incorporation, evidence corporation is in good standing under laws of California, the names and capacities of all officers, directors and name of registered corporate agent and the address of registered agent for service of process.

17. Where do I get a Property Acknowledgement form?

This form can be obtained from Permits Coordinator, Dottie Castro.

18. Why do I have to get (another) LiveScan for the Department of Justice and have a FBI check?

Permits will not be issued to applicants who have been convicted of a sex or prostitution-related crime, or of crimes involving fraud, deceit or moral turpitude. Getting fingerprinted for this permit insures that the Roseville Police Department will receive any past arrest and conviction history, and will also be notified of any future arrests, whether they happen in California or out of state. We have the same requirements for other business permits, including taxicab drivers and mobile ice cream vendors.

19. What types of payment is accepted?

Exact amount in cash is appreciated. Checks should be made payable to the City of Roseville

20. Can I drop off my application packet?

No, you will need to provide your application packet with all required documents to Permits Coordinator Dottie Castro during your first appointment visit. You will also be provided a designated permit number on the LiveScan fingerprinting form, which you can take to any LiveScan provider for your fingerprinting.

21. Do I have to make an appointment?

Yes. Due to the number of applicants applying for the Massage Business Permit, it is necessary to have a scheduled appointment to ensure you will have the time needed to process the application packet and discuss details as well as answer questions in regards to the permit process with the Permits Coordinator.