



The following information is intended to assist applicants in correctly completing the massage application process. If you do not understand any portion of these instructions, please contact Tera at the San Luis Obispo Police Department Records Division at 781-7322.

In order to obtain an **initial Massage Technician Permit** you must first know where you will be working. The San Luis Obispo Police Department permits massage technicians by location, within the city limits of San Luis Obispo only. You will be required to pay a City **processing fee** of **\$112.00** by cash, check, Visa or Master Card before you will be able to obtain the Massage Permit Application packet. You will be required to complete this Massage Permit Application and submit all of the following supporting documentation:

- Copy of recognized massage school diploma showing 200 hours of training.
- Copy of birth certificate or passport.
- Medical certificate showing that you are free of tuberculosis dated within 30 days of the application.
- Two passport quality photographs taken within 30 days of the application.
- A copy of the "Request of Live Scan" form after getting fingerprints done at the County Superintendent of Schools (across from Cuesta College). Call for an appointment: 543-7732.

In order to obtain a **renewal Massage Technician Permit**, you must pay the City processing fee of **\$102.00** before obtaining your renewal paperwork.

How do you know when you need a renewal permit?

- *Any time you change massage locations, or any time you add an additional massage location (this includes outcall massage).

When do I need a Massage Facility Inspection form?

- Please note the fee for **an inspection** is **\$357.00**, which is due when you request the form.
- When you are starting up a new massage business and have a physical

business location you must have your facility inspected by the San Luis Obispo Police Department Administrative Sergeant. Ask for a Massage Facility Inspection form so you will be aware of requirements and what will be inspected.

- When you are performing outcall massage. Not everything on the Massage Facility Inspection form will apply to you. Read through the list and gather all items that apply. You may then arrange for an inspection.

Please be aware that once you receive your signed permit, you must go to the City Finance Department to obtain your Business Tax Certificate. Once you obtain your Business Tax Certificate, you must mail or fax a copy to:

Police Records
Attn: Tera – Business Tax Certificate
1042 Walnut
San Luis Obispo, CA 93401
Fax: 781-7324

Your **Massage Technician Permit** will remain active as long as you are still working at the same location only if you mail or fax a copy of your Business Tax Certificate to the San Luis Obispo Police Department each year. Please see below for further details.

The San Luis Obispo Municipal Code 5.56.120 B states in part: A massage technician permit shall remain valid as long as the permit holder maintains continual employment as evidenced by the possession of a valid business tax certificate. **Each permit holder shall be required to submit a copy of their valid business tax certificate by mail to the Police Department by September 30 of each fiscal year.** Failure to renew the business tax certificate by September 30 shall cause the massage technician permit to become invalid and the technician must complete a new massage technician permit application accompanied by a fee as set by resolution of the City Council. If a licensed technician relocates to a business location requiring a facility inspection, an application for address change shall be required and accompanied by an administrative fee as set by resolution of the City Council. Please be sure to read the City Massage Ordinance completely.