



SCOTT'S VALLEY POLICE DEPARTMENT

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CHIEF OF POLICE
STEVE WALPOLE

To All Massage Therapists and All Massage Establishments Conducting Business in Scotts Valley:

All massage therapists/practitioners, all massage establishments/business owners, and all out-call massage services conducting business within the Scotts Valley city limits are required to obtain the following:

1. An annual massage permit; and
2. An annual business license.

Annual fees for massage therapists permits, massage establishment permits, and business licenses are found in the City's Fee Schedule as published on the City of Scotts Valley website.

All massage establishment permit applicants must obtain a City of Scotts Valley business license before applying for a massage permit with the Scotts Valley Police Department.

Massage practitioners employed by another and working solely under that business license do not need their own business license. However, if you are doing both, employed by one business *and* also performing your own services (i.e., as an independent contractor), you will need to have your own business license *and* pay the appropriate fees per Scotts Valley Municipal Code section 5.04.390.

All individuals employed as massage practitioners, including business owners also acting as massage practitioners, must be licensed by the California Massage Therapy Council (CAMTC). All massage practitioners must complete the Massage Practitioner Registration Application and submit the application to the Scotts Valley Police Department to obtain a Massage Practitioner Registration Certificate. A copy of the Massage Practitioner Registration Application may be obtained from the Scotts Valley Police Department, and a copy is included with the Massage Establishment Permit application packet.

Massage Establishment Permit application packets include:

- Instruction Letter
- Massage Establishment Permit Application
- Live Scan Fingerprint Form & Live Scan locations and hours
- Continuous Reporting Waiver on Fingerprints
- Massage Practitioner Registration Application

Massage Establishment Permit Instructions:

Complete the application and obtain copies of all documents listed on application. Owners not certified by the California Massage Therapy Council (CAMTC) must complete LiveScan Fingerprinting. Sign the Continuous Reporting Waiver so fingerprints need only be taken once. Return application packet to the Police Department for review. The following informational documents need to be included with your completed application:

- Copy of CAMTC Certificate, **OR**
- Proof fingerprints have been submitted to DOJ/FBI via Live Scan, **AND**
- Signed Continuous Reporting Waiver (if you choose not to participate, fingerprinting will be required at each annual renewal).

You will be notified by the Police Department once the permit is approved or rejected. If rejected, you will be informed of the appeal process.

Massage Establishment Permit Renewals:

Due at time of Business License Renewal (July 1st of every year)

- Complete application form, checking the renewal box.
- Fingerprints will not be needed again if you have completed the Continuous Reporting Waiver form. If you choose not to participate in continuous reporting, fingerprints will be required with each annual renewal.
- Employers may submit Massage Practitioner Registration Renewals for their employees with their Massage Establishment Permit renewal applications.

Massage Practitioner Registration Renewals:

Due at time of Business License Renewal (July 1st of every year)

- Complete application form checking the renewal box.
- Completed renewal application may be submitted by employer during their Massage Establishment Permit renewal.

If you have any questions, contact Detective Kevin Elliott at (831) 440-5653 or kelliott@scottsvalley.org.