What to Know

1. It is unlawful for any individual to practice Massage Therapy as a sole proprietorship or employee of a Massage Establishment or in any other capacity within the City unless that individual is a certified massage practitioner (please note that Conditional Massage Therapy Certificates are no longer acceptable). All individuals employed by the massage business to perform massage must be certified massage practitioners.

2. The Owner(s)/Operator(s) of a Massage Establishment shall be held responsible for the conduct of all of the employees, agents, independent contractors, or other representatives while on the premises of the establishment and/or performing Massage Therapy.

3. The City has the authority to deny, revoke, restrict, or suspend a business registration for either of the following causes: a) an employee, agent, independent contractor, or other representative of the business or establishment has committed a violation of this chapter, or of Chapter 10.5 (commencing with Section 4600) of Division 2 of the California Business or Professions Code; or b) the business or establishment has provided materially false information in its application for a business registration.

4. Applications for Massage Establishments shall pay a one-time zoning clearance fee in addition to the annual business registration fee in accordance with San Carlos Municipal Code Chapter 5.04 and as set forth in this Chapter and pay a business registration fee sufficient to cover registration costs, in accordance with the registration fee schedule set forth in San Carlos Municipal Code Chapter 5.04.

5. For zoning purposes, Massage Therapy and Massage Establishments are considered to be personal service uses.

6. Issuance. Before issuance of the business registration the foregoing documentation shall be reviewed and approved by the Chief of Police or the higher designate. Business registration shall be valid for one year from the date of issuance. No reapplication will be accepted within one year after an application or renewal is denied or a certificate is revoked.

7. Massage establishments shall notify the City of any intent to rename, change management or convey the business.

8. Amendment. A massage business shall apply to the City to amend its business registration within thirty days after any change in the registration information, including, but not limited to, the hiring or termination of certified massage practitioners or the change of the business’s address.

9. A massage establishment’s business registration may be suspended, revoked or restricted for violations of California Business and Professions Code Sections 4600 through 4620. Any appeal related to a suspension, revocation or restriction shall be conducted in accordance with Chapter 1.25.

10. Renewal. A massage business shall apply to the City to renew its business registration at least thirty days prior to the expiration of said business registration. If an application for renewal of a business registration and all required information is not timely received and the registration expires, no right or privilege to provide massage shall exist.

A business registrant shall immediately report the following:

1. Arrests of any employees or owners of the registrant’s massage business for an offense other than a misdemeanor traffic offense;

2. Resignations, terminations, or transfers of practitioners employed by the registrant’s massage business;
What to Submit

In addition to all required city fees (located on the application), the applicant shall submit the following information to the Finance Department for routing to Planning, Building, and the San Mateo County Sheriff’s Office. If any of the following information is not provided upon submittal, the application shall be deemed incomplete and processing will be delayed or denied:

The registration application for a business registration shall include all of the following:

1) Legal name of the massage business.

2) Address and telephone number of the massage business.

3) Legal names of all owners of the massage business.

4) A list of all of the massage business’s employees and independent contractors who are performing massage and their CAMTC certification.

5) Residence address and telephone number of all owners of the massage business.

6) Business address and telephone number of all owners of the massage business.

7) The form of business under which the massage business will be operating (i.e., corporation, general or limited partnership, limited liability company, or other form).

8) Each owner or operator of the massage business who is not a CAMTC-certified massage practitioner shall submit an application for a background check, including the following: the individual’s business, occupation, and employment history for the five years preceding the date of the application; the inclusive dates of such employment history; the name and address of any massage business or similar business owned or operated by the individual whether inside or outside the City.

9) For all owners, a valid and current driver’s license and/or identification issued by a State or Federal governmental agency or other photographic identification bearing a bona fide seal by a foreign government.

10) For all owners, a signed statement that all of the information contained in the application is true and correct; that all owners shall be responsible for the conduct of the business’s employees or independent contractors providing massage services; and acknowledging that failure to comply with the California Business and Professions Code Section 4600 et seq., any local, State, or Federal law, or the provisions of this chapter may result in revocation of the business’s City registration certificate.
How to Obtain a Massage Therapy Business Registration Certification:

1) Apply for a City of San Carlos Business Registration

2) Apply for a Livescan* criminal background check.

The City of San Carlos does not provide Live Scan fingerprinting services. Applicants must use the City of San Carlos Live Scan form and bring it to The San Mateo County (SMC) Sheriff's Office in Redwood City at 400 County Center, 3rd Floor.

Fingerprinting / Live Scan Information and Appointments

SMC does not accept walk-in appointments. You may schedule your appointment online by following the directions below or call them directly to schedule an appointment at (650) 599-1570.

a. Visit the SMC Sheriff’s Office website at https://www.smcsheriff.com/fingerprinting-live-scan
b. Scroll down the screen until you reach the various Live Scan options.
c. Click on the DOJ check only $71.00 “BOOK” tab and follow prompts
   d. Bring a valid photo ID and your completed Request for Livescan service form to your appointment

3) Please allow 4-8 weeks processing time for Zoning Approval and Livescan results.

Costs Associated with Obtaining a Massage Business Registration:

Livescan Fingerprinting Fees
   - $71 - Live Scan Department of Justice fee (collected by SMC – check or exact cash amount only)

Business Registration
   - Business Registration fee - Annual fee calculated on number of owners/employees (part-time PLUS full-time). Min. fee is $220.00 (excludes state fee of $4.00)

Zoning Review and Approval
   - $606 zoning fee** - One time fee per applicant/location
   - $10.91 Massage tech fee** - One time fee per applicant/location

What to Read for Additional Background
Chapter 5.40 – Massage Therapy Regulations
www.cityofsancarlos.org/massageordinance updated May 2019
Hard copy of Ordinance available upon request.

*Live Scan is inkless electronic fingerprinting.
Applicant fingerprints are electronically transmitted to the Department of Justice (DOJ) for completion of a criminal record check.

** Effective July 1, 2019.
Business Registration Application
For Massage Businesses

Legal Name of Business DBA (If any) Phone

Business Address (include Zip – PO Boxes are not permitted) E-mail Address

Mailing Address (include Zip)

Type of Business & Detailed Description of Services Provided # of Owners/Employees (Part-time PLUS Full-time)

To avoid delays in the Zoning review, please be VERY specific in describing the type of business and all of the services you will provide

Business Ownership Type: ☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Owner ☐ Other

_________________________________________________________________________________________________

Federal Tax ID# (FEIN) Social Security # State Tax ID #

For Corporations, Partnerships, LLC’s For Sole Proprietors (State of CA)

Legal Names of all CAMTC Certified Massage Owners & Employees

Business Owners/ Employees Title Home Address (include Zip) SSN Phone

Business Owners/ Employees Title Home Address (include Zip) SSN Phone

Business Owners/ Employees Title Home Address (include Zip) SSN Phone

Business Owners/ Employees Title Home Address (include Zip) SSN Phone

Business Owners/ Employees Title Home Address (include Zip) SSN Phone

Business Owners/ Employees Title Home Address (include Zip) SSN Phone

Requirements for Submission with New Applications:

A new business registration application and requisite documentation, subject to planning and police review, is required for annual renewals of massage business registrations for review by the San Mateo County Sheriff’s Department.

If any of the following information is not provided, application will be deemed incomplete.

☐ Legal Names, addresses, phone numbers of all owners, employees & independent contractors
☐ Complete written definition of all services to be provided
☐ Copy of all professional certifications for all owners, employees & independent contractors
☐ Copy of CAMTC-certification of all owners, employees & independent contractors
☐ Any individual practicing massage within the city shall possess a valid CAMTC certificate
☐ Livescan criminal background check and employment history of all owners, employees & independent contractors through San Mateo County Sheriff’s office
☐ Copy of driver’s license and or state ID of all owners, employees & independent contractors
☐ Copy of proof of Insurance (No less than $1,000,000.00)

The business registration application for a massage establishment is subject to review by Planning, Building, and the San Carlos Police Department. In addition to required documents, appropriate permits / approvals from these departments will have to be secured before the start of a massage establishment. The process can take 4-6 weeks, depending on the type / location of the business, length of review process and/or applicant’s fulfillment of appropriate documentation and permits. For questions regarding the approval process, please contact the applicable department.

Building (650) 802-4261 Planning (650) 802-4263 Police (650) 802-4227

I declare under penalty of perjury that all information contained on this application is true and correct to the best of my knowledge.

Signature Title Date
City of San Carlos Business Registration Fee Schedule  (Effective July 1, 2019)

FEE CALCULATIONS

Please use the table below to calculate fees owed for business registration.
*Minimum base fee is $220.

<table>
<thead>
<tr>
<th>Massage Services</th>
<th>Base Fee</th>
<th>Zoning Fee</th>
<th>Technology Fee</th>
<th>SB 1186*</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Employee (part-time or full-time) /Owner</td>
<td>$216</td>
<td>+ $606</td>
<td>+ $10.91</td>
<td>+ $4</td>
<td>= $836.91</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Massage Services</th>
<th>Per Employee</th>
<th># Employees</th>
<th>Base Fee</th>
<th>Zoning Fee</th>
<th>Technology Fee</th>
<th>SB 1186*</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2+ Employees (part-time PLUS full-time) /Owners</td>
<td>$114</td>
<td>+ $55 x</td>
<td>=</td>
<td>+ $606</td>
<td>+ $10.91</td>
<td>+ $4</td>
<td>=</td>
</tr>
</tbody>
</table>

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✧ This business registration charge is a local fee for revenue purposes only. It is the owner’s sole responsibility to renew it annually. A new business registration application and requisite documentation subject to planning and police review is required for annual renewals of massage business registrations.

✧ The business registration certificate must be posted in a conspicuous place.

✧ Business Registration Certificates are non-transferable documents. A change in ownership requires the new owner(s) to register their business. A Change of Address also requires a new registration form and zoning clearance fee. Duplicate copies of business registrations are subject to an additional fee.

- Fee Calculation for New Massage Registrations
  - Column B  Base Fee
  - Column C  $55 x per employee
  - Column D  Zoning Review
  - Column E  SB 1186 State Mandated Fee*
  - Column F  Massage Tech Fee
  - Total Fees Due $114  $606  $4  $10.91

- Additional Notes:

- Planning Department Review
  - Home
  - Commercial
  - Seasonal
  - Zoning Review Fee
  - SB 1186 State Mandated Fee*
  - Fire Approval
  - Building Approval
  - Certificate of Occupancy
  - Zoning District
  - [ ] Approved  [ ] Denied
  - By:_______________
  - Date:__________
  - BUS #__________
  - Comments/Conditions:

- Finance Department Only
  - Date Paid:
  - Paid Amount:
  - By:
  - Account ID #:_______

*On September 19, 2012 SB-1186 was signed into law by Governor Brown on any application for a local business license or similar instrument or permit, or renewal thereof.
REQUEST FOR LIVE SCAN SERVICE  
Applicant Submission

<table>
<thead>
<tr>
<th>ORI: CA 0410000</th>
<th>Type of Application: (check one) ☐ Employment ☑ License, Certification, Permit ☐ Volunteer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title or Type of License, Certification or Permit:</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Agency Address Set Contributing Agency:</th>
<th>03473</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Mateo County Sheriff's Office</td>
<td></td>
</tr>
<tr>
<td>400 County Center</td>
<td></td>
</tr>
<tr>
<td>Redwood City, CA 94063-1655</td>
<td></td>
</tr>
<tr>
<td>Agency authorized to receive criminal history information</td>
<td>Mail Code (five-digit code assigned by DOJ)</td>
</tr>
<tr>
<td>Detective Herman Quon</td>
<td></td>
</tr>
<tr>
<td>Street No.</td>
<td>Street or PO Box</td>
</tr>
<tr>
<td>Redwood City, CA 94063-1655</td>
<td></td>
</tr>
<tr>
<td>Contact Name (Mandatory for all school submissions)</td>
<td>(650) 363-4874</td>
</tr>
<tr>
<td>Agency Authorized to Receive Criminal History Information</td>
<td></td>
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<tr>
<td>Contact Telephone No.</td>
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<table>
<thead>
<tr>
<th>Name of Applicant:</th>
<th>Last</th>
<th>First</th>
<th>MI</th>
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<tbody>
<tr>
<td>AKA's</td>
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<tr>
<td>CDL No.</td>
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<tr>
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<tr>
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<tr>
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<td>Ht:</td>
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<tr>
<td>Hair Color:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Address: (Applies only if Youth Org/HRA or Public Utility submission)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POB:</td>
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<td>SOC:</td>
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</table>

<table>
<thead>
<tr>
<th>Your Number:</th>
<th>San Mateo County Sheriff's Office</th>
<th>Level of Service</th>
<th>☑ DOJ</th>
<th>☑ FBI</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCA No. (Agency Identifying No.)</td>
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</tr>
<tr>
<td>If resubmission, list Original ATI No.</td>
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</table>

<table>
<thead>
<tr>
<th>Employer: (Additional response for Department of Social Services, DMV/CHP licensing and Department of Corporations submissions only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Name</td>
</tr>
<tr>
<td>Street No.</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Agency Telephone No.</td>
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</table>

<table>
<thead>
<tr>
<th>Live Scan Transaction Completed By:</th>
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<tbody>
<tr>
<td>Name of Operator</td>
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<tr>
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<table>
<thead>
<tr>
<th>Transmitting Agency</th>
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<tbody>
<tr>
<td>Original-Live Scan Operator, Second Copy-Requesting Agency, Third Copy-Applicant</td>
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<td></td>
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updated 7/26