

## Massage Establishment Application Checklist Initial Application

Each applicant for a permit to maintain, operate or conduct any massage establishment covered by Chapter 620 of the Mission Municipal Code shall file an application with the City Clerk and pay an initial filing fee as set out in Section 103.050(f)(1) of the same. The current filing fee is \$300 and is not prorated or refundable.

Date Completed	Checklist Item
_____	Completed application for Massage Establishment Permit.
_____	Copy of legible floor plan provided to City Clerk.
_____	Copy of Driver's License (documenting age 18 or older)
_____	Two portrait photographs (at least 2 x 2)
_____	Fingerprints taken by the Mission Police Department for KBI background check. <b>A \$35.00 check, cashier's check or money order must be submitted to the Police Department at the time of fingerprinting. You also MUST inform the clerk and officer you are needing fingerprinting for a Mission Massage Therapy License.</b>
_____	Application fee - \$300 Massage Establishment (renewal license based on square footage of business)

Neighborhood Services inspection of business premises (date): \_\_\_\_\_  
 Background check approved (date): \_\_\_\_\_  
 Massage Establishment License issued (date): \_\_\_\_\_