

What does a massage establishment have to do to open for business?

Prior to opening a massage establishment the business owner must obtain zoning certificate approval and business license. A zoning certificate are approved by the Planning Division if the location is in the proper zoning district and if the establishment agrees to operate by the limitations listed in the following sections of this handout. Some zoning districts require a conditional use permit to be granted prior to the approval of a zoning certificate.

If a conditional use permit is required, see the conditional use permit handout for more details on that process.

Contacting the Planning Division is the best way to find out what the zoning district and allowed uses are for a specific address.



What if I am just a Technician wanting to work for an existing establishment?

As a technician working for an existing establishment you still need to obtain your own business license (as an independent contractor), a Police Department permit, and conduct your client management within the limitations listed in this handout.

What is the Massage Establishment Agreement?

The massage establishment agreement outlines the limitations for a massage establishment. This agreement must be signed by the establishment operator and all employees and independent contractors working for that establishment. This agreement is available at the Planning Division.

Still have Questions?



The City of Pleasanton is committed to helping you achieve your development goals. If you have any questions about the information in this brochure, please contact us.

*Business License Coordinator
925-931-5440*

*Police Department
925-931-5100*

*Public Information Planner
925-931-5600*

Or

stop in to see a planner:

**City Hall
200 Old Bernal Avenue
Monday* - Friday, 8:00 a.m. - 5:00 p.m.**

***Planners are not available on Mondays from
9:00 a.m. to 11:30 a.m.**

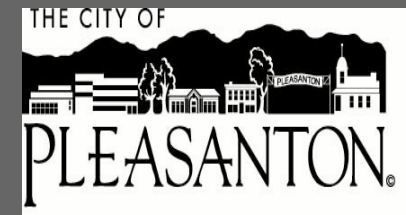
Massage Information

What is a Massage Establishment?

A massage establishment means any establishment where massages are given.

What is a Massage Technician?

A massage technician means any person who administers the art of massage to another person.

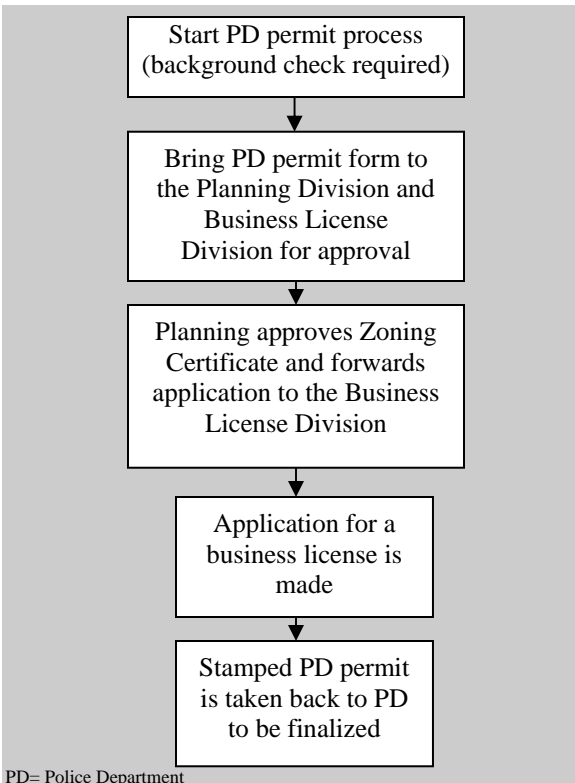


**City of Pleasanton
Community Development Department
Planning Division**

**200 Old Bernal Avenue
P.O. Box 520
Pleasanton, CA. 94566-0802**

**Tel: (925) 931-5600
FAX: (925) 931-5483**

What is the process?



Staff Analysis

When staff is presented with an application for Zoning Certificate and Police Department (PD) approval, the zoning is verified to allow the use as permitted and that the operation will be conducted within the specified limitation. If the use is permitted then both forms are signed off and the applicant can proceed to the Business License Division for a business license.

If it is determined that a conditional use permit is needed, then the applicant will be directed to submit the proper application and information. Please see the condition use permit handout for more information on the requirements for a conditional use permit.



Police Department Permit

After the Zoning Certificate and the Police Department permits are approved and the business license is issued, the applicant takes the respective paperwork back to the Police Department to finalize the Police Department permit process.

Can I work out of my home?

Appointments off-site

To handle paper work and other ancillary office functions within your home, but conduct massage appointments at off-site locations, requires a home occupation permit if you live in Pleasanton. Working from home and you don't live in Pleasanton, but you come here for appointments at various locations (at the clients' house, etc) you would to obtain a regular business license (no zoning certificate required).

Appointments on-site

If you live in Pleasanton and you want to conduct massage appointments within your home a Non-exempt Home Occupation permit would be needed.

See the handout on business licenses and home occupations.

What are the special limitations on a massage business?

The following are the special limitations of a massage business:

1. Three (3) or fewer massage technicians provide massage services in the same building at any one time;
2. Hours of operation are between 7:00 am and 10:00 pm; and
3. At least two parking spaces per massage technician are provided (plus supplementary parking, if required by the code).

Can I work in a doctors office?

When a massage service is offered in connection with a medical office, i.e. no outside clients, then no limitations apply to the massage provider. If outside clients are also seen at the same location, then all the standard limitations apply.

How long does the process take?

Normally, from the time the application is deemed complete, the process is about **one day** for an administrative level approval*. This period may be longer if the plans require revisions or if the approval/denial action is appealed.

*These timelines are goals and a variety of factors can result in longer timelines.

What permits, approvals, and licenses do I need?



Police Department Permit

Due to the nature of certain professions, special businesses such as Massage Technicians requires for you to obtain clearance from the Police Department. The Police Department monitors this select workforce in order to maintain public health and safety. Please contact the Police Department at (925) 931-5100 for more information on the police permit process.

Zoning Certificate or Home Occupation Permit Approval

The appropriate form needs to be approved by a City Planner. The Planner will approve permitted uses and Home Occupations over the counter; businesses which are conditional uses or non-exempt home occupations will need to apply for a conditional use/non-exempt home occupation permit. Contact a Planner prior to signing any leases or closing of escrow to ensure that the prospective business is either permitted or conditionally permitted for that location. Please contact the Planning Division at (925) 931-5600 for more information on the zoning process.

Business License

After zoning or home occupation permit approval is obtained, the business license application will be processed by the Business License Department. Basic information about the business will need to be provided, including the estimated annual earnings for tax / fee purposes. Please contact the Business license Department at (925) 931-5440 for more information on the business license process.

Can I get the forms on-line?

Yes, the Zoning Certificate and business license application can be obtained on the Business License Division page of the City web page.

<http://www.ci.pleasanton.ca.us/pdf/zc.pdf>