



CITY OF ANTIOCH  
 P.O. Box 5007, Antioch, CA 94531  
 ANTIOCH POLICE DEPARTMENT

APPLICANTS FOR NEW MASSAGE ESTABLISHMENT and/or  
 MASSAGE THERAPY TECHNICIAN PERMIT

Dear New Massage Establishment/Permit Applicant,

The following guidelines have been provided to assist you in completing your application. Please be sure to read them in their entirety. Applicants are not allowed to open an establishment or work as a practitioner until the application process is completed and a permit has been issued.

Applicants must complete the attached application in full. A Department of Justice fingerprint check is required from all applicants. Applicants must take care to provide ALL requested information. If any portion is missing, the application will be returned as incomplete and the applicant will have to re-file the application along with a new application processing payment.

The following documents are provided to the applicant in this application:

1. Massage application.
2. Massage fee schedule.
3. Medical examination report.
4. Antioch Municipal Massage Ordinance (AMC 5-19).

The following documents are **REQUIRED** from the applicant upon submittal of any massage application:

1. Completed and signed massage application.
2. Completed and signed medical exam report from medical doctor.
3. California driver's license or other official identification.
4. Original or certified copy of diploma or certificate from recognized school of massage therapy (as defined by AMC 5-19-02) with at least 250 hours of instruction **OR** original or certified copy of certification pursuant to the National Certification Board for Therapeutic Massage and Bodywork.
5. Check payable to the City of Antioch for the appropriate application fee (see fee schedule).
6. See AMC §5-19.05(d) for Massage Establishment exemption from certain educational and testing requirements if the applicant will not engage in personal massage therapy.

Applicants shall pay a **NON-REFUNDABLE** permit fee to the City of Antioch upon submitting the application for consideration for a permit. The fees are as follows:

Massage Therapist Technician-Independent Contractor (New): Independent Contractor requires a business license and allows therapist to work at different locations within Antioch City limits	<u>\$100.00</u>
Massage Therapist Technician -Independent Contractor (Annual Renewal)	<u>\$50.00</u>
Massage Therapist Technician -Employee (New): Employee does <u>not</u> require a business license and allows therapist to work only at one (1) location within City limits.	<u>\$100.00</u>

Massage Therapist Technician -Employee (Annual Renewal)	<u>\$50.00</u>
Massage Establishment (New): Requires business license and compliance with all relevant Community Development (Bldg., Zoning, Planning) requirements.	<u>\$200.00</u>
Massage Establishment (Annual Renewal):	<u>\$100.00</u>
NOTE: All fees include permit fees, administrative fees, and DOJ fingerprint fees, but do NOT include Business License fees.	

The applicant must submit to fingerprinting and will be required to take a massage practitioner examination during this appointment. Once an applicant has been approved, they will be referred to the City of Antioch Business License and Community Development Departments for any appropriate business license requirements or zoning requirements. Massage Establishments must be inspected by the Building Department pursuant to AMC §5-19.09(c)

All new massage therapist technician applicants must submit and pass an examination. The test is only required for new applicants and not future application renewals. The examination will consist of basic knowledge of accredited massage theory and practice to include but not limited to anatomy, physiology, massage ethics, hygiene, first aid/CPR, muscle groups and functions, bones, and etc. Applicants must score 70% or higher to pass. All test scores are final and not subject to appeal. Applicants who fail to pass the exam shall be eligible to take another examination. Applicants who fail to pass upon a second attempt shall be eligible after a six (6) month waiting period. Failure to pass the written examination on the second attempt will result in an incomplete application. The applicant may reapply after the designated waiting period, but a new application and fee is required. The test will be given every Wednesday at the police department between the hours of 10 am- 12 pm.

In the event the applicant requires that the exam be in a language other than English, the applicant must, on his/her own behalf, make arrangements with a Court Certified Interpreter to interpret the exam. The applicant is responsible for any interpreter fees. A list of Certified Court Interpreters can be obtained by calling (925) 646-1505.

The applicant will be notified of the results of the investigation by the Antioch Police Department as soon as the investigation has been completed and a determination has been made. The investigation includes a 60-day review process (with an additional 30 days if necessary) that does not commence until the application is complete. The application is not deemed complete until the criminal history is received from the Department of Justice and the applicant has passed the written exam. If the permit is denied the applicant will be sent a Denial Notice. The applicant has the right to appeal to the Board of Administrative Appeals, pursuant to the process described by the ordinance.

A massage permit is valid for one year and expires a year from the date issued. **An application for renewal is required each year.** If an application for renewal is not received upon the thirty-first (31) day after the expiration of a permit, the permit shall be deemed expired. After a permit expires, a new application must be completed again and the full fees must be paid.

Please review the enclosed ordinance for more detailed information.

Thank you,

*Antioch Police Department*

(925) 779 - 6940