



CHECKLIST/INSTRUCTIONS - MASSAGE ESTABLISHMENT

DEFINITIONS:

[LVMC 6.52.020](#)

Massage Establishment - any premises occupied and used for the purpose of performing massage therapy.

Massage Establishment Ancillary - a massage establishment that is an accessory to the principal permitted use, not over 150 square feet and does not advertise on any exterior signage.

National American Industry Classification System (NAICS Code): [812199](#)

REQUIRED DOCUMENTS: All forms must be completely filled out.

- [Las Vegas Business License Application](#) (Form #BL001)
- [Temporary License Request](#) - Optional - (Form #PL200)
- [Financial Questionnaire](#) (Form #PL124) and documentation to support sources of funding
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- [Massage Establishment Handout Manager-Key Requirements](#) (Form #PL047)
- [Massage Establishment Register](#) (Form #PL043)

Corporations:

- Most recent Financial Statements
- List of stockholders holding more than 10% and/or involved in the day-to-day operation
- List of officers and directors as filed with the Secretary of State
- Most recent Annual Report (publicly traded); or
- Most recent Form 10-K filed with SEC (publicly traded)
- Articles of Incorporation
- Organizational chart of related companies (if applicable)

NOTE: If the ownership structure of the entity applying for the license is made up of other entities (i.e., the member of an LLC is a corporation and another LLC), you are required to supply documents for both LLCs and the corporation as outlined under the entity type.

Trusts:

- Complete Trust Agreement and Amendments
- List of all Trustees
- Organizational chart of related companies (if applicable)

Limited Liability Companies (LLC):

- Articles of Organization
- Operating Agreement
- List of members and contributions if not included in Operating Agreement
- Organizational chart of related companies (if applicable)

Partnerships:

- Partnership Agreement
- List of Partners if not in the Agreement
- Organizational chart of related companies (if applicable)

Limited Partnerships:

- Partnership Agreement
- List of Partners and contributions
- Organizational chart of related companies (if applicable)

Suitability package for each "Principal" as defined by LVMC 6.02.010 (Must be completely filled out and typed or printed in INK or application will not be accepted):

- [Personal History Form](#) (Form #PL125)
- U.S. Military Discharge Form DD2214 or equivalent if served in another country, if applicable
- One (1) current photo of head and shoulders, passport size--approximately 2" x 2" (**Must be less than 6 months old**)
- Driver's License or State-issued Identification Card

If born **IN** the United States or abroad to U.S. citizens, provide one of the following:

- Certified copy of Birth Certificate
- Copy of Certification of Birth Abroad

If born **OUTSIDE** the United States or abroad to U.S. citizens, provide one of the following:

- Naturalization Certification
- Copy of Permanent Resident Card
- Employment Authorization Card

OTHER REQUIRED DOCUMENTS:

- Location Lease Agreement or proof of property ownership
- Floor Plan (must indicate designated massage service areas and square footage)
- Filed stamped copy of Certificate of Business Fictitious Firm Name
- Nevada State Business Registration or Notice of Business Exemption (copy of license or proof of application)
- Nevada State Sales/Use Tax Permit (copy of permit or proof of application)
- Health Permit/Health Card (if applicable)

FEES: (All fees are non-refundable)

CLV Business Licensing Fees:

- Initial Processing Fee: \$100.00
- Annual License Fee: \$400.00
- Temporary License Request (optional): \$500.00
- Waiver Request Fee (if applicable): \$100.00 per person

LVMPD Suitability Fees:

- \$150.00 per person being investigated
- \$200.00 per privilege license

Notary Fees:

- If your items need to be notarized, a license technician can assist you with this during your appointment for an additional \$5.00 per signature.

GENERAL REQUIREMENTS:

Massage Establishment (M03):

- Owner or approved key employee is required to be present on the premises of the massage establishment during operating hours.
- Special Use Permit (SUP) is required. (See Massage Ancillary for exception)
- Employees must be at least 18 years of age.
- List of employees must be kept - [Massage Establishment Register](#) (Form #PL043)
- Rates and licenses must be posted.
- Hours of operation can only be from 6:00 a.m. to 10:00 p.m., unless otherwise approved in the SUP or restricted by the license.
- List of Prohibited Activities** - refer to [LVMC 6.52.120](#)

Massage Establishment Ancillary (M11):

- Same requirements as Massage Establishment
- Is an accessory to a principal permitted use that is one of the following:
 - a medical office or physical rehabilitation clinic
 - physical therapists
 - a fitness and health center
 - a country club or golf course clubhouse
 - a hotel with more than one hundred (100) rooms
 - a facility similar in nature to any of the facilities listed above
 - a licensed medical professional holding a valid medical and/or medical firm business license does not need an additional massage or massage establishment ancillary business license to employ (W-2 employee) a massage therapist to perform therapeutic massage as prescribed by the medical professional. The State licensed massage therapist employee would be licensed as a professional under the medical firm license. This is limited to only one room within the medical firm that is no larger than 150 square feet and the massage is conducted under the supervision of a licensed physician pursuant to NRS 630, a licensed homeopathic physician pursuant to NRS 630A, a licensed osteopathic physician pursuant to NRS 633 or a licensed chiropractor pursuant to NRS 634.
 - This does not apply to independent massage therapists. The space within the medical firm cannot be rented out to an independent massage therapist.
- Cannot exceed 150 square feet of space within an existing business. **(NOTE: Indicate on the application the dimensions of the room to be used for massage.**
- Hours of operation are limited to the period between 6:00 a.m. and 10:00 p.m. and cannot exceed the hours of the primary business.
- A massage therapist must have a valid State Massage License and either be a W-2 employee or have a City of Las Vegas Independent Massage Therapist License.
- No exterior signage or advertising of massage.

LICENSING EXCEPTIONS:

- Massage Therapist as a paid Employee** - an **employee** of a massage establishment who is licensed by the State to perform massage therapy **MUST** be accounted for as a professional employee of an establishment or will be considered an Independent Massage Therapist. A separate professional business license for employees must be obtained by the owner of the establishment (see Professional (P50) license below).
- Licensed Medical Professional (holding a current P55 license)** - a licensed medical professional does not need an additional business license to perform massage in the normal course of their duties. A "Licensed Medical Professional" means a licensed physician pursuant to NRS 630, a licensed homeopathic physician pursuant to NRS 630A, a licensed osteopathic physician pursuant to NRS 633 or a licensed chiropractor pursuant to NRS 634.
- Other Exceptions** - State licensed doctors of oriental medicine, physical therapists, nurses, barbers, hairdressers and cosmeticians who perform only those massages included within the definition of the practice of their profession as defined by State law, do not need an additional license. Participants in a student clinic program certified by the Nevada Department of Education, but only to the extent that an instructor is present, do not need an additional license.

RELATED LICENSES:

- Independent Massage Therapist (M12)** - a massage therapist who is not an employee of a massage establishment, is a sole practitioner, and hires no employees needs an Independent Massage Therapist License.
- Professional (P50)** - professionals within a massage establishment. All **administration** and **employees** licensed as massage therapists with the State Board of Massage Therapy must be accounted for under a P50 license.
Fee: \$100 for the first professional employee and \$75 for each additional professional employee, semi-annually.
- Professional Services Medical**
- Reflexology Establishment**
- Reflexology Practitioner**

ADDITIONAL INFORMATION:

- A Special Use Permit (SUP) is required for free-standing massage establishments. Please check with the City of Las Vegas Planning Department for permit information (Tel. 702-229-6301 or 333 N. Rancho Dr., 1st Floor). This is a separate application process from that of obtaining the business license.
- LVMC Ch. 19 - Zoning laws prohibit licensing of a massage establishment within 1,000 feet of any other massage establishment or within 400 feet of a church, synagogue, school, child care center, city park, or any parcel zoned for residential use. Contact the Planning Department for questions regarding proximity, measurements, waivers or variances.
- An investigation is required by the Las Vegas Metropolitan Police Department. These investigations can take, on average, 3 to 6 months.
- An establishment can request a temporary license while waiting for the massage establishment license. The [Temporary License Request Form](#) (Form #PL200) must be filled out and submitted with a \$500.00 non-refundable fee. A temporary license may be granted upon the discretion of the Deputy Planning Director within 40 to 45 days upon submission of a complete application.
- Either the owner or an approved key employee must be on premise at all times that the establishment is in operation.
- An owner of a massage establishment must indicate on the application whether or not they will be performing massage. If so, they must provide the same certification documents as a massage therapist and a separate massage therapist license will be required.
- City and State licenses of any person performing massage therapy must be either carried on the licensee's person or displayed in an open and conspicuous place on the premise of the establishment.
- Cross gender massage is only allowed on the premises of a licensed massage establishment or while administering a chair massage.
- A massage establishment may dispatch a licensed massage therapist to perform outcall massage, but only if the therapy is to take place at the client's transient lodging, temporary or permanent residence or at the client's place of business.

***** IMPORTANT *****

Applications are taken by appointment only, Monday through Thursday.

Call **(702) 229-1840** for appointment.

If you are more than 15 minutes late, your appointment will be cancelled.

Incomplete applications will not be accepted and your appointment will be cancelled.

You will need to call back to reschedule.

Return this Checklist with the original application packet PLUS a copy of the original application packet in the following order:

- Ownership/Officer/Corporate Information Form
- Legal Representation Letter, if applicable
- City of Las Vegas Business License Application
- Request for Temporary License
- Personal History Questionnaire
- Authorization to Release Information
- Birth Certificate, Driver's License, Passport, DD214, Certificate of Naturalization, Permanent Resident Card, Employment Authorization Card
- One (1) current photo of head and shoulders, passport size - approximately 2" x 2" (must be less than 30 days old)
- Work Card, Health Card, Alcohol Awareness Card, if applicable
- Work Card - Fingerprint Application
- Personal Bank Statements, if applicable
- Personal Tax Returns, if applicable
- Alcohol Owner/Management Acknowledgement Notice
- Responsible Party Acknowledgement Notice
- Entertainment Verification Form
- Any license specific Acknowledgements or Addendums (Medical Marijuana, Smoke Shops-Drug Paraphernalia Addendum, etc.)
- Waiver Request(s)
- Privilege License Financial Questionnaire, if applicable
- Business Bank Statements
- Business Tax Returns
- Group together documents as listed on your Checklist/Instructions for Corporations; Trusts; LLC's; Partnerships; Limited Partnerships
- Secretary of State documents; Nevada State Business Registration; Business Fictitious Firm Name; Nevada Sales/Use Tax Permit (proof of application)
- Lease Agreement or proof of property ownership
- Purchase/Sale Agreement
- Transfer of Business License
- Floor Plan
- Participation Agreement (Gaming)
- Special Use Permit

If we make any copies, you will be charged \$1.00 per page.

Notary services are also offered in our office for a fee.