



## REFLEXOLOGY ESTABLISHMENT / REFLEXOLOGY PRACTITIONER CHECKLIST

### DEFINITIONS:

#### [LVMC 6.69.010](#)

**Reflexology** - a method of using the hands, thumbs or fingers to apply specific pressure to reflex points located in the hands, feet or ears.

**Reflexology Establishment** - any premises occupied and used for the purpose of performing reflexology therapy.

**Reflexology Practitioner** - a reflexology therapist who is either an employee of the reflexology establishment or is a sole practitioner and hires no employees.

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

### REQUIRED DOCUMENTS:

- [Las Vegas Business License Application](#) (Form #BL001)
- [Temporary License Request](#) - Optional - (Form #PL200)
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- [Financial Questionnaire](#) (Form #PL124) and documentation to support sources of funding
- [Reflexology Establishment Handout Manager-Key Requirements](#) (Form # PL045)

#### 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:**

- 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)
- Location Lease Agreement or proof of property ownership
- Health Permit (Establishment only)
- Health Card (Practitioner only)
- Special Use Permit may be required.
- Home Occupation may be required

**FOR PRACTITIONER:**

- Letter from the owner of the reflexology establishment stating intent to hire the reflexology practitioner
- Copy of official transcripts from approved school of reflexology or certification from a national reflexology testing entity.

**GENERAL REQUIREMENTS****PRACTITIONER:**

- Must be 18 years of age
- Rates must be available for clients
- List of Prohibited Activities: refer to LVMC 6.52.120**
- Must carry license on person
- No Work Card required

- Allowed to perform out call massage at the residence or office of the client
- Must wear uniform

**ESTABLISHMENT::**

- Owner or Key Employee required at Establishment during operating hours
- Employees must be 18 years of age
- List of Employees must be kept (Form PL044)
- Health Cards/Health Permit
- Rates and licenses must be posted
- Employees must wear a uniform
- Reflexology can only be performed in an unenclosed area or cubicle
- Windows of the establishment cannot be tinted or covered in a way that will prevent a view of the inside of the establishment from the exterior.
- Hours: 6:00 a.m. to 10:00 p.m.
- List of Prohibited Activities:** LVMC 6.69.110

**FEES: (All fees are non-refundable)**

**CLV Business Licensing Fees:**

- Initial Processing Fee: \$100.00
- Temporary License Request (optional):
  - Reflexology Establishment - \$500.00
  - Reflexology Practitioner - \$250.00
- Annual License Fee:
  - Reflexology Establishment - \$100.00
  - Reflexology Practitioner - \$75.00
- 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.

**SPECIAL REQUIREMENTS:**

- Each applicant must submit with the license application one of the following:
  - A diploma or certification issued by a duly licensed school of reflexology (American Reflexology Certification Board) which is accredited by an independent national reflexology association and whose curriculum includes a minimum of
    - one hundred ten hours of instruction covering theory, history, application, anatomy and physiology corresponding to reflexology, business practices, and knowledge of pertinent State and local laws and a minimum of ninety hours of practicum; or
    - A certificate from an independent national reflexology testing entity which is not aligned with any school, training program or membership.

- Health Card is required of each reflexology practitioner and a Health Permit for each reflexology establishment issued by the Southern Nevada Health District.

### **LICENSING EXCEPTIONS:**

State licensed barbers, hairdressers, cosmeticians, and Massage Therapists who perform only reflexology included within the definition of the practice of their professions as defined by State law do not need an additional license. Reflexologists (see LVMC 6.69) and 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:**

#### **Massage Establishment**

Any premises occupied and used for the purpose of performing massage therapy. (Requires a Special Use Permit)

Fee: - \$200.00 semi-annual

#### **Massage Establishment - Ancillary**

A massage room used incidental to a primary business which is not over 150 square feet. (does NOT require a Special Use Permit)

Fee - \$200.00 semi-annual

Other Requirements:

1. No exterior signage advertising massage
2. Hours of operation are limited to the period between 6:00 a.m. and 10:00 p.m. and cannot exceed those of the primary business.
3. Massage therapist must either be an employee or have a valid State Massage License and City of Las Vegas Independent Massage Therapist license.

#### **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 a Independent Massage Therapist License.

#### **Professional Services Medical**

**\*\*\* 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.**