### I am renting a room or space at a permitted General Massage Establishment. Do I need my own Massage Business Permit?

Yes. You may be required to obtain a Sole Practitioner Establishment permit for your own Massage Business. Contact the DPH at 415-252-3800 for more information.

## Where can I get and submit my application for a Health Permit to Operate my Massage Business?

Permit applications can be obtained online on our DPH Massage Program website or in person at 49 South Van Ness Avenue, Suite 600 in San Francisco, CA 94103.

Office hours: Mon, Tue, Thurs, Fri 7:30am - 4pm; Wed 9am - 4pm.

Plan Review Assistance: Mon - Fri 9am - 3pm.

## How much is the annual license fee for my Massage Business Permit?

Your Massage Business annual license fee is based on the Massage Business permit type. The Fee Schedule can be found on our website.

### Is there any fine or penalty if I don't comply?

Yes. The Director may impose administrative fines and/or permit penalties in accordance with the provisions of Article 29, section 29.45 for operating without a Health Permit and any other Article 29 violations.

### How can I get a copy of this Article 29?

Article 29 is accessible via this link: click here



### **Related Agencies**

### <sup>1</sup>SF Planning Department (*Zoning*)

Planning Information Center

49 South Van Ness Avenue, 2nd Floor Permit Center San Francisco, CA 94103

Email: pic@sfgov.org

#### <sup>2</sup>SF Office of the Treasurer and Tax Collector (*TTX*)

SF City Hall, Room 140

1 Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102
https://sftreasurer.org/registration

### <sup>3</sup>SF Police Department (*SFPD*)

Permits Unit 1245 3rd Street, 5th floor San Francisco, CA 94158

(415) 553-1115 or email: sfpdpermits@sfgov.org

### <sup>4</sup>SF Department of Building Inspection (*DBI*)

49 South Van Ness Avenue, 2nd Floor Permit Center San Francisco, CA 94103

(628) 652-3200 - General Information Email: <a href="mailto:dbicustomerservice@sfgov.org">dbicustomerservice@sfgov.org</a>

### <sup>5</sup>SF Office of Small Business (OSB)

MAIN OFFICE

SF City Hall, Room 140

1 Dr. Carlton B. Goodlett Place,

San Francisco, CA 94102

SATELLITE OFFICE

49 South Van Ness Avenue, 2nd Floor Permit Center

San Francisco, CA 94103

(415) 554-6134 or email: sfosb@sfgov.org

https://sfosb.org

### <sup>6</sup>California Massage Therapy Council (CAMTC)

(916) 669-5336 - General Information

Email: info@camtc.org

Website: https://www.camtc.org/

# SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH



# Environmental Health Branch MASSAGE PROGRAM

49 South Van Ness Avenue, Suite 600 San Francisco, CA 94103 Phone: (415) 252-3800 Fax: (415) 252-3894

Email: EHmassage@sfdph.org

### **Massage Business FAQ's**

### What is a Permit to Operate (PTO)?

"Permit" means the document issued by the enforcement agency that authorizes a person, who offers massage for compensation to operate a massage business. The San Francisco Department of Public Health (DPH) issues a Permit to Operate (PTO) for the legal operation of all massage businesses including General Massage Establishments, Sole Practitioner Massage Establishments, and Outcall Massage Service in San Francisco.

# I have my California Massage Therapy Council (CAMTC) certificate or SF Massage Practitioner permit (SFMP). Do I still need a permit for my business?

Yes. You are required to obtain a PTO for your business.

Having a CAMTC certificate or SFMP only allows you to perform massage for compensation but not to operate your own business.

### What agencies need to authorize my business?

All massage business locations must be zoned for massage use. It is important that the business owner contacts the <sup>1</sup>Planning Department before signing any lease or rental agreement. All submitted massage business applications are reviewed by DPH's Massage Program staff and requires inspection by DPH. The massage business must be registered with the <sup>2</sup>Office of the Treasurer and Tax Collector. A background check is also required by the <sup>3</sup>SF Police Department (SFPD) when the business owner does not hold a CAMTC certificate. A PTO is issued once all necessary City Department agencies have reviewed and approved an application.

### How much will the permitting process cost?

All massage businesses must submit a nonrefundable application fee based on the massage business permit type. The fee schedule can be found on the DPH's website.

## How do I know what type of Massage Business Permit I'll need?

There are 3 massage business permit types depending on your business model. Please review Table 1 on this brochure.

### **MASSAGE BUSINESS PERMIT TYPES:**

## (1) GENERAL MASSAGE ESTABLISHMENT

- You have a fixed place of business where you have one (1) or more massage practitioner(s) performing or conducting massage for compensation, excluding yourself.
- Prior to submitting your DPH permit application, you have confirmed with the Planning Department that the proposed location is eligible for a General Massage Establishment Permit. Note that some zones do not allow for general massage even with a Conditional Use Authorization (CUA).
- If a CUA application is required and submitted to the Planning Department, you can submit an application for a General Massage Establishment Permit with DPH upon approval of the CUA.

There is no limitation in the health code of the number of practitioners you can employ under the General Massage Establishment Permit. However, the Planning Department may have conditions that are set forth in any CUA approval or when massage is an accessory to medical or personal service use.

## (2) SOLE PRACTITIONER MASSAGE ESTABLISHMENT

- You have a fixed place of business and you are the sole owner of the business.
- Prior to submitting your DPH permit application, you have confirmed with the Planning Department that the proposed location is <u>eligible</u> for a Sole Practitioner Massage Establishment Permit.
- You must have a valid SF Massage Practitioner license OR a current CAMTC issued certificate.
- You are the only individual who will provide massage for compensation.
   However, the business location may be shared with one other Sole Massage Practitioner Establishment.
- You and one other practitioner will each hold your own Sole Practitioner Massage Establishment Permit.
- The other practitioner shall submit an application with nonrefundable fee to DPH.
- As Sole Practitioners, NO employees are permitted to work at your establishment.
- The annual license fee shall be paid by each Sole Practitioner Establishment's Permit holder to maintain a valid permit.

A Sole practitioner permit allows you to perform Outcall services.

## (3) OUTCALL MASSAGE SERVICE

- You do not have a fixed place of business.
- You provide massage for compensation at locations designated by your client.
- You CANNOT perform any massage at your own residence.





A business owner who does not hold a valid CAMTC certificate is required to complete a background check with SFPD. All submitted fees are nonrefundable.