



CITY OF CONCORD
1950 Parkside Drive, Concord, CA 94520

CONCORD POLICE DEPARTMENT

APPLICANTS FOR NEW MASSAGE ESTABLISHMENT and/or MASSAGE 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 massage practitioner or therapist until the application process is completed and a permit has been issued.

Applicants must complete the application in full. A Department of Justice fingerprint check is required from all new 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 will be provided to the applicant during the application process:

1. Massage application
2. Massage fee schedule
3. Medical examination report
4. Massage permit ID card
5. Concord Municipal Massage Ordinance

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. Original or certified copy of birth certificate
4. California driver's license or other official identification
5. Original or certified copy of diploma or certificate from recognized State of California school of massage with at least 300 hours of instruction
6. Two standard color passport pictures (No other forms of pictures will be accepted)
7. Signed massage permit ID card
8. Check payable to the City of Concord for the appropriate application fee

Applicants shall pay a **NON-REFUNDABLE** permit fee to the City of Concord upon submitting the application for consideration for a permit.

The applicant shall contact the Special Investigations Bureau of the Concord Police Department for an appointment once the required documents have been obtained and completed. The applicant must submit to a Livescan fingerprint background check.

All new massage applicants must submit and pass a written massage practitioner examination. The test is only required for new applicants and not required for 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 not be eligible to take another examination until sixty (60) calendar day after the previous exam. 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.

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 Concord Police Department as soon as the investigation has been completed and a determination has been made. The investigation includes a 30 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 Chief of Police, pursuant to the process described by the ordinance.

Once an applicant has been approved, they will be issued a massage permit and referred to the City of Concord Business and Zoning Offices for any appropriate business license requirements. A massage permit is valid for one year and expires on December 31st. A new application is required each year for renewal. The applicant will be notified in mail at least 60 days prior to expiration to begin the renewal process. The renewal application must be completed by December 31st in order to continue conducting massage therapy services in Concord.

Thank you,