

**2022-2023 MESSAGE BUSINESS LICENSE  
AND CERTIFICATE OF REGISTRATION RENEWAL**

Below are massage business license renewal instructions for massage professionals (non-establishment owners) and massage establishment owners. Massage establishment owners must annually renew the massage Certificate of Registration in addition to the business license. Note: A massage establishment may NOT operate after June 30, 2022 until the Certificate of Registration is renewed.

**MESSAGE ORDINANCE**

Read a full copy of the San Buenaventura Municipal Code (SBMC) chapter 8.300, titled, "Massage Regulations" on our City website at the following address: [https://library.municode.com/ca/san\\_buenaventura/codes/code\\_of\\_ordinances?nodeId=DIV8PUHESARE\\_CH8.300MARE](https://library.municode.com/ca/san_buenaventura/codes/code_of_ordinances?nodeId=DIV8PUHESARE_CH8.300MARE)

**MESSAGE PROFESSIONALS**

Renew online at <https://www.cityofventura.ca.gov/renew>. You will need:

1. Your Account Number and Security Code from your renewal form.
2. A scanned copy of your CAMTC Certificate, CAMTC picture I.D., and valid picture I.D. with current address (driver license).
3. Gross receipts for calendar year 2021 from your 2021 tax return. If your gross receipts, total earnings, include earnings from other cities, provide documentation to verify City of Ventura earnings only.
4. A credit card or e-check to make your business license payment.

**MESSAGE ESTABLISHMENTS**

To renew your business license AND Massage Establishment Certificate of Registration, you will need to mail in or bring in the following information. **Reminder: A massage establishment may NOT operate after June 30, 2022 until the Certificate of Registration is renewed.**

1. A completed business license renewal, with any changes or corrections.
2. A completed Massage Establishment Certificate of Registration Application.
3. The appropriate fees: business license tax payment and Certificate of Registration renewal fees.
4. A completed Massage Establishment Current Employment List.
5. A notarized Property Owner Acknowledgment Form and a copy of the current lease agreement naming all massage establishment owners listed on the establishment business license.
6. A copy of your 2021 calendar year tax return for the massage establishment.
7. Two color 2" x 2" photos of each owner, taken within 4 months.
8. Two color 4" x 6" photos of the designated manager(s) and receptionist(s), taken within 4 months.
9. A copy of each 1099-Misc issued by the establishment for each independent contractor that has worked at the establishment within the past 12 months.

**Types of Tax Forms**

Sole Proprietorship or Single Member LLC.....	Form 1040 & Schedule "C"
Partnership.....	Form 1040, Schedule "C" & K-1 from Partnership
Corporation.....	Form 1120
S-Corporation.....	Form 1040, Schedule "E", K-1S

In Compliance with the Americans with Disabilities Act, this information is available in alternate formats by contacting the Business Tax Office at (805) 658-4715, or through the California Relay Service.

The following are highlights of the San Buenaventura Municipal Code (SBMC) chapter 8.300, titled "Massage Regulations". This list is not all inclusive and is only intended to provide an overview of the main relevant points of the ordinance. It is the responsibility of each business owner and massage professional performing massage in the City of Ventura to be aware of, and adhere to, the City's massage ordinance requirements.

§8.300.020 - Defines employee and independent contractor

§8.300.050.A – All persons shall obtain a business tax certificate when required by the City's business license tax provisions found in Chapter 4.155.

§8.300.050.B – Any individual applying for a business license as a massage professional shall provide proof of a current and valid state certificate before being issued a business license.

§8.300.060 – Registration of Certification required at no charge to operate a massage establishment.

§8.300.180.A.2 – Hours of operation are 7am to 10pm and must be posted in a conspicuous place.

§8.300.180.B.4 – Massage patrons and visitors are permitted only during hours of operation.

§8.300.210.A.1 – Clean and sanitary towels, sheets and linens shall be provided for each patron receiving massage services.

§8.300.210.A.2 – Disinfecting agents and sterilizing equipment shall be provided to ensure cleanliness and safety for any instruments used in massage.

§8.300.210.A.3 – Use of standard or portable massage tables or chairs only

§8.300.210.A.4 – Table showers are not permitted

§8.300.210.A.5 – Clients must have specified anatomical areas fully covered during massage.

§8.300.210.A.7 – Beds not permitted in the establishment

§8.300.210.A.8 – Clean waste containers with tight-fitting covers for storing waste matter

§8.300.210.A.9 – Closed cabinets for storage of laundered towels and linens.

§8.300.150.C – No person shall massage or intentionally touch specified anatomical areas of patron.

§8.300.150.D – All employees shall wear clean outer garments, which shall not include attire that is transparent, see-through, or substantially exposes any undergarments; swim attire; or attire that would otherwise be deemed by CAMTC to be unprofessional based on the custom and practice of the profession.

§8.300.220.A.1 – Building or unit must comply with all applicable building codes.

§8.300.220.A.3 – Walls of toilet and bathing facilities must be waterproof and in good repair.

§8.300.220.A.4 – All walls of wet or dry rooms shall be kept clean daily; bathtubs after each use.

§8.300.220.A.5 – All building installations shall be installed under permits issued by the City.

§8.300.220.A.6 – Minimum lighting shall be at least 40 watts. No strobe, flashing or colored lights.

§8.300.220.A.7 – One front door which opens to the waiting area shall be only access for customers.

§8.300.220.A.8 – All interior doors of massage treatment rooms shall not have locking mechanisms unless it leads directly onto a common hallway shared with other unrelated business.

§8.300.220.A.9 – When flies or other vermin are present, effective control measure shall be instituted for their control or elimination.

§8.300.220.A.10 – Inspections required for any extension/expansion of building.

8.300.220.B – No window coverings, unless necessary for comfort and storefront is not entirely covered.

8.300.280.D.1 – No new establishment within 500 feet of another, unless limited exemption or within an Executive Suite.

§8.300.300.A – Reasonable and periodic inspections of massage establishment with or without notice during regular business hours for purpose of determining that there is compliance with provisions of this chapter and other state and local laws.

A copy of the ordinance in its entirety can be obtained by visiting the City's website at:  
[https://library.municode.com/ca/san\\_buenaventura/codes/code\\_of\\_ordinances?nodeld=DIV8PUHESARE\\_CH8.300MARE](https://library.municode.com/ca/san_buenaventura/codes/code_of_ordinances?nodeld=DIV8PUHESARE_CH8.300MARE)