

PROCEDURE IN APPLYING FOR A PERMIT TO OPERATE A MASSAGE ESTABLISHMENT

Procedure:

1. Before applying for a massage establishment permit, please reference the Oakland Municipal Code 5.36 on the website. This ordinance contains the regulations applying to massage service activities.
2. Per Ordinance No. 12675, **any proposed massage establishment must be located in a commercial, industrial or manufacturing zone AND SHALL NOT BE WITHIN 1,000 feet of a public or private school or a public library or youth center (serving youth 18 and under), or city park, park and recreation facility or another massage establishment.** You may request a mapping and research of the property prior to paying all fees to view if your address is within a 1000' to any park, schools etc. Once the map is available, you will get a copy and may decide to move forward or not. You may also visit the zoning counter at 250 Frank H. Ogawa Plaza to confirm the address you propose to have your business in is allowed.
3. Schedule your Live Scan Appointment. After the live scan is completed, please submit a copy of the form with your application. The Oakland Police Department performs a background check on the applicant(s) and the results are sent to the City Administrator's Office.
4. Bring your completed application form along with your payment to the Special Activity Office, 1 Frank H. Ogawa Plaza – Suite 123.
5. A hearing is required for all massage applications. Hearings are schedule on Mondays at 3:30pm in Hearing Room 2 in City Hall. This is a public hearing where the public is given the opportunity to attend the hearing and speak in favor of or against the proposed activities. **All applicant(s) are required to attend the scheduled hearing on their applications.**
6. The Hearing Officer renders his/her determination/recommendation on each of the applications after the hearing. If an inspection has not been completed or there are conditions to be corrected by the applicant, the application may be placed in pending until the applicant completes these conditions. **Applicants are responsible for following up on all incomplete inspections and reporting the completion or approval of all conditions to the Hearing Officer.** This will facilitate the issuance of the permit.
7. **Business Tax Certificate required of permit holder(s):**
If the permit is issued, the permit holder shall apply for a Business Tax Certificate at the Business Tax Office, 250 Frank Ogawa Plaza, Ste. 1320, Ph: (510) 238-3704. A permit holder shall keep his/her business tax certificate active by paying the yearly fees.
8. **Renewal of Permit:**
The massage permits are an annual permit; **apply for a renewal permit at least 45 days before the expiration of the current permit.**
9. **PERMITS ARE NOT TRANSFERABLE**