



Massage Establishment Licensing in Chicago

Facts about Operating a Massage Establishment (4-92).

What is a Massage Establishment?

A Massage Establishment is any place of business where any person, for any consideration whatsoever, engages in the practice of massage but does NOT include any hospitals, nursing homes, facilities or offices at which a health care worker duly licensed by the State of Illinois provides, on an on-going basis, professional health services to individuals, including but limited to as permitted by the Illinois Occupational Therapy Practice Act, 225 ILCS 75/1, et seq.; the Illinois Physical Therapy Act, 225 ILCS 90/1, et seq.; the Medical Practice Act, 225 ILCS 60/1 et seq.; or the Illinois Naprapathic Practice Act, 225 ILCS 63/1, et seq.

APPLICATION & LICENSE FEE: \$550.00 per location (renewable every two years)

Location Restriction

- Please be aware that Massage Establishment business license applications with business location addresses that are within two years of a Massage Establishment license revocation are not allowed.
- Prior to signing a lease for a business location, please call (312) 74-GOBIZ / 744-6249 to check if any restrictions have been placed on the business location address of your choice.

Application Requirements

- **Zoning**
 - Massage Establishments are permitted in the following districts: C1-C3, DC, DX, DS, and M1-M2.
 - Massage Establishments require a Special Use approval in the following district: B3.
- **Inspection**
 - Massage Establishment applicants are subject to an onsite inspection by the Department of Business Affairs & Consumer Protection (BACP) to ensure compliance with all Massage Establishment requirements. Applicants must pass the inspection before a license will be granted.
- **Fingerprinting**
 - A fingerprint-based criminal background check is required for every owner and/or officer having 5% or more interest in the business; a cost recovery fee of \$40, per person, will be assessed for the service of fingerprint processing.
- **Documentation**
 - Massage Therapist license and a State issued photo ID for all employees or prospective employees.
 - Provide the exact business address, a description of the business activity and the square footage of the business location.
 - Name, address, social security number and government-issued photo ID of every owner, corporate officer or any person having 5% or more interest in the business.
 - Business entity registration documents (i.e. Articles of Incorporation, Limited Liability Company (LLC) Articles of Organization, Certificate of Limited Partnership, or Statement of Partnership Authority).
 - Federal Employer Identification Number (FEIN) or SSN for Sole Proprietors, and Illinois Department of Revenue Account ID (formerly known as IBT#).
 - A copy of the lease to the property, or proof of ownership of the business property (i.e. Title, Deed or Executed Sales Contract).
 - A detailed floor plan of the premises showing rooms, doors, walls, partitions, major furniture, and plumbing; rooms/areas must be clearly labeled.



- Completed, signed and notarized Individual History Form, Financial Disclosure Form, Massage Establishment Entity Affidavit, and Affidavit for Massage Establishments.
- Applicants are required to describe the exact type (s) of massages administered.
- Applicants must provide copies of all Massage Therapist licenses issued by the Illinois Department of Financial and Professional Regulation for every employee or prospective employee.
- Any City debt must be resolved prior to the issuance or renewal of any Business License.

Employment of Licensed Massage Therapists

Massage Establishments are required to employ licensed massage therapists. It's the Law!

- Every Massage Therapist must have a current license issued by the Illinois Department of Financial and Professional Regulation as required by the Massage Licensing Act, 225 IL CS 57.
- Massage Establishments are required to maintain a copy of the Massage Therapist license and a copy of a State issued photo ID for all employed Massage Therapists.
- When applying for the Massage Establishment License applicants are required to provide copies of the Massage Therapist license and a State issued photo ID for all employees or prospective employees.

Operational Requirements

- Massage Establishments must have separate restrooms and dressing rooms for male & female patrons.
- Closed cabinets for storage of linens, towels and other materials must be provided.
- All appliances and apparatus will be kept clean at all times.
- A price list must be displayed at the premises at all times.
- All employees must be clothed at all times.
- All massage establishments shall provide clean sheets and towels and stored in a sanitary manner
- All massage establishments must have clear glass windows at all times and not painted over or darkened.
- Massage establishment operators should not allow its employees, agents or independent contractors to touch, or offer or agree to touch the sexual or genital area of any person. Engaging in any of these acts makes the Massage Establishment licensee strictly liable for revocation or suspension of the license.

Maintaining Records

All licensees shall maintain business records for the following information:

- Date and time of all massage services.
- The person performing the services.
- The fees charged for the services provided.
- The recording of the date, time and service provider must be made before services are initiated. The recording of the amount received must be made at the time payment is made.

How Do I Apply?

You may apply in-person at BACP's Business Assistance Center, in City Hall, 121 North LaSalle Street, Room 800.

- Application intake hours are from 8:30 AM through 3:30 PM, Monday through Friday.
- An appointment is recommended, and may be made:
 - Online @ www.cityofchicago.org/bacp > Schedule An Appointment With A Business Consultant, or
 - By calling (312) 74-GOBIZ / 744-6249.

