



Clerk of the Board of Supervisors

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Clerk of the Board of Supervisors

Information for Massage Clinic Business License Applicants

Introduction and Special Information

The document explains the process to obtain a License for Massage Clinic Business in the unincorporated area of San Bernardino County.

Businesses located within the limits of an incorporated city, do not require a license from the Clerk of the Board; however, the city in which the business is located may have licensing requirements. Please contact this office to determine the jurisdiction.

Sole providers are exempt from the requirement to obtain a license.

All employed technicians must possess a current State issued certificate.

Owners applying for a new license to operate an existing massage clinic must attach a bill of sale to the application.

Inspections

Approval from all of the following County departments is required prior to submitting a NEW application for processing.

- County Fire Department (909) 386-8400
- Environmental Health Services (800) 442-2283
- Planning Division
 - San Bernardino (909) 387-8311
 - Hesperia (760) 995-8140
- Sheriff's Department/Records Division (909) 888-5916

An application for renewal of a License for Massage Clinic Business requires approval from the Sheriff's Department/Records Division only.

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**Background/
Fingerprints**

Each applicant must be fingerprinted, via Live Scan, through the San Bernardino County Sheriff's Department. Two copies of the completed Live Scan form will be returned to the applicant, one to be submitted to the Clerk of the Board with the application as proof of fingerprinting.

Contact: Sheriff's Department/Records Division
655 East Third St., San Bernardino
(909) 888-5916

NOTE: If a Live Scan was completed **after April 30, 2006** and is on file with the Clerk of the Board, no additional fingerprinting is necessary.

**Application
Submission**

After approvals and verification of Live Scan have been obtained, submit the application, in person, with the inspection sheet to the Office of the Clerk of the Board.

Fees

The following non-refundable fees are required when applying for a massage clinic business license. Current fees can be found at www.sbcounty.gov.

- Application fee: paid when submitting the first application.
 - Initial license fee: paid when the first license is issued.
 - Renewal fee: paid when the license is renewed.
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**Photo
identification**

A current government issued photo identification, such as California driver's license or ID card, must be presented to establish identity and proof of age.

Photos

The Clerk of the Board staff member will take the applicant's photo, which will be placed on the business license.

**Issuance and
duration of
business license**

A valid Massage Clinic business license will be issued after all applicable agencies have given approval and the applicant has paid all applicable fees. The license will be valid for a period of two years.

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