

City of Laguna Hills

Massage Operator Permit Application Filing Instructions

The application form requires information regarding the proposed massage establishment, including the ownership and applicant information, in accordance with Section 4-28.040 of the Laguna Hills Municipal Code. The application must be filled out completely, including all additional attachments, listed in the application. The Applicant must be either: (1) the business owner in the case of a sole proprietorship; (2) one general partner if the owner is a partnership; (3) one officer or one director if the owner is a corporation; (4) one member or one manager if the owner is a LLC; or one participant if the owner is a joint venture. **Incomplete applications will not be accepted by the Community Development Department.** Please ensure you have all required application materials prior to coming to the City. If you have any questions, you should consult a member of the Community Development Department, Code Compliance Division.

**PLEASE CHECK
WHEN COMPLETED**

SUBMITAL ITEMS

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|--------------------------|---|
| <input type="checkbox"/> | 1. Completed massage establishment application form including all required attachments, as applicable, and listed on the application. <u>Please read the application carefully and include all applicable attachments.</u> |
| <input type="checkbox"/> | 2. Payment of OCSD Massage Establishment Fee. Please submit a check made out to the County of Orange - Sheriff's Department in the amount of \$389.00 for a new establishment or \$234.00 for a renewal. |
| <input type="checkbox"/> | 3. Payment of City Massage Establishment Application Fees. This fee can be paid by credit card or check to the City of Laguna Hills (please contact Code Compliance Officer at 949-707-2670 for updated fees). |

FILING

The Applicant or authorized agent shall submit all the materials described above, to the Laguna Hills Community Development Department, located at 24035 El Toro Rd, Laguna Hills, CA 92653. Once the Application has been deemed complete, the information will be routed to the Orange County Sheriff's Department. OCSD will then review the application and will recommend to the City whether or not the Application shall be approved as requested. Within sixty days of receipt of a complete application, the City will approve, conditionally approve, or deny the application based on the guidelines in Section 4-28.050 of the Laguna Hills Municipal Code. The sixty-day period may be extended by the City for up to thirty additional days.

MORE INFORMATION

For more information about the Massage Establishment Operator Permit and access to electronic versions of all related forms, please visit the Massage Establishment page of the City's website at www.lagunahillsca.gov/MassageEstablishments. Additionally, please visit <https://oag.ca.gov/human-trafficking/sb1193/counties> to download a copy of the human trafficking notice required to be posted in all Massage Establishments.