

City of Laguna Hills
Massage Establishment 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 Laguna Hills Planning Division. 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 Planning Division.

**PLEASE CHECK
WHEN COMPLETED SUBMITTAL ITEMS**

- 1. Completed massage establishment application form** including all required attachments, as applicable, and listed on the application. Please read the application carefully and include all applicable attachments.

- 2. Payment of OCS D Massage Establishment Fee.** Please submit a check made out to the County of Orange - Sheriff's Department in the amount of \$362.00 for a new establishment or \$218.00 for a renewal.

- 3. Payment of City Massage Establishment Application Fees.** This fee can be paid by credit card or check to the City of Laguna Hills in the amount of \$164.46

FILING

Please note that the follow application filing process has changed in response to COVID-19, and may be adjusted again if necessary. The Applicant or authorized agent shall submit all the materials described above to the Laguna Hills Planning Division as follows:

- 1. Email PDF copies of all forms and documents to Assistant Planner Jennifer Ash at jash@lagunahillsca.gov.
- 2. Staff will review the application materials within five (5) business days. If the application is complete, we will contact you via email or phone to inform you to proceed to the next step. If the application is incomplete, we will contact you via email or phone to explain what is missing from the application.
- 3. Once Staff has informed you that the application complete, please mail the two checks (one for the City of Laguna Hills and one for the County of Orange - Sheriff's Department) and two required photographs (front-faced portrait of the applicant at least two inches by two inches in size taken within 30 days of submission of this application) to Assistant Planner Jennifer Ash, Community Development Department, 24035 El Toro Road, Laguna Hills, CA 92653.
- 4. Once the City receives the checks and photographs, Staff will process the payment, and the application will be routed to the Orange County Sheriff's Department who will review and determine whether the application shall be approved as requested and will make their recommendation to the City. Within sixty (60) days of complete application and payment, 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 (30) 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.