



City of Temecula

41000 Main St. Temecula, California 92590
(951) 693-3933 FAX (951) 693-3948 businesslicense@temeculaca.gov

BUSINESS LICENSE CHECKLIST

Items below must be provided at the time of licensing. All items, as applicable, must be submitted at the time of application. Items in **bold** are required of ALL businesses. Incomplete applications may delay the processing of your submittal.

- Proof of Fictitious Name Filing for the Business Name / dba [*doing business as*] with the County of Riverside
- Articles of Incorporation / Organization / Formation as filed with the Secretary of State
- Business License Application completely filled out**
- Physical address that is not a PO Box or Storage Facility Space** [*per State of California Business & Professions Code-Section 17538.5*]

FOR LOCATIONS INSIDE TEMECULA :

- Certificate of Occupancy for commercial/industrial addresses** will be required and obtained from Community Development prior to Business License issuance. If submitting by mail, Community Development will contact you directly. (Community Development 951-694-6476)
- OR
- Home Occupation Permit Application & Permit Fee (\$20.00)** will be required of ALL home based businesses. A property owner or authorized agent/property manager will be required to sign the Home Occupation Permit Application. (Community Development 951-694-6476)

-
- Copy of Applicant's Picture ID / Driver's License** and Notarized letter if sending authorized agent
 - Business License Registration Fee \$ 36.00**
 - Complete description of business conduct under "Statement of Operations"**
 - Temecula Police, Community Development, Public Works Department Approval** via Signature on the business license application
 - Solicitor's Permit / Taxi Permit / Secondhand Dealer / Pawnbroker License obtained from the Temecula Police Department [*if conducting these type of businesses*]
 - State Sales Tax ID / Sellers Permit
 - ABC / Liquor License, Tobacco Retail Application [*if selling Alcohol or Tobacco products*]
 - State Certification for Licensed Professions [*i.e. Contractor's State License, Medical License, Massage License*]
 - Any County / State / Federal Permits or Licenses required for the business as applicable



CITY OF TEMECULA

41000 Main Street Temecula, CA 92590 Phone: (951)693-3933
Fax (951) 693-3948 Web Site: www.temeculaca.gov
email: businesslicense@temeculaca.gov

BUSINESS LICENSE APPLICATION

Business Licenses Expire on January 31st

PLEASE CHECK ONE

- New Application**
- Change of Owner *
[Corp. only] *
- Change of Address
- Change of Business Name [w/ FBN]
- Reactivate

** Please note that all information in this section is public record subject to disclosure.**

Please type or print. Make changes in printed format where necessary.

C of O PLAN CASE or

HOME OCCUPATION # _____

Business Name _____

Corporate Name _____

(if applicable)

Business Location _____

(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)

A Home Occupation Permit and **\$ 20.00** Fee may apply if you conduct Business out of your home. Signature and or permission from the property owner, or their authorized agent/ property managers is required.

Bus. Start Date _____

Phone No. _____

Fax No. _____

Description of Business _____

Sellers Permit No. _____

Ownership

Corporation

Corp-Ltd Liability

Partnership

Sole Proprietor Trust

State Lic. No. _____

State Lic. Classification _____

Website _____

Mailing Address _____

Email _____

Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet, if necessary) (REQUIRED FIELDS)

1st Owner Name _____

Title _____

Date of Birth _____

Home Address _____

Home Cell No. _____

2nd Owner Name _____

Title _____

Date of Birth _____

Home Address _____

Home Cell No. _____

In case of emergency, please contact . . . (REQUIRED FIELDS)

Contact Name _____

Title _____

Address _____

Home Cell No. _____

Enter below the Property Owner or Management (REQUIRED FOR - CITY LOCATION ONLY)

Owner / Property Management _____

Title _____

Address _____

Bus Cell No. _____

General Information (Check all conduct that applies for your business)

Yes No

- Bingo Gaming
- Cyber Café
- Fortune Telling Establishment
- Adult/Sexually Oriented Business or products sold
- Secondhand Dealer Pawn Broker

Yes No

- Tattoo Parlors
- Sales of Tobacco Products or paraphernalia
- Sales of Alcohol
- Drug Sales or Treatment
- Massage Establishment or Technician**
- Taxicab Business or Driver

Yes No

- Door-Door Solicitor
 - Sales of Firearms
 - Hazardous Materials on site
 - Explosives / Firearms on site
- Hours of Operation _____
Number of Parking Spaces _____

I DECLARE UNDER PENALTY OF PERJURY, THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT, AND THAT ALL REQUIRED LICENSES ARE IN FULL FORCE AND EFFECT. I FURTHER UNDERSTAND THAT ANY FALSE STATEMENTS MADE ABOVE ARE GROUNDS FOR DENIAL OR REVOCATION OF THE BUSINESS LICENSE.

Date : _____ Signature of Owner or Authorized Representatives _____

AMOUNT DUE
\$36.00

Please make your check payable to the City of Temecula.

(There will be a Service Charge on all returned checks).

\$35.00 Registration & \$1 Surcharge for SB1186

NOTE : Sales or use tax may apply to your business activities. You may seek advice regarding the application of tax to your particular business by contacting the nearest State Board of Equalization office. For general information, please call the State Board of Equalization @ 1-800-400-7115.

Thank You for doing business in the City of Temecula.

** OFFICE USE ONLY **

Business License No. _____

Date Application Received _____

License Fee \$ _____ Penalty \$ _____

Date Paid _____ Invoice # _____

Cash Check _____ Visa MC

Department Approvals:

Initial and Date

Planning _____ / _____

Building _____ / _____

Fire _____ / _____

Police _____ / _____

STATEMENT OF OPERATIONS

Provide a written statement outlining your request for a Business License. Your response must give a detailed description of the proposed use and shall include, but is not limited to:

- o A detailed description of services provided (ie. Deep Tissue, Swedish, Hot Stone etc.)
- o Hours and days of operation (must be within the hours of 7:01 am to 9 pm per TMC 5.22 A11)

Is/are the owner/s licensed by the California Massage Therapy Council? Yes No

If yes, What is/are your State License Number/s _____

Is/are the owner/s a corporate entity? Yes No

If yes list the percentage ownership of each owner _____ %
_____ %
_____ %
_____ %

List all State Certified Massage Technicians providing massage at this location:
(Please indicate if Massage Technicians are set up as 1099 or W2 employees w/ IRS and EDD)

_____	Lic # _____	<input type="checkbox"/> 1099	<input type="checkbox"/> W2
_____	Lic # _____	<input type="checkbox"/> 1099	<input type="checkbox"/> W2
_____	Lic # _____	<input type="checkbox"/> 1099	<input type="checkbox"/> W2
_____	Lic # _____	<input type="checkbox"/> 1099	<input type="checkbox"/> W2
_____	Lic # _____	<input type="checkbox"/> 1099	<input type="checkbox"/> W2
_____	Lic # _____	<input type="checkbox"/> 1099	<input type="checkbox"/> W2

I acknowledge that I have received, read and will comply with the City of Temecula's Municipal Codes and Regulations for a Massage Business. TMC 5.22

Signature _____ Date _____

TEMECULA MUNICIPAL CODE

Title 5 Business Licenses and Regulations

Chapter 5.22 MESSAGE AND MESSAGE ESTABLISHMENTS

5.22.080 Requirements applicable to the operation of massage establishments.

A. Facilities.

1. Structure. Massage establishments shall be located in a zoning district which permits such use. When a new massage establishment is proposed to be constructed, a set of plans shall be submitted to the city of Temecula for approval and shall be accompanied by the appropriate application and plan check fee.

2. Signs—Display of Permits. Each operator shall post and maintain, in compliance with all state and city laws, a readable sign identifying the premises as a massage establishment. Neither signs or the front of the business shall be illuminated by strobe or flashing lights. Each operator and/or on-duty manager shall display the massage establishment permit in a conspicuous public place in the lobby of the massage establishment. In addition, each operator and/or on-duty manager shall ensure the massage technician permit for each massage technician employed at the establishment (whether on-duty or not) is conspicuously displayed in a public place in the lobby, or is contained within a clearly marked binder at the front desk or counter, and that each massage technician is wearing or has in his/her possession the identification card required by Section 5.22.090(A)(3) at all times when in the massage establishment. Massage technician permits shall be available for inspection only to city or police department representatives while performing official duties. The operator and/or on-duty manager must also post, on a daily basis in a conspicuous public place in the lobby, the name of the operator and on-duty manager, as well as all on-duty massage technicians.

3. Services List. Each operator shall post and maintain a list of services available and the cost of such services, in a conspicuous public place within the premises. No operator or on duty manager shall permit, and no massage technician shall offer or perform, any service other than those posted.

4. Lighting. Each operator shall illuminate each room where massage is given with light equivalent to a forty-watt incandescent light bulb, and shall provide sufficient ventilation. Such lighting and ventilation shall otherwise comply with the current mechanical and building code of the city. The lighting in each massage room shall be activated at all times while the patron is in such room or enclosure.

5. Bath Facilities. A minimum of one toilet and one separate wash basin shall be provided for patrons in each massage establishment. Each wash basin shall be equipped with soap or detergent and hot running water at all times and shall be located in close proximity to the area devoted to the performing of massage services. A permanently installed soap dispenser, filled with soap, and a single service towel dispenser shall be provided at the restroom hand wash sink. Bar soap may not be used. A trash receptacle shall be provided in each toilet room. Showers may be provided at the operator's option.

6. Separate Rooms. If male and female patrons are to be treated simultaneously at the same massage establishment, separate massage rooms shall be provided for male and female patrons provided, however, that massage establishments having separate massage rooms for male and female patrons may provide "couples massage" in a single room, subject to the requirements of this subsection. Couples massage, i.e., concurrent massage of two persons, is permitted within one room provided all other requirements of this chapter are satisfied including, but not limited to, provision of a separate massage table and massage technician for each customer. Any room to be used for couples massage shall be sufficiently sized so as to comply with any and all applicable building and fire codes and to permit free passage and movement of the massage technicians.

7. Maintenance. All facilities of the massage establishment must be in good repair and shall be thoroughly cleaned and sanitized each day the business is in operation. All walls, floors and ceilings of each restroom and shower area shall be made smooth and easily cleanable. No carpeting shall be installed in any of these areas.

8. Massage Table. A massage table shall be provided in each massage room and the massage shall be performed on this massage table. The tables shall have a minimum height of twenty-eight inches. Two-inch thick foam pads with maximum width of four feet may be used on a massage table and must be covered with durable, washable plastic or other waterproof material. Beds, floor mattresses and waterbeds are not permitted on the premises.

B. Operations.

1. Equipment. Each operator and/or on duty manager shall provide and maintain on the premises adequate equipment for disinfecting and sterilizing instruments used in massage.

2. Inspections.

a. By accepting a massage establishment permit, each massage establishment permit holder consents to the routine inspection of the massage establishment, without prior notice, by the city's building and safety department, fire department, police department and the health department for the purpose of determining that the provisions of this chapter, state law or other applicable laws or regulations are met. Routine inspections shall not occur more than twice a year, unless violations are found or complaints are received. Criminal investigations may be conducted at any time permitted by law. The police department may inspect the occupied massage rooms for the purpose of determining that the provisions of this chapter are met upon occurrence of any of the conditions referenced in Section 5.22.080(B)(25) which would require the posting of the notice to all patrons. During an inspection, the police department may verify the identity of all on-duty employees.

b. Inspections of the massage establishment shall be conducted during business hours.

c. No operator or manager, or his or her agent or employee, shall refuse to permit an inspection of the massage establishment pursuant to this subsection by a representative of the police department anytime it is occupied or open for business.

3. Linen. Common use of towels or linen shall not be permitted. Towels and linen shall be laundered or changed promptly after each use. Separate cabinets or containers shall be provided for the storage of clean and soiled linen, and such cabinets or containers shall be plainly marked: "clean linen" and "soiled linen".

4. Sterilizing Equipment. Each massage technician shall provide and maintain at the location where the massage is performed adequate equipment for disinfecting and sterilizing instruments used in massage.

5. Living Prohibited. No person or persons shall be allowed to live inside the massage establishment at any time. All living quarters shall be separate from the massage establishment. No food of any kind shall be prepared for sale or sold in the establishment unless permitted by the Temecula Municipal Code, and an appropriate food vending permit is granted by the city or county of Riverside.

6. Alcoholic Beverages/Drugs—Prohibited Materials. No person shall enter, be in or remain in any part of a massage establishment licensed under this chapter while in possession of, consuming, using or under the influence of any alcoholic beverage or controlled substance. The owner, operator and on-duty

manager shall be responsible to ensure that no such person shall enter or remain upon the massage establishment. Service of alcoholic beverages shall not be permitted. No contraception devices; i.e., condoms or other prophylactics, shall be allowed on the premises or possessed by any employee while on the premises.

7. Recordings. No electrical, mechanical or artificial device shall be used by the operator or any employee of the massage establishment for audio and/or video recording or for monitoring the performance of a massage or the conversation or other sounds in the massage rooms without the written consent of the patron.

8. Roster of Employees. The owner, operator and/or manager of the massage establishment shall maintain a roster of all employees, including operators, managers and massage technicians, showing each name, nick-name and alias, home address, age, birth date, gender, height, weight, color of hair and eyes, phone number, Social Security Number, date of employment, and duties of each employee. The foregoing roster and all information therein shall be maintained on the premises for a period of two years following the termination of each employee. The operator or manager on duty shall make the roster immediately available for inspection upon demand by a city or police department representative performing official duties, during all hours the massage establishment is open for business. Information in the roster shall be available for inspection only to city or police department representatives while performing official duties.

9. Coverings. The massage technician shall provide to each patron clean, sanitary and opaque coverings capable of covering areas of the patron identified as prohibited massage areas in Section 5.22.090(A)(1), including the genital area, anus and female breast(s). No common use of such coverings is permitted, and re-use is prohibited unless adequately cleaned and sanitized.

10. Records. Every person operating a massage establishment shall keep a record of the dates and hours of each treatment or service, the name and address of the patron, the name of technician administering such service and a description of the treatment or service rendered. A short medical history form shall be completed by the operator to determine if the patron has any communicable diseases, areas of pain, high blood pressure or any physical condition which may be adversely affected by massage. These records shall be prepared prior to administering any massage or treatment and shall be retained on the premises for a period of twenty-four months after such treatment or service. These records shall be open to inspection upon demand only by officials charged with enforcement of this chapter and for no other purpose. The police department shall periodically inspect the records to ensure compliance with this section. The information furnished or secured as a result of any such records shall be used only to ensure and enforce compliance with this chapter or any other applicable state or federal laws and shall remain confidential. Any unauthorized disclosure or use of such information by any person, including any officer or employee of the city, shall constitute a misdemeanor.

11. Hours of Operation. The owner must advise the city, in writing, at the time of application for a permit of the business hours, and any change in hours occurring thereafter. No person shall operate a massage establishment or administer a massage in any massage establishment or at an outcall location booked by that massage establishment pursuant to Section 5.22.080(C) between the hours of nine p.m. and seven a.m. A massage begun any time before nine p.m. must nevertheless terminate at nine p.m. All customers, patrons and visitors shall be excluded from the massage establishment during these hours and be advised of these hours. The hours of operation must be displayed in a conspicuous public place in the lobby within the massage establishment and in the front window clearly visible from the outside.

12. Advertising. No permitted massage establishment shall place, publish or distribute, or cause to be placed, published or distributed, in any publication or any website, any advertising matter that depicts any portion of the human body that would reasonably suggest to prospective patrons that any service is available other than those services authorized in this chapter. No massage establishment shall employ language in the

text of such advertising that would reasonably suggest to a prospective patron that any service is available other than those services authorized by this chapter.

13. Insurance. No person shall engage in, conduct or carry on the business of a massage establishment unless there is on file with the police department, in full force and effect at all times,

documents issued by an insurance company authorized to do business in the state of California evidencing that the permit holder is insured under a liability insurance policy providing minimum coverage of two million dollars for personal injury or death to one person arising out of the operation of the massage establishment and/or the administration of any massage. Evidence of the required insurance shall be provided to the chief of police at the time an initial application, or renewal application, is filed.

14. Compliance with the Americans with Disabilities Act and related laws. All massage establishments must comply with all state and federal laws and regulations providing for access to and receipt of services by disabled persons.

15. Municipal Code Compliance. Proof of compliance with all applicable provisions of the Temecula Municipal Code shall be provided upon request by the police department.

16. Doors. All front, reception, hallway or front exterior doors (except back or exterior doors used solely for employee entrance to and exit from the massage establishment) shall be unlocked during business hours, except as may be permitted by applicable law (such as the Temecula Fire Code) which allow for safety doors that may be opened from the inside when locked. No massage may be given within any cubicle, room, booth or any other area within a massage establishment that is fitted with a lock of any kind (such as a locking door knob, padlock, dead bolt, sliding bar or similar device), unless the door is an exterior door.

17. Access. No customer shall be permitted to be within a massage establishment except within the lobby/reception area, or area where such customer is receiving massage services, during hours of operation. No entry doors to any room shall be obstructed by any means.

18. Discrimination. No massage establishment may discriminate or exclude patrons on the basis of their race, sex, religion, age, disability or any other classification protected under federal or state laws, rules or regulations.

19. Prohibited Massage Areas. No massage technician or other person shall massage the genitals or anal area of any patron or the breasts of any female patron, nor shall any owner, operator or manager allow or permit such massage. No operator, manager or employee while performing any task or service associated with the massage business, shall be present in any room with another person unless the person's genitals, gluteal crease, anus and, in the case of a female, her breasts, are fully covered.

20. Clothing. All persons employed in a massage establishment shall be fully clothed at all times while acting on behalf of the business or performing under the massage establishment permit. Clothing shall be of a fully opaque, nontransparent material and shall provide complete covering of the genitals, pubic area, buttocks, anal area and chest area.

21. Names. No person granted a permit pursuant to this chapter shall use any name or conduct business under any designation not specified in his or her permit.

22. Display of Identification Cards. The operator and on duty manager shall ensure that, at all times while in the massage establishment, while open for business, or otherwise while massage is being performed, each massage technician wears or has in his or her possession the identification card required by

Section 5.22.090(A)(3). Such identification shall be provided to city or police department representatives upon demand.

23. Responsibility for Conduct of Massage Establishment. The owner, operator and on duty manager shall be jointly responsible for the conduct of all employees while the employees are on the premises of the massage establishment. Any act or omission of an employee constituting a violation of any provision of this chapter shall be deemed to be an act or omission of the owner, operator and on duty manager for purposes of determining whether the massage establishment permit should be suspended or revoked, or an application for such permit or renewal thereof, denied.

24. Licensed Massage Technicians. No owner or operator shall employ any person as a massage technician who does not have a valid massage technician permit issued pursuant to this chapter. Every operator shall report to the chief of police any change of employees, whether by new or renewed employment, discharge or termination, on the form and in the manner required by the chief of police. The report shall contain the name of the employee and the date of hire or termination. The report shall be made within five business days of the date of hire or termination.

25. Notices. In the event that any employee of the massage establishment or any person who has been aided and abetted by an employee of the massage establishment has been found, after full hearing by administrative proceeding or state court, to have violated any of the offenses listed in Sections 5.22.040(A)(1) or 5.22.070(A)(1), then the chief of police may require posting of the following notice:

NOTICE TO ALL PATRONS - THIS MASSAGE ESTABLISHMENT AND THE MASSAGE ROOMS DO NOT PROVIDE COMPLETE PRIVACY AND ARE SUBJECT TO INSPECTION BY THE TEMECULA POLICE DEPARTMENT WITHOUT PRIOR NOTICE.

- a. The notice set forth above shall be prepared and issued by the chief of police.
- b. The notice shall be conspicuously posted in locations within the massage establishment that are easily visible to any person entering the premises and in each massage room. The notice shall be posted for twelve months following the date of the offense.
- c. The requirement for posting the notice described in this section is cumulative and in addition to all other remedies for violations, and penalties, set forth in this chapter or otherwise in the ordinances, laws, rules or regulations of the city of Temecula, county of Riverside and the state of California.

26. Licensed Massage Technician on Premises. No massage establishment permitted hereunder shall be open for business without having at least one massage technician holding a current valid permit for the specific establishment on the premises and on duty at all times when the establishment is open.

27. Display of Permits and Identification Cards. The operator and/or designated manager(s) shall ensure that the massage technician permit for each massage technician employed at the establishment (whether on-duty or not) is displayed or retained as required by Section 5.22.080(A)(2), and that each massage technician is wearing or has in his or her possession the identification required by Section 5.22.090(A)(3) at all times when in the massage establishment. Such identification shall be provided to city or police department representatives upon demand.

28. Compliance With all Laws. Each owner, operator and on-duty manager shall at all times comply with all provisions of this chapter and all other applicable provisions of the Temecula Municipal Code, all conditions of any required zoning approvals, conditions imposed by the chief of police, and all state and federal laws, statutes and regulations. (Ord. 08-12 § 2)



City of Temecula

41000 Main St Temecula, California 92590
Phone (951) 693-3933 Fax (951) 693-3948

email: businesslicense@temeculaca.gov

Welcome to the city of Temecula!
The following information has been compiled and provided to all new Business License Applicants. Whether

your business is family owned or corporate size, the City of Temecula can help you get the right start. A business license is required for all commercial, industrial, professional, retail and home based businesses.

You can use the City's web site to download the Business License Application form. The web site offers information on how to obtain a business license and includes a helpful section for frequently asked questions and answers.

You can access the City's web site at <http://www.temeculaca.gov>

BUSINESS LICENSE FEE \$ 36.00
HOME OCCUPATION FEE \$ 20.00

FICTITIOUS BUSINESS NAME or DBA

If you use any name other than your legal given name [first and last name] you must file for a fictitious name:

RIVERSIDE COUNTY CLERK'S OFFICE

41002 County Center Drive

Temecula CA 92591

(951) 600-6200 or 951-486-7000

<http://riverside.asrclkrec.com>

[additional fees may apply]

SELLERS PERMIT or RETAIL SALES TAX ID NUMBER

If you do any sale of goods, a Retail Sales Tax ID Number is required prior to issuance of a Business License:

Register online at: <http://www.boe.ca.gov>

STATE BOARD of EQUALIZATION

3737 Main St. 10th floor #1000

Riverside CA 92506

(951) 680-6400

OR

STATE BOARD of EQUALIZATION

35-900 Bob Hope Dr #280

Rancho Mirage, CA 92270

(760) 770-4828

WINE COUNTRY & UNINCORPORATED CITIES OF RIVERSIDE COUNTY

If your business address is outside of Temecula and you are NOT doing business inside the city limits :

RIVERSIDE COUNTY BUSINESS REGISTRATION & LICENSE PROGRAM

4080 Lemon St PO Box 1208

Riverside, CA 92530

(951) 955-1400

<http://www.rivcobizregistration.org>

FOOD HANDLERS PERMIT CARD

If you intend to prepare and/ or sell food of any type:

COUNTY HEALTH DEPARTMENT

38740 Sky Canyon Drive

Murrieta, CA

(951) 461-0284

ABC [LIQUOR] LICENSE

If you intend to serve alcoholic beverages:

ALCOHOLIC BEVERAGE CONTROL

3737 Main Street #900

Riverside, CA 92506

(951) 782-4400