

## MASSAGE ESTABLISHMENT INFORMATION SHEET

### REQUIREMENTS

- **Massage Establishment Application**
- **Proof of Identity** (e.g. State issued Driver's License/I.D. Card, Military I.D., Passport)
- **Columbus Zoning Approval** (if location was not previously licensed as a Massage Establishment)
- **Columbus Fire Approval** (614) 645-7641
- **Property Lease** (must be signed and current)
- **BCI Background Check**  
(If conducted at another WebCheck agency, results must be mailed directly to the License Section)

### PRICING

- Application fee - \$20.00
- BCI Background Check fee - \$32.00
- Massage Establishment License fee - \$150.00

### OFFICE LOCATION & HOURS

4252 Groves Road  
Columbus, OH 43232  
Monday - Friday  
8:00 a.m. to 3:30 p.m.

Applications and supporting documents may be submitted via one of the following:

1. In person at the License Section (see above for location and hours)
- \*2. Emailed to [massagelicense@columbus.gov](mailto:massagelicense@columbus.gov)
- \*3. Mailed to the License Section (see above for location)
- \*4. Placed in the License Section drop box

\*Application must be notarized prior to submission

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OFFICE USE ONLY

License # \_\_\_\_\_

Issue Date \_\_\_\_\_

Expiration Date \_\_\_\_\_



DEPARTMENT OF BUILDING  
AND ZONING SERVICES

LICENSE SECTION

MESSAGE/BATH ESTABLISHMENT  
APPLICATION

☐ NEW ☐ RENEWAL

APPLICANT INFORMATION

Full Name:

Residential Address:

City:

State:

Zip:

Phone:

Email:

Date of Birth:

Driver License #:

State:

Sex:

Height:

Weight:

Hair:

Eyes:

Have you ever been convicted of a felony? Yes ☐ No ☐

If yes, list all felony convictions that occurred in the United States over the past seven (7) years:

Are you on felony probation or parole? Yes ☐ No ☐

If yes, date began:

Have you ever been required to register as a sexual offender? Yes ☐ No ☐

If yes, date registered:

BUSINESS INFORMATION

Business Name:

Federal ID:

Business Address:

City:

State:

Zip:

Number of Rooms:

Business Phone:

Business Email:

Have you or your organization had a City of Columbus license and/or permit revoked, refused, or suspended within the last three (3) years?

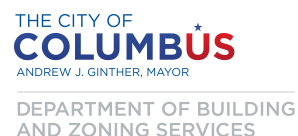
Yes ☐ No ☐

If yes, please explain:

Has this organization had any previous licenses refused by any government agency, including revocations and/or suspensions? Yes ☐ No ☐

LICENSE SECTION

Massage Establishment  
Massage Employee list



PLEASE COMPLETE AND SIGN AT THE LICENSE SECTION

I, \_\_\_\_\_, owner or applicant of the massage establishment operating under the DBA of \_\_\_\_\_, I will provide written documentation or an email to [massagelicense@columbus.gov](mailto:massagelicense@columbus.gov) of any additional employees not listed below.

List all massage employees.

- |          |           |
|----------|-----------|
| 1. _____ | 2. _____  |
| 3. _____ | 4. _____  |
| 5. _____ | 6. _____  |
| 7. _____ | 8. _____  |
| 9. _____ | 10. _____ |

State of Ohio, County of Franklin

Owner's or Applicant's Printed Name: \_\_\_\_\_

Owner's or Applicant's Signature: \_\_\_\_\_

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary or Agent of the Director of Building and Zoning Services

Does this establishment conform to all applicable City, State, and Federal codes and laws? (i.e. Building & Zoning, Health, and Fire) Yes <input type="checkbox"/> No <input type="checkbox"/>			
List all persons who have a direct or indirect interest in the business, including corporate officers that hold 10% or more of stock offered by said corporation or partnership: (Please attach a separate list if the list exceeds the allotted spaces)			
1. Full Name:		Title:	
Residential Address:			
City:		State:	Zip:
Date of Birth:	Driver License #:		State:
2. Full Name:		Title:	
Residential Address:			
City:		State:	Zip:
Date of Birth:	Driver License #:		State:
<p>Per regulations set in Columbus City Code 501.05(E), the License Section has the power to make rules regarding the "qualifications of the applicants and the conditions precedent the applicants must meet prior to the acquisition of licenses." Following this direction, all applicants must be able to read, speak, and comprehend the English language in order to obtain a valid license. By initialing on the line below,</p> <p style="text-align: center;">_____ you agree that you are able to fulfill this requirement.</p> <p style="text-align: center;">_____ Initials</p>			
<p>All information contained in this application is subject to disclosure as a matter of public record. Any false statement made or given in this application shall result in denial, revocation, or future revocation of the license under Columbus City Code Chapters 501 and 540, and may be referred for criminal prosecution under Ohio Revised Code Chapter 2921.13 (A-3).</p>			
State of Ohio, County of Franklin			
<p>I, _____, being duly sworn, affirm and swear that I am the</p> <p style="text-align: center;">(Print Applicant's Name)</p> <p>individual making the foregoing application; that he or she is knowledgeable with respect to that which is to be licensed and to the information contained in the application; that the answers, statements, and allegations made in this application are true and accurate to the best of my knowledge and belief; and that I am an owner/operator/applicant of that which is to be licensed by this application.</p> <p style="text-align: right;">_____ (Applicant's Signature)</p> <p>Sworn to before me and subscribed in my presence this _____ day of _____, 20_____.</p> <p style="text-align: center;">_____ Notary or Agent of Director of <b>Building and Zoning Services</b></p>			