

MESSAGE 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**
- **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
- *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:

Race:

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:

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

Does this establishment conform to all applicable City, State, and Federal codes and laws? (i.e. Building & Zoning, Health, and Fire) Yes No

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:
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Residential Address:

City:	State:	Zip:
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Date of Birth:	Driver License #:	State:
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2. Full Name:	Title:
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Residential Address:

City:	State:	Zip:
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Date of Birth:	Driver License #:	State:
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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, you agree that you are able to fulfill this requirement.

_____ Initials

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).

State of Ohio, County of Franklin

I, _____, being duly sworn, affirm and swear that I am the

(Print Applicant's Name)

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.

(Applicant's Signature)

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

Notary or Agent of Director of **Building and Zoning Services**