



2015 First Avenue, Anoka, MN 55303
Phone: (763) 576-2700 / Website: www.anokaminnesota.com

MASSAGE THERAPIST LICENSE APPLICATION

NOTE: Once the license is approved and issued, it is the Licensee’s responsibility to be aware of the license expiration date and to contact the City of Anoka Licensing Department at least thirty (30) days prior to the expiration date of the license to obtain a renewal application. Renewal applications may be requested by calling: 763-576-2740.

Applicant's Name (first, middle, last):	Date of Birth:
Home Address:	City, State, Zip:
Mailing Address (if different):	City, State, Zip:
Phone Number (including area code):	Alternate Phone Number (<u>and</u> email address):

BACKGROUND INFORMATION ON APPLICANT

1. Have you ever been known by a name other than your true name listed above? No Yes (provide details)

Aliases:

2. List two (2) of your previous addresses, immediately prior to your present address:

Address #1:
Address #2:

3. Have you ever been convicted of a misdemeanor or felony or violation of local ordinances or state laws, except for misdemeanor traffic violations? No Yes (provide details)

Type of conviction:
Date of conviction:
Location (City & State):

4. In the past five (5) years, have you applied for or held a license to conduct a like or similar activity in any other City or State, not including Anoka? D No D Yes (provide details - attach additional sheets as necessary)

Business Name:	Date(s) held:
Location (City & State):	
Business Name:	Date(s) held:
Location (City & State):	
Business Name:	Date(s) held:
Location (City & State):	

5. In the past five (5) years, have you been denied a license, or had a license suspended or revoked, to conduct a like or similar activity in any other City or State, not including Anoka? No Yes (provide details, attach Additional sheets as necessary)

City & State:	Date of denial/suspension/revocation:
Reason for denial/suspension/revocation:	
City & State:	Date of denial/suspension/revocation:
Reason for denial/suspension/revocation:	
City & State:	Date of denial/suspension/revocation:
Reason for denial/suspension/revocation:	

6. Please list all current/active memberships in local or national massage organizations.

Memberships:

BUSINESS/PROPERTY INFORMATION

** Pertains to the location where applicant will be providing Massage Therapy Services.*

Business Name:
Business Address:
Mailing Address (if different):
Phone Number (including area code):

STATEMENT OF APPLICANT APPLYING FOR LICENSURE

(I) do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Anoka, its agents, and employees, to obtain any necessary information and to investigate, if necessary, into the truth of the statements set forth in this application and the qualifications for said license. I do understand that providing false information shall be grounds for denial of my license. I fully understand that it is my responsibility to be familiar with and abide by the requirements of the City, which is detailed in the pertinent section of the Anoka City Code, which is available on the City website at: www.ci.anoka.mn.us or upon request from the City Clerk and to be familiar with and abide by the laws of the City of Anoka and the State of Minnesota relating to this licensure. I further understand that I must submit any changes in my application within thirty (30) days of the effective date of the change and that I will abide by all requirements regarding the approval of such change as stated in the Anoka City Code and State Law.

Signature of Applicant: _____

Title: _____

Date: _____

REQUIRED DOCUMENTATION

- City Application
- Payment (**\$30.00** investigation fee and **\$225.00** annual license fee). **Total = \$255.00**
- Photocopy of Certificate Issued, or a certified or notarized transcript or statement, showing successful completion of a minimum of 150 training hours in massage, from a school of massage registered with or approved by the State Department of Education or Higher Education Services, located in the State in which the school operates. **For new applicants only.**
- Worker's Compensation Form (attached) (copy of insurance, if applicable)
- SP:CI Tax Clearance Form (attached)
- Tennessee Warning (must be signed and submitted by all persons associated with this license)
- Current Photo ID (Driver's License, State Issued I.D. or Passport) for person applying for license.



CERTIFICATE OF COMPLIANCE MINNESOTA WORKER'S COMPENSATION LAW

PRINT LEGIBLY IN INK OR TYPE

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the worker's compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required worker's compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

ALL APPLICANTS: I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

Signature: _____

Printed Name: _____

Title: _____ Date: _____

I am not required to have worker's compensation insurance coverage because:

- I have no employees
- I have employees but they are not covered by worker's compensation law.
(see Minnesota Statute 176.041 for a list of excluded employees)
Explain why your employees are not covered: _____

~~**COMPLETE THIS PORTION ONLY IF YOU ARE INSURED:** A valid worker's compensation policy must be kept in effect at all times by employers as required by law~~

~~Business Name (Individual name only if no company name is used):~~ _____

~~DBA (if applicable):~~ _____

~~Address (must include street address):~~ _____

~~Insurance Company Name (not agent):~~ _____

~~Workers Compensation Policy No.:~~ _____

~~Effective Date:~~ _____ ~~Expiration Date:~~ _____

IF SELF-INSURED - ATTACH A COPY OF THE PERMIT TO SELF-INSURE

NOTE: If your worker's compensation policy is cancelled within the license period, you must notify the agency who issued the license/permit by resubmitting this form.



SP:CI TAX CLEARANCE FORM
(This form may contain private data – do not release to public)

PRINT LEGIBLY IN INK OR TYPE

Pursuant to Minnesota Statute, Section 270C.72 Tax Clearance; Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota Business Tax Identification Number and/or the Social Security Number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal, or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.
3. Failure to supply this information may jeopardize or delay the processing of your license, its' issuance or renewal.

Please supply the information and return this form along with your application to the agency issuing your license. **DO NOT RETURN TO THE DEPARTMENT OF REVENUE.**

Licensing Authority: CITY OF ANOKA, MINNESOTA

Signature: _____

Printed Name: _____

Date: _____

PERSONAL INFORMATION: *Complete this section only if you are applying as an individual and/or do not hold a Minnesota Tax Identification # or Federal Tax Identification #.*

Applicant Name: _____

Applicant Address: _____

Social Security Number: _____

~~BUSINESS INFORMATION: *Complete this section only if you are applying as a business.*~~

Business Name: _____

Db: _____

Minnesota Tax Identification #: _____

Federal Tax Identification #: _____

For businesses: If a Minnesota Tax Identification # is not required, you must submit a written explanation.



REAL. CLASSIC.

**APPLICATION FOR LICENSE INVOLVING
PRIVATE OR CONFIDENTIAL INFORMATION
(Tennessee Warning)**

THIS FORM MUST BE COMPLETED BY ALL INDIVIDUALS LISTED IN APPLICATION

In connection with your request for a license/registration the City of Anoka has asked that you provide it with information about yourself which is classified as either *private* or *confidential* by the Minnesota Government Data Practices Act (M.S.A.13.04). Accordingly, the City is required to inform you of the following:

1. The private or confidential information requested includes, but may not necessarily be limited to, the following: *Your social security number or Minnesota business identification number.*
2. The purpose and intended use of the information requested is: *To comply with Minnesota Statutes, Section 270C.72.*
3. You are required to supply the requested information.
4. The known consequence of supplying the requested information is as follows: *Loss or denial of the requested license if you owe the State of Minnesota delinquent taxes, penalties or interest.*
5. The known consequences of refusing to supply the requested information is: *Your request for a license cannot be processed.*
6. The following persons and entities are authorized by law to receive the information if provided: *State of Minnesota - Department of Revenue and other government agencies as provided by law.*

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice.

Applicant's Signature: _____

Printed Name of Applicant: _____

Date: _____ DOB: _____

ARTICLE V. SAUNAS, MASSAGE ESTABLISHMENTS AND ADULT USES

DIVISION 1. GENERALLY

Sec. 22-238. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Adult use means the same as the definition given in adult use and establishments provisions of this Code.

Employee means any person who renders any service in connection with the operation of the massage business and receives compensation from the operator of the business or patrons.

Massage means any method of treating the superficial parts of a patron for hygiene, exercise, or relaxation purposes by rubbing, stroking, kneading, tapping, pounding, vibrating, or stimulating with the hands or any instrument or by the application of air, liquid, or water baths of any kind whatever.

Massage establishment means any public facility wherein a person may receive from another person a massage for a fee or other consideration.

Massage therapist means any person who engages in the practice of massage as defined in this section, except when a massage is administered by a licensed physical therapist, nurse, physician, chiropractor, barber, or cosmetologist or is administered by a massage therapist who is working for or is an employee of a medical professional licensed under M.S.A. ch. 147 or 148, providing such services at the office location of the licensed medical professional, and the massage is part of the professional services ordinarily provided by such licensed persons.

Patron means any person who receives a massage under such circumstances that it is reasonably expected that he will pay money or give any other consideration therefor.

Public steam bath, sauna or public heat bathing room means any public facility used for the purpose of bathing, reducing, relaxing, or utilizing steam or hot air as a cleaning, relaxing, or reducing agent.

(Prior Code, § 22-211)

Secs. 22-239—22-269. Reserved.

DIVISION 2. LICENSING

Sec. 22-270. License required.

- (a) *Business license.* No person shall engage or carry on a business, a principal part of which is a massage establishment, public steam bath, sauna, public heat bathing room, or adult use, without a license issued by the city council for each and every separate office or place of business operated by such person in the city. The fee for such license shall be nonproratable and nonrefundable and shall be determined by the city council.

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- (b) *Message therapist license.* No person shall practice massage unless each person has a valid and subsisting massage therapist license issued to him by the city council unless the therapist is hired or employed by, and exclusively provides treatment on the premises of, a medical professional licensed under M.S.A. ch. 147 or 148 or a dental professional licensed under M.S.A. ch. 150A. The fee for such a permit shall be nonproratable and nonrefundable and shall be determined by the city council.

(Prior Code, § 22-231)

Sec. 22-271. Business license application.

- (a) Every applicant for a license required by this division shall file an application with the city upon a form provided by the office of the city clerk and pay an application fee in the amount determined by the city council. For the purposes of this article, the term "applicant" includes all partners of a partnership and the officers and managing agent of a corporation. After council approval or denial, no application fee shall be refunded.
- (b) The application, once accepted, shall be referred to the city police department for investigation. Copies of this application shall be forwarded to such other city departments as deemed necessary for verification and investigation of the facts set forth in the application. Each application shall contain the following information:
- (1) A definition of services to be provided, the location, mailing address, and all telephone numbers where the business is to be conducted.
 - (2) The name and residence address of each applicant.
 - a. If the applicant is a corporation, the names and residence addresses of each of the officers and directors of the corporation;
 - b. If the applicant is a partnership, the names and residence addresses of each of the partners, including limited partners, and the address of the partnership itself, if different from the address of the business establishment;
 - c. The two previous addresses immediately prior to the present address of the applicant;
 - d. Copy of identification, such as a driver's license;
 - e. The sauna, massage, public steam bath, public heat bathing room, adult use, or similar business history and experience of the applicant, including, but not limited to, whether or not such applicant is or has previously operated in this or another city or state under license or permit and has had such license or permit denied, revoked, or suspended, and the reason therefor;
 - f. All criminal convictions other than misdemeanor traffic violations of the applicant, including the dates of convictions, nature of the crimes, and places convicted;
 - g. Authorization for the city, its agents, and employees to seek information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant for the license;
 - h. Such other identification and information as required by the city necessary to discover the truth of the matters hereinbefore specified as required to be set forth in the application.
- (c) Upon completion of the above-described application and the furnishing of all of the foregoing information, the city clerk shall accept the application for the necessary investigations. The holder of a business license shall notify the city clerk of each change in any of the data required to be furnished by this section within ten days after such change occurs.

(Prior Code, § 22-232)

Sec. 22-272. Massage therapist license application.

Application for a massage therapist license shall be made to the city clerk in the same manner as provided for business licenses, accompanied by an application fee which shall be determined by the city council. Once acted upon by the city council, the application fee is nonrefundable. The application shall contain the following information:

- (1) The business address and all telephone numbers where the massage is to be practiced.
- (2) Name and residence address and all names, nicknames, and aliases by which the applicant has been known, including the two previous addresses immediately prior to the present address of the applicant.
- (3) Copy of identification showing that the applicant is at least 18 years of age and their date of birth.
- (4) A complete statement of all convictions of the applicant for any felony or misdemeanor or violation of a local ordinance, except misdemeanor traffic violations.
- (5) A certified copy of a certificate of graduation from a school of massage which is registered with or approved by the state department of education or state department of higher education services, located in the state in which the school operates. The certificate must indicate successful completion of at least 150 hours of training.
- (6) The massage or similar business history and experience five years prior to date of application, including, but not limited to, whether or not such person, in previously operating in this or another city or state under license or permit, has had such license or permit denied, revoked, or suspended and the reasons therefor.
- (7) A listing of all memberships in local or national massage organizations.
- (8) Authorization for the city, its agents, and employees to obtain information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant for the permit.

(Prior Code, § 22-233)

Sec. 22-273. Conditions governing issuance.

(a) *Business license applications.*

- (1) No license shall be issued if the applicant or any of its owners, employees, or agents is a person of bad repute.
- (2) Licenses shall be issued only if the applicant and all of its owners, employees, and agents are free of convictions for offenses which involve moral turpitude or which relate directly to the person's ability, capacity, or fitness to perform the duties and discharge the responsibilities of the licensed activity.
- (3) Licenses shall be issued only to applicants who have not, within two years prior to the date of application, been denied licensure, or who have not, within such period, had its license revoked.
- (4) Licenses shall be issued only to applicants who have fully answered all of the information requested in the application, have paid the full license fee, and have cooperated with the city in review of the application.
- (5) If the applicant is a natural person, a license shall be granted only if such person is 18 years of age or older.

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- (6) Licenses may be granted only for locations in the general commercial districts of the city or, in the case of adult uses, in the adult use district, and such license will be denied if the granting of the license would be inconsistent with the comprehensive plans of the city or would otherwise have a detrimental effect upon the properties in the vicinity.
 - (7) Licenses shall be granted only to businesses which can meet the safety, sanitary and building code requirements of the city.
- (b) *Massage therapist license.*
- (1) Licenses shall be issued only to persons of good repute who have successfully completed at least 150 hours of training in massage from a school of massage which is registered with or approved by the state department of education or state department of higher education services, located in the state in which the school operates.
 - (2) Licenses shall be issued only to persons free of convictions of offenses which involve moral turpitude or which relate directly to the person's ability, capacity, or fitness to perform the duties and discharge the responsibility of the occupation.
 - (3) Licenses shall not be issued to persons who, within one year prior to the date of application, have been denied a permit or who has had his permit revoked in this or any other state.
 - (4) Licenses shall be issued only to persons who have answered fully all of the information requested in the application and have paid the full application fee.
 - (5) Licenses shall be issued only to persons 18 years of age or older.

(Prior Code, § 22-234)

Sec. 22-274. Approval or denial of application; term of license.

The city council shall act to approve or deny an application for an initial or lapsed license under this division within a reasonable period of time and in no event shall the city act to approve or deny such license or permit later than 120 days from the date that a completed application was accepted by the city clerk. Every massage business license issued pursuant to this division will terminate on December 31, unless renewed, sooner suspended, or revoked. Every massage therapist license issued pursuant to this division will terminate 365 days after its effective date.

(Prior Code, § 22-235)

Sec. 22-275. Revocation or suspension.

- (a) *Business license.* A business license under this division may be revoked, suspended, or not renewed by the city council upon a showing that the licensee, its owners, employees, or agents have engaged in any of the following conduct:
- (1) Fraud, deception, or misrepresentation in connection with the securing of the license;
 - (2) Habitual drunkenness or intemperance in the use of drugs, including, but not limited to, the use of drugs defined in M.S.A. § 152.01, subd. 2, barbiturates, hallucinogenic drugs and amphetamines, Benzedrine, Dexedrine or other sedatives, depressants, stimulants, or tranquilizers;
 - (3) Conduct adversely affecting the public health, safety, and welfare of the general public;
 - (4) Conduct involving moral turpitude;

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- (5) A violation of any provision of this article.
- (b) *Massage therapist license.* A massage therapist license may be revoked or suspended or not renewed by the city council for any of the following:
- (1) Fraud, deception, or misrepresentation in connection with the securing of the permit;
 - (2) Habitual drunkenness or intemperance in the use of drugs, including, but not limited to, the use of drugs defined in M.S.A. § 152.01, subd. 2, barbiturates, hallucinogenic drugs and amphetamines, Benzedrine, Dexedrine or other sedatives, depressants, stimulants, or tranquilizers;
 - (3) Conduct adversely affecting the public health, safety, and welfare of the general public;
 - (4) Engaging in conduct involving moral turpitude;
 - (5) Violating any provisions of this article.

(Prior Code, § 22-236)

Sec. 22-276. Renewal of business and therapist licenses.

Licensees shall submit an application for renewal according to the procedures set forth above. Renewal licenses shall be administratively approved, unless there is an objection or significant concern expressed during the investigation, or if the license has lapsed over 30 days from its expiration date, at which time the renewal application shall be forwarded to the city council for consideration. Licenses that have lapsed for more than 30 days will require that the licensee apply as a new applicant and pay fees applicable to new applications.

(Prior Code, § 22-237)

Secs. 22-277—22-300. Reserved.

DIVISION 3. OPERATION SPECIFICATIONS

Sec. 22-301. Restrictions.

The licensee and the persons in its employment shall comply with all applicable regulations and laws of the city and state relating to safety and morals.

(Prior Code, § 22-256)

Sec. 22-302. Inspection of premises.

The licensee shall permit and allow the inspection of the premises during business hours by all appropriate city employees and agents.

(Prior Code, § 22-257)

Sec. 22-303. Responsible party.

If the licensee is a partnership or corporation, the applicant shall designate a person to be manager and in responsible charge of the operation of the business. Such person shall remain responsible for the conduct of the business until another suitable person has been designated in writing by the licensee. The licensee shall promptly

notify the city clerk in writing of any such change indicating the name and address of the new manager and the effective date of such change.

(Prior Code, § 22-258)

Sec. 22-304. List of current employees.

The licensee shall furnish the city clerk a list of current employees indicating their names, addresses and which employees, if any, are practicing massage as a part of their duties. The licensee, within ten days, shall notify the city clerk of any change in the list.

(Prior Code, § 22-259)

Sec. 22-305. Hours of operation.

The licensed premises shall not be open for massage, nor shall patrons be permitted on the premises for the purpose of massage between the hours of 9:00 p.m. and 9:00 a.m. of the following day.

(Prior Code, § 22-260)

Sec. 22-306. Age restriction.

No person under 18 years of age shall be employed in an establishment requiring a license under the provisions of this article.

(Prior Code, § 22-261)

Sec. 22-307. Business license requirement.

No such business shall employ or use any person as a massage therapist unless such person has a current license as provided by this article.

(Prior Code, § 22-262)

Sec. 22-308. Restrictions upon massage therapists.

- (a) Any massage therapist shall have his license or a true copy thereof displayed in a prominent place at his place of employment where he provides massage therapy services. Any massage therapist within the city shall inform the city clerk of any changes in employment or location of employment within the city, or any change in residence address, within 30 days of such change.
- (b) No massage therapist shall perform massage between the hours of 9:00 p.m. and 9:00 a.m. of the following day.

(Prior Code, § 22-263)

Sec. 22-309. Miscellaneous restrictions.

- (a) It is unlawful for any employee to place his hands upon the sexual parts of another person.

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- (b) It is unlawful for any person owning, operating, or managing a business license under this article knowingly to cause, allow, or permit in or about such premises any agent, employee, or any other person under his control or supervision to perform such acts prohibited in subsection (a) of this section.
 - (c) It is unlawful for any holder of a license under this article to administer massage on an outcall basis. Such persons shall administer massage solely within a business licensed within this article to carry on such massage.
 - (d) It is unlawful for any massage service to be carried on within any cubical, room, booth, or other area within a massage establishment which is fitted with a door capable of being locked.

(Prior Code, § 22-264)

Sec. 22-310. Alcoholic beverages prohibited.

No person shall sell, give, dispense, provide, or keep or cause to be sold, given, dispensed, provided, or kept any alcoholic beverage on the premises of any massage establishment, public steam bath, sauna, or public heat bathing room licensed under this article.

(Prior Code, § 22-265)

Sec. 22-311. Operating requirements.

- (a) Every portion of the premises of a business licensed under this article, including appliances and apparatus, shall be kept clean and operated in a sanitary condition.
- (b) Price rates for all services shall be prominently posted in the reception area in a location available to all prospective customers.
- (c) All businesses licensed under this article shall be provided with clean, laundered sheets and towels in a sufficient quantity and shall be laundered after each use thereof and stored in a sanitary manner.

(Prior Code, § 22-266)

Sec. 22-312. Exceptions.

It shall not be required for a massage therapist to obtain a license described in this article when the therapist is working for or is an employee of a medical professional licensed under state law and providing such services at the office location of the medical professional.

(Prior Code, § 22-267)

Secs. 22-313—22-342. Reserved.