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Health Director

REPLY TO:
Environmental Health Division
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Obtaining a Massage Establishment Permit

Use the following procedure to obtain a Massage Establishment permit from the Alexandria Health Department. Call 703-746-4910 for information on massage therapist permits.

Instruction Steps:

1. **Determine if a Plan Review Is Necessary.** All new construction projects or facilities not recently permitted as a massage establishment must undergo a plan review with the Health Department.
 - A. If a plan review is required by the Health Department, follow the guidelines in our [Obtaining a Health Permit](#) guide. Once the plans have been approved, continue on to Step 2.

Note: The Health Department requires that you first submit your plans to the multi-agency Permit Center located at City Hall. Sometimes, the Permit Center may determine a plan review is unnecessary by their office. If this is the case, you must provide documentation indicating this scenario. This will not exempt you from a Health Department review, if required.

OR

- B. If a plan review is not required by the Health Department, you should still stop at the multi-agency Permit Center at City Hall to begin the other required processes (Ex: obtain a business license, SUP, etc.). Continue on to Step 2.
2. **Apply for the Health Permit.** Complete and submit a [Massage Establishment Application](#) with the non-refundable application [fee](#) (\$25).

The application fee shall be paid with a check or money order made payable to the "City of Alexandria." We do not accept credit card payments at this time; all cash payments shall be made in person with exact change.

3. **Applications are Reviewed.** Once received, both applications will be reviewed by the Environmental Health Specialist (EHS) assigned to construction inspections. S/he will schedule a pre-opening inspection with the facility contact person. Appointments are made on a first come, first served basis, and can only be scheduled with the EHS.

KING STREET
4480 King Street
Alexandria, VA 22302
(703) 746-4996

CASEY HEALTH CENTER
1200 N. Howard Street
Alexandria, VA 22304
(703) 746-4886

TEEN WELLNESS CENTER
3330 King Street
Alexandria, VA 22302
(703) 746-4776

ARLANDRIA (WIC)
3802 Executive Ave. #D-2
Alexandria, VA 22305
(703) 519-1957



4. **Pre-Opening Inspection(s).** The EHS and facility contact person will inspect the establishment together. At the end of the inspection, the EHS will provide an inspection report of all observed deficiencies that must be corrected before a permit recommendation can be made.

After all deficiencies have been confirmed corrected, the EHS will provide a written inspection report to the facility stating that the "Health Department recommends the establishment for permit. Okay for CO." It is this document that can be used to obtain a business license and, if required, occupancy permits.

5. **Issuance of the Permit.** The EHS will finalize the Health Department paperwork (this may take a few business days), and the EH Division will issue the health permit. When available, a permit can be obtained in person at the EH Office, or it will be mailed to the establishment's mailing address. If you would like to obtain the permit in person, let us know in advanced.

Address Locations:

Environmental Health
Alexandria Health Dept
4480 King Street, 3rd Floor
Alexandria, VA 22302
703.746.4910

Permit Center
Alexandria City Hall
301 King Street, Rm 4200
Alexandria, VA 22314
703.746.4200

Business Tax Office
Alexandria City Hall
301 King Street, Rm 1700
Alexandria, VA 22314
703.746.3903

Massage Therapists

All massage therapist permits for your establishment will be issued after the establishment permit has been issued; therapists, however, can apply in advance. See our [Obtaining a Massage Therapist Permit](#) guide for more information.

Only a massage therapist permitted by the Alexandria Health Department AND certified by the Virginia Board of Nursing can administer massages at your establishment. Both credentials must be up-to-date and accurate. Like therapists, if the business owner would like to provide massage services, he/she must obtain the Alexandria Health Department massage therapist permit and a VA Board of Nursing Certification.

As a massage establishment, you have the authority to allow or prohibit a massage therapist to provide services under your massage establishment permit. Please notify the Alexandria Health Department in writing if/when a massage therapist discontinues (voluntarily or involuntarily) a business relationship with your establishment.

Massage Establishment Permit Renewal:

Permits must be renewed annually by submitting an updated [Massage Establishment Application](#) and application fee (see our [fee schedule](#) online) to the Environmental Health Division. If the ownership information remains unchanged, the new permit will be mailed to the facility.

The effective dates of the new permit will be set to ensure that the establishment will maintain a continual permitted status (ex. If the establishment's previous permit expired on January 31, 2009, the next issued permit will be set to begin February 1, 2009 and expire on January 31, 2010). Receipts will not be returned unless specifically requested.