



ALEXANDRIA HEALTH DEPARTMENT

Environmental Health Division

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www.alexandriava.gov/EnvironmentalHealth

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Health Director

Massage Establishment Guide

New Permit Instructions

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. The regulations governing massage establishments are available from www.alexandriava.gov/MassagePermits.

- 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 shall provide documentation indicating this scenario. This will not exempt you from a Health Department review, where 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. **Complete and Submit an Application for Permit.** Obtain and complete a [Massage Establishment Permit Application](#). The application is available from the Health Department online or in person during normal business hours. The application should be submitted at least two weeks prior to the scheduled opening of the business. The non-refundable application [fee](#) of \$25 must accompany the application. If paying by check, make it payable to the "City of Alexandria" and write "119768-7043" in the memo line.

Note: Therapists can begin applying for their individual permits at this time. If the business owner wants to provide massage services, he or she shall also begin the massage therapist permit process. See the [Massage Therapist Guide](#).

3. **Health Department Review.** When received, the application will be reviewed by

Office	Address	Activity
Business Tax Office Ph. 703.746.4398	301 King Street, Rm 1700 Alexandria, VA 22314	Obtain business license
Health Department Ph. 703.746.4910	4480 King Street, Rm 360 Alexandria, VA 22302 www.alexandriava.gov/MassagePermits	Pick up permit Amend existing permits
Permit Center Ph. 703.746.4200	301 King Street, Rm 4200 Alexandria, VA 22314	Apply for SUP, submit plans, code permits, etc.

the Environmental Health Specialist (EHS) assigned to change of ownership or new facility inspections. He or she 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 assigned EHS.

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." Present this document to obtain the business license and, if still required, an occupancy permit.

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, request this in advanced.
6. **Issuance of Therapist Permits.** After the establishment's permit has been issued, all therapist permits will be issued. To issue a therapist permit, the Health Department must have received an application and employment letter (or was listed on the original application) from the establishment.

Massage Therapists:

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 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. To assist us, please notify the Health Department when a massage therapist discontinues (voluntarily or involuntarily) a business relationship with your establishment.

As a reminder, therapists who serve as a contractor with your business may require a separate business license. You may refer such therapists to the Business Tax Branch.

Massage Establishment Permit Renewal:

Every year the establishment shall renew its permit by completing and submitting a new [Massage Establishment Permit Application](#). Renewals can be submitted by mail or in person, and it must be accompanied by the non-refundable application [fee](#). The establishment is responsible for tracking its own permit expiration date. The Health Department makes every effort to notify the establishment when its permit is nearing expiration, but it is not always possible to do this.

Once the application and payment is received at the Health Department, the application will be processed. If there is no ownership change, the new permit will be issued and mailed. The permit will be set to ensure that the therapist will maintain a continual permitted status (ex. If the therapist's previous permit expired on January 31, 2009, the next issued permit will begin February 1, 2009 and expire on January 31, 2010).

In addition, the approved therapist list will be reviewed. Therapists will be notified of applicable changes by mail.