

Instruction Sheet for Making Application for Massage Establishment

Note: Section 11-4.2-5 (a) states..." It shall be unlawful for any person to establish, maintain, or operate a massage establishment in the city without an appropriate business license under title 9 of this code and a valid massage establishment permit issued under this section.

Business Licensing at: Business Tax Office City Hall, Room 1400,
301 King Street, Alexandria, VA 22314 Tel: 703 838-4680
[http:// ci.alexandria.va.us/city/busguide/toc.html](http://ci.alexandria.va.us/city/busguide/toc.html)

Fees vary depending on business type and gross receipt.

Our Department:

- 1. Alexandria Health Dept., 4480 King Street, Env Div., Room 360 3rd floor. Obtain 1) Massage Establishment Application and 2) Facility Establishment Application. Complete the two forms. File form No 2. with us.**
- 2. Take only the Massage Establishment Application to Treasury Div., 301 King Street, City Hall, Room 1510. Submit required fee (\$25) and application (checks to be made to City of Alexandria). Treasury Div. will sign off and retain copy for record keeping.**
- 3. Health Dept. (EH Div.) will be contacted by Treasury Dept. (and/or police) when approved and Health Dept. will contact applicant.**
- 4. The Environmental Health Specialist will inspect the establishment and will approve or disapprove i.e., recommend for health permit to be issued for the establishment.**
- 5. Health Dep. (EH) will issue permit and contact applicant for pick up or we will mail the permit.**