The following is required for every application:

- Contact the Zoning Department at 954-797-2225 to verify that the proposed business use is currently allowed at the location. You do not need written confirmation.
- Complete an Application for Local Business Tax Receipt for the establishment and each professional.
- A copy of the corporate documents and/or fictitious name filing. Please print the Detail by Entity Name from Sunbiz.Org. Sole proprietors use the Fictitious Name Affidavit form.
- A copy of government issued photo identification of the applicant and each licensed professional.
- A copy of the current Florida Department of Health license for each massage therapist.
- A copy of the continuing education credits for the past four (4) years for each massage therapist.
- A copy of the massage school transcript for each massage therapist.
- A copy of all disciplinary reports, notices of noncompliance, administrative complaints and citations for each massage therapist.
- Write a notarized letter of intent to be submitted with your application(s), which must include and/or address the following:
  - Name of business
  - Address of business
  - Date of application
  - Number of people working at location
  - Name of business owner and applicant
  - Square footage of location
  - Parking plan for commercial vehicles
  - Statement of all disciplinary actions or suspensions within the past 5 years
  - Number and type of commercial vehicles
  - Detailed business description
  - Name and license number of all massage therapists at location

Additional documentation may be required, including but not limited to, the following:

- Statement of Square Footage - a form required for businesses which will include retail sales.
- If your business will include food service you must complete a statement of seating and provide a copy of the required State License.
- If you are utilizing a mailbox or virtual office for the business address you must supply a copy of the current contract / lease. You may not use a U.S. Post Office mailbox.
- Change of ownership requires proof such as a Bill of Sale or other legal document.

Important information:

- Applications are processed Monday through Friday, during the hours of 8am to 12pm and 1pm to 4pm.
- Required notary service may be performed in the City Clerk’s Office free of charge.
- It is recommended that you contact this office prior to submission of any application. Incomplete applications will not be processed.
- Cost: $15 application fee, $105 annual fee for massage establishment, $136.50 annual fee for a massage therapist, $270* code compliance inspections. *Code compliance inspections may be waived for the following documented situations: business address is a mailbox or virtual office; business is under current construction with a building permit which will issue a certificate of occupancy; application is for a person or entity joining an existing licensed business.
- Payment is due at the time of application and may be made with cash, check, money order, debit card, or credit card. All card transactions must be in person and have a 3% fee added by the processing company.