



The following is required for every Massage Establishment and/or Massage Therapist 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. Please print the Detail by Entity Name from Sunbiz.Org. If you do not have a Fictitious Name filed with the State of Florida a Fictitious Name Affidavit form is required.
- 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 current Florida Department of Health license and inspection report for the establishment.
- A copy of the continuing education credits for the past four (4) years for each massage therapist.
- A copy of the massage school transcript or diploma 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
 - Days and hours of operation
 - Number of people working at location
 - Name of business owner and applicant
 - **Detailed** business description
 - Square footage of location
 - Parking plan for commercial vehicles
 - Name and license number of all massage therapists at location
 - Statement of all disciplinary actions or suspensions within the past 5 years
 - Number and type of commercial vehicles

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

- If your business offers retail sales, you must complete a Statement of Square Footage, Merchant form.
- 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.
- If you are applying for a change of ownership, submit proof such as a Bill of Sale or lease assignment.

Fees:

- **\$15 application fee, \$105 annual fee for massage establishment, \$136.50 annual fee for a massage therapist, \$270* code compliance inspections.** All card transactions have a 3% fee added by the processing company. *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.
- The application fee of \$15 is due at the time of document submission and may be made with cash, card, check, or money order payable to the City of Plantation. All card transactions have a 3% fee added by the processing company.

Important information:

- Applications are processed in the order received by the Local Business Tax Desk at the Development Services Building, between the hours of 8am and 4pm, Monday through Friday.
- Required notary service may be performed by the Local Business Tax clerk, free of charge.
- Application processing may take up to two weeks for approval; expediting is not offered.
- Incomplete applications will not be processed.