



1975 Lakeside Pkwy, Ste 350
Tucker, GA 30084
678-597-9040
www.tuckerga.gov
licenses@tuckerga.gov

NEW BUSINESS CHECKLIST MESSAGE THERAPY

In addition to the application requirements listed below, Message Establishments and Health Spas must meet all applicable City codes. Per Tucker's Zoning Ordinance, a Special Land Use Permit (SLUP) is required to open a Massage Establishment or a Health Spa in the City of Tucker. **A SLUP must be obtained before a business license can be issued.** Please contact jechols@tuckerga.gov with Planning & Zoning to learn more about the SLUP application and process.

(Free Notary Services Provided at City Hall Annex)

- Valid picture Government I.D. (ex: Drivers Licenses, Passport)**
- Proof the owner, applicant, or corporate agent is a resident of the State of Georgia.**
- Owner must apply in person**
*If a representative from the company is applying, the owner must provide them with a copy of their picture identification and a notarized letter stating authorization of said individual as representative of the company
- Commercial Lease, Sales agreement or Property/Warranty Deed**
- Dekalb County Sanitation Location Account (10 digit #)**
- Copy of State License**
- Copy of GA Secretary of State Articles of Incorporation (if applicable)**
- SAVE Affidavit Verifying Lawful Presence (Notarized)**
- Private Employer Affidavit of Compliance – E-Verify (Notarized)**
- Permanent Resident 'Green' Card – (Non-U.S. Citizens Only)**
- Federal Identification Number OR Social Security Number**
- Fire Life Safety Inspection/Certificate of Completion (Performed by DeKalb County Fire Marshal)**
*Refer to the Occupational Tax Certificate routing sheet. Certificate of Completion and approval will be submitted to the City by DeKalb County.
- Watershed Management Approval**
*Refer to the Occupational Tax Certificate routing sheet. Approval to be obtained from DeKalb County by the applicant and then submitted to the City
- Copy of FOG Inspection Report**
*If applicable, report to be submitted by applicant to City
- Health Report from DeKalb County Health Dept.**
*Applicant to call Board of Health at 404.294.3700 to request inspection
- Sworn affidavits of at least three (3) bona fide residents of the City of Tucker that the applicant is personally known to them and they believe the person to be of good moral character**
- Written proof that the applicant is over the age of eighteen (18) years**
- Two (2) current photographs of the applicant at least two (2) inches by two (2) inches in size**
- Records of any and all convictions, pleas of guilty, or pleas of nolo contendere for violations of any law and the grounds therefor**
- A \$50.00 money order made out to Dekalb County for fingerprinting and background check**
*Dekalb County Police will contact applicant to set up time for fingerprinting and background check
- The applicant shall agree to a background check**
- If the applicant is a corporation or partnership, such corporation or partnership shall submit the foregoing information and exhibits with regard to each employee, independent contractor agent and partner, general or limited, associated with the operation of the licensed establishment.**
- If the applicant is a corporation, such corporation shall, in addition to the foregoing information, submit a complete list of the stockholders of said corporation, including names, current addresses and current occupations, and provide the name and address for its registered agent in Dekalb County, Georgia.**
- If the applicant is an individual, the applicant must reside in the State of Georgia and must submit written, reliable proof thereof. Additionally, if the applicant does not reside in Tucker, the applicant must provide the name and address for an agent who resides in DeKalb County authorized to receive legal process and notices under this article on behalf of the applicant.**
- A list of all services that will be proposed as part of this business use**

City of Tucker minimum standards for massage therapy (Section 10-301).

(a) Massage establishment. No applicant shall be issued a license for a "massage establishment" unless all of the following standards are first met:

- (1) The applicant, including the partner applying on behalf of a partnership and an agent applying on behalf of a corporation, must be of good moral character. No applicant shall be found to have met this requirement if said applicant has been convicted, pled guilty, or entered a plea of nolo contendere to any felony, or to any misdemeanor involving moral turpitude, within a period of four (4) years prior to the filing of the application;
- (2) A corporate applicant must be chartered under the laws of Georgia or authorized by the Secretary of State to do business in Georgia. The applicant shall be the owner or legal agent of the establishment. The corporate applicant must identify an agent for service of process in Tucker;
- (3) The owner/applicant, or corporate agent must be a resident of the State of Georgia;
- (4) A readable sign shall be posted at the main entrance identifying the establishment as a massage establishment, provided also that all such signs shall comply with the sign requirements of the Tucker City Code;
- (5) Minimum lighting shall be provided in accordance with the Uniform Building Code, and, additionally, at least one (1) artificial light of not less than forty (40) watts shall be provided in each enclosed room or booth;
- (6) Ordinary beds or mattresses shall not be permitted in any licensed massage establishment;
- (7) Minimum ventilation shall be provided in accordance with the Standard Mechanical Code and the Georgia Energy Code; and
- (8) The establishment, prior to the issuance of any license hereunder, must be in compliance with all applicable building and life safety codes, and the building to be occupied must have a valid, current certificate of occupancy.

*A floor plan of the building must be provided to ensure compliance with a.4-7

In addition to a Special Land Use Permit, all massage establishments and health spas must comply with the supplemental regulations found in Section 46-1202 of the City of Tucker Zoning Ordinance.

Section 46-1202: Massage Establishment (includes health spas that offer massage services).

The following regulations apply to massage establishments:

- A. The presence of any device used as an early warning system to alert the employees of a massage establishment to the presence of law enforcement officers or city authorities on the premises is prohibited in any massage establishment.
- B. If a receptionist is present, the public entrance door of the massage establishment and the doors of all massage rooms or cubicles must remain unlocked during any time the establishment is occupied. In the absence of a receptionist, the public entrance may be locked as long as fire safety requirements are met (panic bar, no deadbolt, etc). Individual massage therapy rooms shall not be locked.
- C. All massage establishments must display the following documents at all times in a clearly visible place:
 1. State Licenses
 2. Local Business License
- D. Massage businesses may open no earlier than 6:00 a.m. and close no later than 11:00 p.m. Any massage must be completed by 10:00 p.m.
- E. The exterior windows of the lobby/reception/entrance area may not be covered by curtains, closed blinds, tints or any other material that obstructs the view into the premises. No signs may cover more than 30% of any windowpane.

Please read the following and sign below:

I have read and understand the requirements of Chapter 10 Article VII and Section 46-1202. This includes but is not limited to the following. Please check the box as indication that you understand.

- All licenses issued pursuant to Article VII are nontransferable.
- Any massage establishment who has his or her or its license or permit revoked shall be disqualified from reapplying for such a license or permit for a period of twelve (12) months immediately following the date of revocation.
- Any location at which a license or permit for a massage establishment has been revoked shall be disqualified from receiving such a license or permit for a period of twelve (12) months immediately following the date of revocation.
- Chapter 10, Article VII: *Massage Therapy Licensing*
- Chapter 46, Article IV, Section 46-1202: *Massage Establishment* (includes health spas that offer massage services)

Print Name

Sign Name

Date



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City of Tucker Affidavit for Massage Therapy

Applicants pursuing a business license for Massage Therapy are required to provide sworn affidavits of **at least three (3)** bona fide residents of the City of Tucker that the applicant is personally known to them and they believe the person to be of good moral character. Please have three separate forms completed and submitted.

I, _____, reside in the City of Tucker at (address) _____
_____.

I, _____, personally know (the applicant) _____, who is
applying for a business license for massage therapy at (business address) _____
_____.

I, _____, believe (the applicant), _____, to be of good
moral character.

Printed Name of Tucker Resident

Signature of Tucker Resident

Date