

## APPLYING FOR A MASSAGE CENTRE LICENCE?

### Documentation you will require:

- ✓ Two pieces of current government issued identification. One piece MUST have a photo such as a Passport, Driver's Licence, etc.
- ✓ Edmonton Police Service (EPS) Police Information Check:
  - Must be no older than 30 days.
  - Vulnerable Sector Search should be included.
  - Ensure you state Massage Centre or Massage Therapy as the 'Description of Position Requiring Police Information Check.' (See example below.)

Description of Position Requiring Police Information Check

Massage centre licencing

- Security clearance cannot be from any other police agency.

*Note: An EPS Police Information Check is required for every individual having a financial interest in the business. This includes all business owners and managers, as well as directors and shareholders of a corporation.*

### Documentation you may require:

- ✓ Corporate Records Search – If your business operates as a corporation or limited company, a corporate records search listing the current directors and shareholders is required.

### Where to apply:

All owners of the business must apply in person at the Planning & Development Office on the 5<sup>th</sup> Floor of 10250 – 101 Street NW. Normal office hours are Monday to Friday 8:00 am – 4:00 pm, with closures for holidays.

### The process:

When you come in to apply, you will be provided with a business licence application form. Once this has been filled out, the application will be reviewed to determine if a development permit is required. The development permit is required to make sure that your business is located in the proper zone.

If a development permit has been obtained or is not required, the application for the Massage Centre Licence will be processed. The application form and the above mentioned documentation will be added to our files. You will have to sign statutory declarations indicating the information provided is correct and, once the application is complete, the fees must be paid. Once the fees have been paid, the licensing office will take a photograph of the applicant(s) and the licence may be issued.

*Note: If the Police Information Check indicates that there may be a public safety concern in issuing the licence or that there have been recent investigations into crimes of a sexual or violent nature, or drug trafficking the application may be sent to the Edmonton Police Service for further review. This can delay the process up to a few weeks or may lead to the licence application being refused.*

### Still have questions?

More information is available at [www.edmonton.ca](http://www.edmonton.ca) or by calling 311, (780) 442-5311 if outside Edmonton.