



# RIVERSIDE POLICE DEPARTMENT MESSAGE ESTABLISHMENT PERMIT INFORMATION SHEET



## GENERAL INFORMATION

The City of Riverside Municipal Code 5.52.040 has the following Message Establishment Permit requirements.

**A. No person shall, own, operate, or manage any message establishment in any location within the City without first having obtained a message establishment permit. (SEE EXEMPTIONS UNDER 5.52.030 - EXCEPTIONS)**

**B. Any person desiring to obtain a Message Establishment Permit shall first file with the Police Department an application in writing upon a form as prescribed by the Chief of Police and accompanied by a non-refundable application fee in such amounts established by resolution of the City Council.**

The following steps must be completed in order to obtain a Message Permit within the city of Riverside:

1. Review Riverside Municipal Code Chapter 5.52.040.
2. Application: Completed in full (Including Property Owner Consent/Notary).
3. Pre-Application form (Zoning Approval).
4. Riverside Business Tax License (Copy of current license).
5. Original State Certificate and ID issued by California Massage Therapy Council (CAMTC).  
As applicable, copies will be made.
6. Valid Photo Identification.
7. Copy of Lease / Proof of Ownership (Rental Agreement / Mortgage, etc.)

**Submit items 3-7 along with completed application.** Application processing may take up to 90 days. Once application has been approved, the Message Establishment Permit will be issued.

### **FEES: (Credit / Debit card or Cash / Check / Money Order Payable to City of Riverside)**

- \$919 Massage Establishment Permit Fee (New business/Change of Ownership)
- \$32 Department of Justice Livescan Fee
- \$584 Massage Establishment Permit Renewal Fee

### **THIS PERMIT MUST BE RENEWED EVERY YEAR**

**THERE IS NO GRACE PERIOD FOR RENEWALS. RENEWAL APPLICATIONS MUST BE RECEIVED BEFORE THE EXPIRATION OF YOUR LICENSE OR YOU WILL HAVE TO RE-APPLY AND PAY ANY APPLICABLE FEES. ALL FEES ARE NON-REFUNDABLE.**

Complete applications will be accepted **by appointment only (walk-ins will not be seen)**. To schedule an appointment, contact the Special Investigations Division- Vice Unit at (951) 353-7614. Appointments will be seen at the Riverside Police Department - Magnolia Station, located at 10540 Magnolia Avenue, Riverside, CA 92505.

For further questions contact the Special Investigations Division - Vice Unit at (951) 353-7614 or e-mail [RPDVice@RiversideCa.gov](mailto:RPDVice@RiversideCa.gov).