Massage Establishment License Checklist

Use this checklist to gather the required information and documents for a new or renewal massage establishment license application.

A license is required when two or more massage therapists work at the same location. Complete your application within 60 days of the date you apply. Your application must be complete before you can be fingerprinted.

Apply online at cityofboise.org/massage-license. After you log in, select **Apply > License > Massage Establishment Application**.

Business information

☐ Proof the business is registered and in good standing with the Idaho Secretary of State

If applicable, the legal business name on the City of Boise application should match the name registered with the Idaho Secretary of State.

☐ Certificate of Occupancy

Provide a copy of the Certificate of Occupancy for the building where the massage establishment will operate. If you do not have one on file contact Planning and Development Services.

☐ Proof you own or lease the business location

If the applicant does not own the property, provide a copy of the lease agreement. This shows that the applicant is the bona fide owner or lessee of the premises. It does not replace the Certificate of Occupancy.

☐ Business and contact information

Provide the business name, physical address, mailing address, phone number, email address and a description of the business.

Owner and manager information

Provide the following for each owner and/or manager. If an owner or manager will perform massage or massage therapy at the establishment, they must also provide the information and documents listed under Massage therapist information.

☐ Valid state-issued photo identification

☐ Employment history

Provide your employment history for the five years before the application date, including each employer's business name, dates of employment and city, state and ZIP code.

☐ Required identifying information

Be prepared to provide your Social Security number, date of birth and other identifying information through the approved application process.

Please note: Provide sensitive information only through the application process as requested in person.

Massage therapist information

☐ Massage therapist licenses and employee list

- Provide a current Idaho state-issued massage therapist license for each person who performs, or will perform, massage or massage therapy during the license term.
- Provide an employee list with each employee's driver's license number and state massage therapist license number.

Insurance

☐ Certificate of general liability insurance

The policy must:

- Show at least $500,000 in coverage
- Cover every massage therapist who performs services at the establishment
- List the City of Boise as both the certificate holder and an additional insured

Use the following information for the certificate holder and additional insured:

City of Boise
P.O. Box 500
150 N. Capitol Blvd.
Boise, Idaho 83701-0500

Fees and fingerprinting

☐ Nonrefundable application fees

Pay the current application fees when you submit your application. A complete list of fees can be found on the website or by calling our office.

☐ Complete fingerprinting and the required background check in person

Fingerprinting is completed with the Department of the City Clerk at City Hall. A completed application must be received before fingerprints can be processed.

Questions?

Contact the Department of the City Clerk:

- Phone: 208-972-8150, option 3, TTY: 711
- Email: cityclerk@cityofboise.org
- In person: Boise City Hall
  150 N Capitol Blvd
  Boise, Idaho 83701