



CITY OF BREA  
ADMINISTRATIVE SERVICES DEPARTMENT  
FINANCE DIVISION  
1 Civic Center Circle, 3<sup>rd</sup> Floor  
Brea, CA 92821 | (714) 671-3628

## RENEWAL MASSAGE ESTABLISHMENT PERMIT CHECKLIST

NAME: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

NAME and ADDRESS OF LOCATION: \_\_\_\_\_

**THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE PERMIT CAN BE ISSUED.**  
(Employee to check off with initial and date upon receipt of each item)

\_\_\_\_\_ **Pay \$500 application fee – NON-REFUNDABLE** (110-00-0000-3219)

\_\_\_\_\_ Provide current copy of driver's license – *Expiration Date:* \_\_\_\_\_

\_\_\_\_\_ **Complete Massage Application** – Have you signed and dated your application?  
Is there a complete, updated list of massage therapists/employees?

\_\_\_\_\_ Verification & approval of Live Scan fingerprints taken at an authorized location  
within the last (30) days – If prospective establishment owner is CAMTC certified,  
fingerprints are not required

\_\_\_\_\_ **Provide form to verify DBA expiration date** \_\_\_\_\_

\_\_\_\_\_ **Obtain a Certificate of Compliance** – Brea Community Development  
Department, Building and Safety Division. Call (714) 990-7674 for an inspection  
appointment. Copy of certificate must be submitted prior to obtaining massage  
establishment permit.

\_\_\_\_\_ Verify business license is current and in good standing

\_\_\_\_\_ **Obtain approval from Administrative Services Director and Police Department**

\_\_\_\_\_ **Surrender expired massage establishment permit** prior to receiving renewed  
permit