



Massage Establishment Supplement for Notification of New Employees

Checklist and Guide

Per Chapter 4.02 of the City of Rancho Santa Margarita Municipal Code, the following forms and documents are required to be provided to the City **within ten (10) days** after a massage establishment hires a new employee or independent contractor, whether or not they will be performing massages.

Completed supplemental information must be submitted directly to Rancho Santa Margarita Development Services at:

Rancho Santa Margarita Development Services
Attn: Massage Permitting
22112 El Paseo
Rancho Santa Margarita, CA 92688

Checklist for Massage Establishment Notification of New Employees Application

Required items:

- ☐ 1. **Completed & Signed** Massage Establishment Supplement for Notification of New Employees Form
- ☐ 2. One recent (within the last 6 months) front-faced Passport Photos (2" by 2" in size) for each **NEW** employee listed on the form
- ☐ 3. For each **NEW** employee and independent contractor who will perform a massage, provide a full copy of that employee's valid and current CAMTC massage practitioner or therapist certificate

Massage establishment may not employ any massage technician who does not have a valid CAMTC certification. Each operator and manager of a massage establishment will be required to post a copy of the current CAMTC certification of each employee performing massages. An operator's permit is expressly subject to suspension, revocation, or non-renewal based upon violations of Chapter 4.02 of the Rancho Santa Margarita Municipal Code related to Massage Establishments and Technicians committed by the establishment or its' employees or independent contractors.

For further questions regarding massage permitting in Rancho Santa Margarita, please contact Development Services at (949) 635-1807 x6704.