

Frequently Asked Questions about the Massage Establishment License

1. When does the license requirement go into effect?

The license requirement will commence May 1, 2018. The City of Crystal Lake will give businesses a 60-day grace period before enforcing the provisions. No business would be cited for not having the license until after July 9, 2018.

2. How do I know how my business is registered?

When you created your business you registered it with the State. If the business was established as an LLC or other corporation, that would be noted. Provide the information on the business registration with your application.

3. How long is the license valid for?

One year. The license is valid from May 1st to April 30th each year. Businesses that have a license would need to renew the license application each year. Most often they would just verify that nothing has changed. If any new therapists have started or new managers, then they would need to update the information and receive a new background check for the new staff.

4. What are the fees associated with the license?

New businesses would pay a \$50 application fee the first year. If the business was in existence prior to 2016, no application fee is charged. There is no application fee for the annual renewal. All businesses would need to pay the one-time cost of the background check, which is approximately \$30 for each person receiving the background check.

5. Who needs a background check?

Business owners and management staff is required to have a background check. The individual massage therapists are not required to have a background check, but are required to provide their state license.

6. What inspections are required?

For existing businesses, no inspection may be necessary. If one is, it would be a basic inspection to ensure there are no open violations of the ordinance. Staff would work with the business to correct any violations. No bathroom, build-out, locker room requirements would be enforced, as they were not requirements when the space was originally occupied.

New businesses would be required to have a complete life safety inspection. Also, any build-out would be required to meet the current ordinances.

7. What happens if you lose the license?

If your business is found guilty of a violation, you have the ability to appeal the decision. If the decision is final, depending on the violation, you may not reapply for a license for either 5 or 10 years.

8. How do I make an application?

Contact 815-356-3620 to schedule a fingerprint appointment. (You can then drop off the application at the same time as the appointment)

Submit the Application form, completed for Owner, Managers or other essential personnel, and Massage Therapists.

Provide the \$50 application fee, if necessary.

Provide copies of the massage therapist licenses and state IDs for all persons named as owner, managers or essential personnel or massage therapists.

Staff will process the information and contact you if anything is missing.

If any inspections are needed, staff will coordinate with you on scheduling those if they are not part of the regular build-out inspections for a new user.

Once approved you will be provided with a certificate for display.