

Massage Establishment Permit Process

Introduction:

There is a 3-step process for establishing a massage business within the City of Redwood City. The process includes review by two primary departments: Police and Community Development Services. The process is summarized below:

Step 1: Zoning Permit Letter

- Visit with a planner with a specific property in mind.
- The planner will inform the applicant if the site is properly zoned and if so, will review application requirements for a Zoning Permit Letter.
- The Zoning Permit Letter includes: Zoning for the property, Police Department contact information for obtaining permits for the massage technicians and establishment, Use Permit application requirements (tenants, parking, hours, rooms, etc.)
- Fee: \$210

Step 2: Massage Permit

- Present the Zoning Permit Letter to the Police Department. This letter verifies to the Administrative Sergeant that the applicant has initiated the process with Planning and that the property is appropriately zoned.
- Apply for a Massage Permit for the establishment and its technicians.
- When and if the Police Department approves the Massage Permits the applicant may proceed to Step 3.
- If the Police Department denies the Massage Permit, the process comes to an end.

Step 3: Use Permit

- The applicant, with the approval of the Massage Permit from the Police Department, may now apply for a Use Permit from Planning.
- At least the following information will be required for Planning staff to check the compatibility of the proposed massage establishment business:
 - Description of services provided
 - Private Rooms (how many)
 - Number of therapists
 - Hours of operation
 - Location of proposed business
 - Other tenants on the property
 - Parking
- All other application requirements associated with Use Permit submittal materials will be required. Use Permit review includes a public hearing before the Zoning Administrator.
- Additional permits/reviews may also be applicable, such as a Building Permit for the construction of tenant improvements.
- Fee: Property less than ¼ acre **\$2,630**
Property greater than ¼ acres, actual cost, **\$5,000 deposit.**

Community Development – Planning Services

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