City of Crystal Lake

Massage Establishment License Application Instructions

Thank you for your interest in the City of Crystal Lake. Please use this permit application checklist as reference to help in providing the necessary documents for obtaining the Massage Establishment License.

Complete the application and assemble all supporting documents. Please submit your application packet either in person, by email, or by mail to: Community Development, Massage Establishment License, 100 W. Woodstock Street, Crystal Lake, IL 60014. If there are any questions, please contact Victoria Wojcik at 815-356-3605 or via e-mail at vwojcik@crystallake.org .

Fees

1. Application Fees:

The fee for the Massage Establishment License is $50 per new business. The fee for the background check is $50 per employee requiring a background check. Background checks are for managers or owners applying for a Massage Establishment License for the first time.

2. Payment:

Payment is due at time of application submittal. Fees can be paid in person, or you can arrange to pay by mail.

Submittal Checklist

- ☐ Massage Establishment License Application: The application is included in this packet.
- ☐ Copy of updated signed lease
- ☐ Name and address of the owner(s) of the property
- ☐ List of other business(es) that will be conducted at the same location.
- ☐ Date of formation of partnership/limited liability company, including date of incorporation (if Illinois corporation), or date of becoming qualified to transact business in Illinois (if foreign corporation)
- ☐ Copy of State issued photo ID and two copies of a current portrait photo (a minimum of 2 inches by 2 inches) for each massage therapist employed within the business
- ☐ Copy of the current massage license for each massage therapist employed within the business
- ☐ Copy of current professional and/or general liability insurance in the minimum amount of $1,000,000 per occurrence
- ☐ Copy of any draping protocols, sexual conduct policies or other similar policies and procedures

The City of Crystal Lake Massage License requirements and conditions are found in Chapter 335 of the City Code.