



BELTON MASSAGE THERAPY BUSINESS / MASSAGE THERAPIST PROCEDURE

City of Belton, Missouri

520 Main Street Belton, MO 64012

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*Reminder – A business may **NOT** operate until a business license is approved and issued. City licenses/permits expire June 30 of each year. **License/Permit fees are not prorated.***

Massage therapists may only perform massage therapy at a location that is duly licensed as a massage therapy business by the state and city. (RSMO 324; CSR 2197)

Belton Massage Therapy Businesses and Massage Therapists shall follow the licensing and permitting procedure provided in the Belton Code of Ordinances Chapter 6, Article IX and in accordance with RSMo 324 and CSR 2197.

Applying for and obtaining a Belton Massage Therapy Business License and Belton Therapist Permit(s) is a two-fold application process. Each will be addressed separately below. All information must be submitted at the time of application.

Belton Massage Therapy Facility Business License Procedure

A Massage Therapist may not practice massage therapy at a site, location, or place which is not duly licensed as a Massage Therapy Business. It shall be unlawful for any person to operate or maintain a massage facility in the City without first obtaining a massage facility business license. (CSR 2197-5.020; Belton City Code 6-395)

1. Obtain the State of Missouri Massage Therapy Business License showing the current business owner and current Belton address matching the City license application. (RSMo 324.247; CSR 2197; Belton City Code 6-395)
2. Obtain appropriate general liability insurance as required by the State. (CSR 2197-5.010; Belton City Code 6-395(g))

Once you have obtained these items, bring the originals to City Hall to begin the City license process. The City license process cannot begin until both items are submitted. If you are unable to effectively communicate in English, please bring a translator to assist you in the application and licensing process.

3. Complete a Belton Massage Therapy Facility License Application, completely and legibly. Attach additional attachments, as required. (see application)
4. Fill out the appropriate section of the Application regarding ownership, section A, B, or C, and attach the required attachments.
5. City Staff will review the application, submitted supporting documents, and any relevant historical information. You will be contacted if there is missing information or if there are questions.

5. When the location is set up and you are ready to conduct business, call for fire and building inspections. Attached is the Belton Code of Ordinances regarding specific requirements for Massage Therapy Businesses. Please note – any deficiencies noted by the inspectors must be corrected and re-inspected prior to issuance of the Massage Therapy Facility License. (Belton City Code 6-395(d))

- Building inspection line 816.892.1260
- Fire Marshal inspection line 816.331.7969

It is the responsibility of the business owner/applicant to call for the inspections. Please do not call until you are set up and ready to conduct business. Please allow 48-72 hour notice to schedule an inspection.

Therapy Business License fee \$120

Fire and building inspections are required for initial licensing of physical commercial business sites located in Belton city limits. The license fee of \$120 includes the inspection fee. The renewal license fee, for subsequent licenses, is \$70.

License fees can be paid by cash, check (made out to the City of Belton), or online (2.45% processing fee) before a business license is issued. More information can be found at www.belton.org/business.

Upon completing these items and receiving the appropriate approvals, the applicant will be issued the Belton Massage Therapy Business license.

In accordance with the State and City requirements for license issuance, a Massage Therapy Business License is valid only for the premises located at the address provided in the application for the Massage Therapy Business. The License is nontransferable or assignable. If the Massage Business is sold or ownership is transferred, a new license must be obtained. (RSMo 324.252; CSR 2197-5.020; Belton City Code 6-396)

In accordance with State and City regulations, the Massage Therapy Business may only employ or contract with state and city licensed massage therapists to perform massage therapy. (RSMo 324.247; CSR 2197-5010; Belton City Code 6-394)

Belton Massage Therapist Permit Procedure

Each therapist planning to work in any capacity (full-time, part-time, on-call, etc.) at the Belton Massage Therapy Business must obtain a State of Missouri Massage Therapist License and a City Massage Therapist Permit. If a massage therapist works at more than one (1) Belton Massage Therapy Business, he/she must obtain a permit for each location.

1. Obtain a State of Missouri Massage Therapist License showing the applicant's name matching the City permit application. (RSMo 324.247; CSR 2197; Belton City Code 6-394)
2. Obtain appropriate professional liability insurance as required by the State. (CSR 2197-3.010)

Once you have obtained these items, bring the originals to City Hall to begin the City permit process. The City permit process cannot begin until both items are submitted. If you are unable to effectively communicate in English, please bring a translator to assist you in the application and permitting process.

3. Complete a Belton Massage Therapist Permit Application, completely and legibly. Attach additional attachments, as required. (see application)
4. City Staff will review the application, submitted supporting documents, and any relevant historical information. You will be contacted if there is missing information or if there are questions.

Therapist Permit fee \$30

Permit fees can be paid by cash, check (made out to the City of Belton), or online (2.45% processing fee) before a business license is issued. More information can be found at www.belton.org/business.

Upon completing these items and receiving the appropriate approvals, the applicant will be issued the Massage Therapist Permit. The therapist may now work at the Belton Massage Therapy Business for which he/she applied.

Please note – a Massage Therapist Permit will not be issued until the Massage Therapy Business receives its State and City Massage Therapy Business Licensees. (CSR 2197-5.020)

Additional Notes

The Massage Therapy Business and Therapists are subject to periodical, unscheduled inspections by the City of Belton Police Department and/or the Building Inspection Department for proper facility maintenance and cleanliness and compliance with the City and State regulations. (Belton City Code 6-399)