

ROCHESTER

Minnesota

Office of the City Clerk

Applying for Your Massage Business License

1. Once you have a Citizen Access Account [[Instructions for Creating a New Account](#)], navigate to <https://aca.rochestermn.gov/citizenaccess/> to open the Citizen Access Log-in Page.
2. Enter your username and password and click Login:

Welcome to the Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government information online, 24 hours a day, 7 days a week.

Access to these services is available by two methods:

Unregistered (or anonymous) user

- Search and view records

Registered user

- Search and view records
- Allow access to creating Collection of your Permits
- Pay Rental Housing Licenses
- Schedule Building Inspections

Registration is free and easy. [Register](#) and create a user account or click on the "Register for an Account" link above.

[Need Help?](#)
[FAQ's](#)
[Citizen Access Videos](#)

Log in

User Name or E-mail:

Password:

[Login >](#)

Remember me on this computer

[I've forgotten my password](#)
[New Users? Register for an Account](#)

3. Click City Licensing:

City of Rochester

Home Building Permits Rental Housing City Planning **City Licensing**

Dashboard My Records My Account Advanced Search ▾

Hello, Travis Amundson

4. Check the box if you accept the terms:

Online License Application

Using this system you can submit information, pay fees, track the status of your applicati

Please "Allow Pop-ups from This Site" before proceeding. You must accept the Ger

For a walkthrough of applying for a license online: [Applying for a City License Walkthrou](#)

Notice of Ability to Sign up for Electronic Notifications of Proposed City Ordinances

As an applicant for a business license, you are also hereby notified that the City of Rochester distributes general city information and notices through an electronic notification system, and you may sign up to receive notices through this electronic notification system on the City's website at <http://www.rochestermn.gov/i-want-to/sign-up-for/email-updates> This includes notice of proposed ordinances at least 10 days prior to final adoption by the City Council in accordance with Minn. Stat. 415.19.



I have read and accepted the above terms.

5. Click "Continue Application":

[Continue Application »](#)


6. Select the dropdown next to Business:

[Home](#) [Building Permits](#) [Rental Housing](#) [City Planner](#)

 Create an Application  Search Applications

Select a Record Type

Choose one of the following available record types. For assistance, click [here](#).



- ▶ Alcohol and Gambling
- ▶ Animal Licenses
- ▶ **Business Licenses**
- ▶ Miscellaneous
- ▶ Trades and Contractors
- ▶ Transportation

7. Select your license type from the dropdown:

- ▶ Alcohol and Gambling
- ▶ Animal Licenses
- ▼ **Business Licenses**
 - Business - Massage Business Application**
 - Business - Massage Therapist Application
 - Business - Mobile Food Unit Application
 - Business - Outdoor Dog Permit
 - Business - Sidewalk Cafe Application
 - Business - Vending Cart Application

8. Click either "Select from Account" or "Add" to enter information about the person completing the application:

Transportation - Taxicab Driver Application

1 Application Information	2 License Information	3 Documents
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Step 1: Application Information > Applicant Information

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.



9. Click either "Select from Account" or "Add" to enter information about the licensee's mailing address:

Mailing Address

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.



10. Click Continue Application:

11. Click either "Select from Account" or "Add" to enter information the person responsible for the license:

Step 1: Applicant Information > License Holder

License Holder

To add new contacts, click the Select from Account or Add New button. To edit a contact, click



12. Enter the Legal Business Name and any DBA:

* Legal Business Name:

DBA:

13. Enter the Business Address and click Search:

Address

Here are some search [Examples](#) and an [FAQ](#) to help if you are having issues

Street No.:

Street Name:

Street Type:

Direction:

Unit No.:

City:

State:

Zip:

Search

Clear

14. After you click search the Owner Information will complete with the owner of the location:

Owner

Owner Name: ?

CITY OF ROCHESTER

Address Line 1:

201 4 ST SE

Address Line 2:

Address Line 3:

City:

ROCHESTER

State:

MN

Zip:

55904

Phone:

E-mail:

[Continue Application »](#)

15. Click Continue Application:

16. Enter all information under the License Information Section:

BUSINESS INFORMATION

* I am applying for a:

Renewal for existing lice

* As an applicant/licensee, I am::

Leasing/renting within a

* Ownership Type:

LLC

* Is the business applicant the owner of business location? Yes No

* Describe the area of the business location to be used as the licensed premises, including the square footage. You can also upload a illustration of how the space is laid out in the documents area of application.:

Message business has 4 rooms and a waiting area. the rooms are 10x12 ft. Rooms 1, 2, 3 contain a massage

[spell check](#)

* Provide a detailed description of the services to be offered, including a list of services and prices. Attach additional sheets in the document section of this application if needed.:

Please see attached document of full services

17. Add all hours of operation:

Sunday:

Monday:

Monday Hours: *

9am-2pm

Tuesday:

Tuesday Hours: *

8am-6pm X

Wednesday:

Thursday:

Friday:

Saturday:

18. Enter all information about your employees or contractors:

***Will you have employees?:** Yes No

If yes, how many?: *

***Will you have independent contractors working in the business?:** Yes No

***How will you train and provide oversight for any therapist working in the business, either as employees or contractors? You can also provide training materials in the document section of this application.:**

See attached Training Material Documentation

[spell check](#)

Continue Application »

19. Click Continue Application:

20. Enter all information under Insurance:

INSURANCE

***Workers' Compensation Exempt:** Yes No

Workers Compensation Company: *

Policy Number: *

Dates of Coverage: *

21. Click Continue Application:

Continue Application »

22. On Step 4, click “Add” to upload copies of your Certificate of Insurance, Designated Manager Addendum, Business Floorplan, Owners & Additional Managers, Color Copy of Photo ID, and a notarized Verification Form:

Step 4: Documents > Required Documents

Attachment

This license type requires the following document types:

- Designated Manager Addendum [Click Here for Form](#)
- Floorplan *Provide a description and diagram of the premises to be licensed.*
- Owners & Additional Managers [Click Here for Form](#)
- Verification and Acceptance of Responsibility [Click Here for Form](#)
- Proof of Identification *Color copy of your valid identification*

Please provide these document types if applicable:

- Business Organization Documentation *If your business is a corporation, partnership, or LLC, provide appropriate*
- Proof of Insurance *Provide proof of liability and workers comp or certification that it is not required.*

The maximum file size allowed is 40 MB.
PDF is the only file type currently allowed.

Name	Type	Size	Latest Upd
No records found.			

Add

23. Select the document type and enter a description of each uploaded document:

*Type:

Designated Manager Addendum

File:
MASSAGETHERAPISTIndemnification -
Copy.pdf

100%

*Description:

Designated Manager Form

[spell check](#)

*Type:

Educational and Training Materials

File:
MASSAGETHERAPISTIndemnification.pdf

100%

*Description:

Educational Material for Employees

[spell check](#)

Save

Add

Remove All

24. Click Save:

***Type:**
Notification and Verification

File:
VOTE IN 2020.pdf
100%

***Description:**
My Notarized Form

spell check

Save Add Remove All

Continue Application »

25. Click "Continue Application":

Continue Application »

26. Complete a final review of the application in Step 5: Review:

Step 5: Review

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

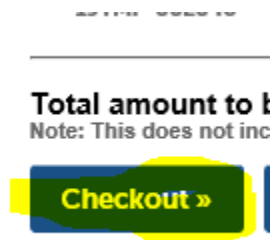
Record Type

Business - Message Bt

27. Click "Continue Application":

Continue Application »

28. Click Checkout to pay all associated fees with a credit card (Note: if you do not wish to pay with a credit card, then you are not able to use the online portal for your renewal). Fees vary by license:



29. Check your email for submission confirmation. If you have any trouble, please contact the City Clerk's Office:

licenses@rochestermn.gov or 507-328-2900.