



Massage Facility Exemption Checklist

State licensed Massage Therapist shall not be required to obtain a Massage Facility License, and shall receive an exemption certificate, so long as they have filed with the Department of Finance, Licensing Division, a copy their State licenses, which are in good standing, and an affidavit that only State licensed Massage Therapist in good standing will perform massages in the facility or facilities in which they work. Massage Facility licenses and exemption certificates shall be posted in a conspicuous place within all facilities.

- ☐ Signed affidavit confirming only State Licensed Massage Therapists (LMT) will perform massages in facility (if applicable)

Massage Facility Application Checklist

- ☐ Completed Application (separate application & fee for each facility if multiple locations)
- ☐ Non-refundable application fee \$50.00
- ☐ City Occupational License Account in good standing
- ☐ Massage facility premise location property taxes in good standing
- ☐ Listing of all massage facility employees as of date of application including: name, address, and identifications (ID copy)
- ☐ Copy of all current State issued licenses for Licensed Massage Therapists (LMTs) working in facility
- ☐ Criminal background check for applicant, owners, officers, directors, members, principals or registered agent for past 10 years in all states in which business by those individuals have transacted business (excludes misdemeanor traffic violations)
- ☐ Signed acknowledgement letter regarding read and receipt of Ordinance BG2025-20

Please make all checks payable to: **City of Bowling Green**

Mailing Address

City of Bowling Green
PO Box 1410
Bowling Green, KY 42102-1410

Pay in person:

City Hall Annex
1017 College Street
Bowling Green, KY 42101