

New Massage Establishment License Requirements

- Fill out application and BCI (background check) and drop off both at the Smithfield Police Department for the Police Chief's signature
- Once the application is signed by the Police Chief, the other signatures needed are from the Building Official, Fire Department and owner of premises
- Fill out Business Registration Form
- Copy of five (5) letters of recommendation
- Copy of driver's license
- Copy of 2X2 photo
- Copy of fingerprints
- Copy of physician's letter
- Copy of diploma
- Cost of Massage Establishment License is \$100.00
- Once all paperwork is received the new license will be placed on the Town Council agenda for approval (**please note:** all complete paperwork must be received in the Town Clerk's Office the Wednesday of the week before a Town Council Meeting by 12:00 p.m.)