



TOWN OF
VIENNA
Public Works

TO: Vienna Massage Therapy Industry
FROM: Department of Planning and Zoning
CC: Department of Finance, Police Department, Town Manager
DATE: January 8, 2019
SUBJECT: Massage Therapy Applications (19-001 LTI)

Please note that effective **January 1, 2019**, applications for individual massage therapists will no longer require a Certificate of Occupancy from the Department of Planning and Zoning. You will still need to apply for a business license through the Department of Finance. In addition to the Business License Form, you will also need to complete and submit the new Individual Certified Massage Therapist Police Investigation Application. Both applications must be submitted to the Department of Finance. The previous massage therapy application form will not be accepted.

Any business, including other types of salons that plan to offer massage therapy or lease a space in their establishment to a massage therapist, must have a Certificate of Occupancy that lists massage therapy as an approved use. If a business would like to add massage therapy, the business owner must submit for a revised Certificate of Occupancy to the Department of Planning and Zoning.