

CITY OF FEDERAL WAY
FWRC 12.65.120

LIMITED EXEMPTION APPLICATION FOR MASSAGE BUSINESSES

Application Date: _____

BUSINESS INFORMATION

Message Business Name (Officially Registered): _____

DBA (if business is not operating under DBA, put "N/A"): _____

UBI #: _____

Federal Way Business Address:

City: _____ **State**: _____ **Zip**: _____

Business Telephone Number: (____) _____ **Business Email**: _____

City of Federal Way Business

License Endorsement Number: _____ **Expiration Date**: _____

REQUIRED DOCUMENTATION

The following documents must be submitted with this application:

- ☐ Copy of valid Federal Way Business License Endorsement
- ☐ List of every massage therapist employed or retained as an independent contractor
- ☐ Proof that every massage therapist holds a valid and current Washington State Massage Therapist License
- ☐ Copy of a valid government-issued identification for every massage therapist employed or retained as an independent contractor

MASSAGE THERAPIST ROSTER

Therapist Full Name & Date of Birth	WA Massage Therapist License Number	License Expiration Date	Government ID Submitted
			☐ Yes
			☐ Yes
			☐ Yes
			☐ Yes
			☐ Yes
			☐ Yes
			☐ Yes
			☐ Yes

(Attach additional pages if necessary.)

INSPECTION CONSENT

Pursuant to FWRC 12.65.120, the applicant acknowledges that eligibility for a Limited Exemption requires consent to an inspection of the massage business during normal business hours.

By signing below, the applicant authorizes representatives of the following agencies to conduct inspections during business hours for purposes of determining eligibility for and maintaining the Limited Exemption:

- ☐ Federal Way Police Department
- ☐ Seattle-King County Public Health Department
- ☐ South King Fire Department

The applicant understands that refusal to consent to the required inspection will result in denial of this application.

APPLICANT CERTIFICATION

I certify under penalty of perjury under the laws of the State of Washington that:

1. The information contained in this application is true, complete, and correct.
2. The business holds a valid Federal Way Business License Endorsement.
3. Every person providing massage services at this business is properly licensed as required by Chapter 18.108 RCW.
4. Copies of valid government-issued identification have been provided for each massage therapist employed or retained as an independent contractor.
5. I agree to notify the City if any information contained in this application changes prior to approval or during the exemption period.
6. I understand that providing false or misleading information will result in the denial or revocation of the exemption and may subject the applicant to penalties provided by law.

Applicant Name (Print)

Title

Signature

Date

**Return completed application to the Federal Way Police Department,
deanna.patterson@federalwaywa.gov**

Process:

- 1) The requester must complete the application and return it to the email address listed above.
- 2) Upon receipt of the completed application, an inspection will be scheduled.
- 3) After the inspection is completed, the inspection report and application will be submitted to the Office of the Chief for review and final determination.

CITY OF FEDERAL WAY USE ONLY

Application Received By:

Name

Date

Application Number:

Documentation Review

- ☐ Federal Way Business License Endorsement Verified
- ☐ Therapist Roster Reviewed
- ☐ Washington State Massage Licenses Verified
- ☐ Government-Issued Identifications Reviewed
- ☐ Inspection Completed
- ☐ Completed Inspection Form returned to Office of the Chief

Inspection Date:

Inspector Name(s):

Comments:

EXEMPTION DETERMINATION (After review of the application and required inspection)

☐ **APPROVED** ☐ **DENIED** (list reason(s) below)

Approved By:

Chief of Police or Designee

Name

Title

Signature

Date

EXEMPTION PERIOD

Approval Date: _____

Expiration Date: _____

Important Notice: Pursuant to FWRC 12.65.120(3), a Limited Exemption granted by the Chief of Police or the Chief's designee is valid for **three hundred sixty-five (365) days from the date of approval**. A new application and approval are required prior to expiration to maintain exempt status.

CITY OF FEDERAL WAY USE ONLY