



MESSAGE ESTABLISHMENT LICENSE

This application must be completely filled out and submitted to the town along with the following items:

- \$322 payment for new license (\$200 application fee + \$100 annual licensing fee + \$22 background fee);
- \$122 payment for renewal, due 60 days prior to expiration date (\$100 annual licensing fee + \$22 background fee);
- \$25 late fee if renewing after 60 days prior to expiration;
- Answer each question on the application, if the questions are not applicable put NA in the appropriate space;
- License Eligibility form, signed by you and the municipal employee, or notarized;
- Copy of driver's license or Government picture ID;
- Current headshot picture of applicant, owners, and/or designated agents to be taken by the licensing inspector or designee;
- A site plan showing the configuration of the overall business premises and a floor plan containing the information required by MTC 9-4-9 (A) (17);
- The articles of incorporation, articles of organization, or certificate of limited partnership, together with any amendments, for the applicant, as applicable;
- The name or names of all employees of the massage establishment;
- Written proof evidencing the legally enforceable right of the applicant to have or obtain the use and possession of the tract of land on which the establishment is to be situated for the purpose of the operation of the massage establishment, in the form of a lease, purchase contract, purchase option contract, lease option contract or other similar documents;
- The applicant's full set of fingerprints on a standard fingerprint card, recorded by the Marana Police Department. Fingerprinting is performed at the Marana Police Department every Tuesday from 9-12:00 and Thursday from 1-4:00. The cost of a standard fingerprint card is \$10;
- Certificate of Occupancy;
- Prior to the issuance of your license, the applicant will be routed to various town departments for their recommendations. Below are the departments and the issues they base their recommendation upon:
 - Police Department (background check)
 - Legal Department (Compliance with Town Code)
- Upon approval, the license will be mailed to the applicant's address. Upon disapproval, a letter outlining the basis for not issuing a license will be sent to the applicant's address with a refund for the annual licensing fee;
- Any changes to this application or establishment must be submitted to the license inspector within ten calendar days of the change.

Marana Town Code, Title 9, Chapter 9-4: Massage Establishments

For questions please contact Finance at 520-382-1900, or by email at Licensing@maranaAZ.gov

New application must be submitted in person or notarized to the following address:

Town of Marana
Finance Department
11555 W. Civic Center Drive, Bldg. A3
Marana, AZ 85653

Arizona Regulatory Bill of Rights 9-834

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
 - C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
 - D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
 - G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.