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DEPARTMENT OF HEALTH

Body Care / Massage Establishment Licensing Procedures for New Facilities

The following is an outline of the licensing procedure for Body Care Facilities and Massage Establishments operating in the Town of Greenwich. Please note that any Body Care facility which is offering massage services must also apply for a separate License to Operate a Massage Establishment, and must comply with all massage regulations. Once licensed all Body Care Facilities and Massage Establishments are required to renew their licenses annually. The licensure period is April 1 – March 31.

1. The applicant must obtain the Body Care Plan Review Packet or the Massage Establishment Plan Review Packet or both if both types of services are being offered from the Greenwich Dept. of Health. Applications may be obtained in person, Monday – Friday, 8:00am to noon and 1:00 pm to 2:30pm, or on-line at the Health Department web site – www.greenwichct.org.
2. Complete the Plan Review Application **IN FULL** and return to the Health Dept. The Application to Operate a Body Care Facility or Massage Establishment does not have to be submitted at the same time that the Plan Review Application and Checklist is submitted (Information required on the Application to Operate may not be available at the time of initial plan review, such as a list of employees and copies of their State of CT licenses). ***Incomplete applications will be returned to the applicant and will result in a delay of licensing.***

Refer to the Technical Standards, Plan Review Application and the License to Operate Application for a complete list and specific details of what must be submitted with each application, including but not limited to:

Plan Review:

- A check for Body Care or Massage Establishment Plan review fee, payable to the Town of Greenwich.
- Three copies of the Floor plan of proposed site.

Application for a License to Operate:

- A check for the Body Care or Massage Establishment License Fee (this is an annual fee) payable to the Town of Greenwich. A facility that is licensed as both a Body Care Facility and Massage Establishment will need to complete both applications but will only pay the Body Care License Fee.
- Copies of CURRENT State of Connecticut Licenses for all licensed professionals. Expired licenses will be rejected.

3. The plan review will be assigned to an Environmental Hygienist who will review the application and building plans.

4. Upon approval, the Health Department can sign off on the Building Plans and the applicant can file for the Building Permit.
5. The applicant must notify this Department upon commencement of construction. The Hygienist will inspect during the construction process. Upon completion of construction the Division can sign off on the permit provided compliance with the proposal and all building department sign-offs have been satisfied. Forward a copy of the Certificate of Occupancy to this office. The Application to Operate a Body Care and/or Massage Establishment and the accompanying fee should then be submitted to this office and a License to Operate will then be mailed out.

All Body Care and/or Massage Establishments licensed by the Town of Greenwich are notified approximately one month before the License to Operate expires (March 31) and will be provided with the necessary forms in order to renew their license for the coming year.

Any facilities that are delinquent in their personal property taxes, as per the Tax Collector's office, will not be re-licensed and this office will take the necessary steps to close the facility until all tax obligations to the Town of Greenwich are satisfied and this Department issues a License to Operate.

*Refer to the Town of Greenwich Website, www.greenwichct.org, Environmental Services Web Page for current fee information or to obtain additional copies of applications and regulations.