SAN DIEGO POLICE DEPARTMENT
POLICE PERMITS & LICENSING UNIT
1400 'E' STREET M/S 735, SAN DIEGO, CA 92101
PH: (619) 531-2250

HOLISTIC HEALTH PRACTITIONER & BUSINESS

San Diego Municipal Code, Section 33.0101(c), states you must have a valid police permit to operate a business designated as police regulated. You are responsible for being familiar with and complying with the rules and regulations related to Holistic Health Practitioners. Copies of the Holistic Health Practitioner's Ordinance and General Divisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2nd Floor, Telephone # (619) 533-4000 or via the City's website: www.sannet.gov SDMC Chapter 3, Article 3, Division 44 and Divisions 1-5).

APPLICATIONS MUST BE SUBMITTED INPERSON TO THE POLICE PERMITS AND LICENSING UNIT. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Definitions:

Holistic Health Practitioner - means a non-medical health care therapist who uses any method of pressure on, or friction against, or stroking, kneading, rubbing, tapping, pounding, vibrating, or stimulating the external parts of the human body with the hands or other parts of the body, with or without the aid of any mechanical or electrical apparatus or appliances, rubbing alcohol, liniments, antiseptics, oils, powders, creams, lotions, ointments or other similar substances; and who claims exemption from police regulation as a massage therapist pursuant to SDMC Section 33.4402.

Holistic Health Practitioner Business - means any business that is owned and operated by one or more holistic health practitioners and who hire or contract with other holistic health practitioners or massage therapists, or massage trainees, for the purpose of offering non-medical health care (SDMC Section 33.4402).

The granting of a police permit does not relieve the applicant from obtaining all appropriate approvals required by City, state or federal law. The granting of a permit does not relieve a permittee from the permittee's obligation to comply with all applicable local, state, and federal laws, including those related to building, zoning, and fire, and other public safety regulations. The granting of a police permit does not vest any development rights in the property or business (SDMC 33.0309). In order to legally operate your **Holistic Health Practitioner business** and to establish that your business location is suitable, it is suggested you first obtain the following:

ZONING APPROVAL can be obtained from the City of San Diego Development Services, 1222 First Avenue (3rd Floor), San Diego, CA 92101-Telephone # (619) 446-5000.

FIRE MARSHAL APPROVAL can be obtained from San Diego Fire and Life Services, 1010 Second Avenue (3rd Floor), San Diego, CA 92101-Telephone # (619) 533-4400.

PLEASE PROVIDE ALL OF THE FOLLOWING WHEN APPLYING FOR THE POLICE PERMIT

- **POLICE PERMIT APPLICATION and BUSINESS ADDENDUM** - A criminal records check will be made on each applicant. A 30-day investigation period begins at the time the complete application is submitted.
- **BUSINESS TAX CERTIFICATE** can be obtained from the San Diego City Treasurer's Office, 1200 Third Avenue (1st Floor), San Diego, CA 92101 - Telephone (619) 615-1500.
- **TRANSCRIPT(S)** - Proof of satisfactory completion (transcripts) of 1000 hours of instruction from any United States state-approved school devoted to Holistic Health practices and body therapies. You will be required to provide proof that the school is a state approved school.

- **NATIONAL CERTIFICATION** - Proof of successful completion of the National Certification Board for Therapeutic Massage and Bodywork exam (www.ncbtmb.com/) or the National Certification Commission of Acupuncture and Oriental Medicine exam (www.nccaom.org).

- **LIABILITY INSURANCE** - Proof of membership in a nationally chartered organization devoted to holistic health and massage, which requires members to obtain liability insurance, or proof of comparable liability insurance. **Please bring in your liability insurance policy declaration page (this shows the expiration date and the policy limits).**

- **LIVE SCAN FINGERPRINTS are required** for all new applicants. Fill out the attached "Request for Live Scan Service" form and bring it with you to the Live Scan agency. **See attached list** for locations. The completed "Request for Live Scan Service" form is valid for only thirty (30) from the date your Fingerprints were taken. After thirty (30) days you will be required to re-do your Live Scan fingerprints.

- **IDENTIFICATION** - A current government issued photo identification card (Driver's license, state ID or military I.D.).

- **FEES** - Cash, personal check, cashier's check or money order for the fees must be submitted along with your application payable to **CITY TREASURER**. The following are the applicable fees:

$101.00 – Permit Fee / HHP Individual	**$1,104.00** – Permit Fee / HHP Business
$ 15.00 – Photo ID Card Fee	**$ 15.00** – Photo ID Card Fee
$116.00 – Total	**$1,119.00 –** Total

NOTE: If applying for both the Holistic Health Practitioner Individual and Holistic Health Practitioner Business at the same time, only one application fee and one photo fee will be charged.

Example #1 - An HHP who does not hire or contract with other HHPs, massage therapists or trainees pays for the individual HHP permit.

Example #2 - An HHP who hires or contracts with other HHPs, massage therapists, or trainees pays for the individual HHP permit and also the HHP Business permit.

PHOTOGRAPHS – A photograph ($15.00) will be taken at the time of application in the Permits & Licensing Office.

RENEWAL – This permit must be renewed each year. Each year you must show proof of twelve (12) hours of continuing education units (CEU's). The CEU's must be obtained from a facility or organization approved by the NCBTMB or the NCCAOM, or a state-approved school (United States). The CEU's have to be health related or in massage therapy. You will be required to show proof that the CEU's are approved by the state, NCBTMB, or NCCAOM.

Contact hhp@pd.sandiego.gov if you have any questions.