



# SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING



## HOLISTIC HEALTH PRACTITIONER INFO SHEET

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, 2<sup>nd</sup> Floor, Telephone # (619) 533-4000 or via the City's website: <http://www.sandiego.gov> (Department, City Clerk, Documents, Municipal Code), [SDMC Chapter 3, Article 3, Divisions 1-5, and 44](#).

### Definitions:

**Holistic Health Practitioner** - 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.

**ALL NEW APPLICATIONS MUST BE SUBMITTED IN PERSON TO THE OFFICE OF THE CITY TREASURER located at 1200 Third Avenue, Suite 100, San Diego, CA 92101. For questions, contact the Business Tax Program at (619) 615-1500.**

Note: Regulation and enforcement will continue to be performed by SDPD.

**YOU MUST PROVIDE ALL OF THE FOLLOWING WHEN APPLYING FOR THE ABOVE MENTIONED POLICE PERMIT**

### INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED

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](#) - City of SD Development Services, 1222 1st Avenue (3rd Floor.), San Diego, CA 92101, Telephone # (619) 446-5000.

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

- [POLICE PERMIT APPLICATION](#) – Fill out the application completely. A thirty (30) day investigation period begins at the time the application is submitted. A criminal records check will be made on each applicant.
- [BUSINESS TAX CERTIFICATE](#) – Can be obtained at the Office of the City Treasurer – 1200 Third Avenue, Suite 100, 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/](http://www.ncbtmb.com/)) or the National Certification Commission of Acupuncture and Oriental Medicine exam ([www.nccaom.org](http://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](#) - **Required** for all new applicants. The San Diego Municipal Code states Fingerprints must be taken by a Governmental Agency. See attached list of locations. Return your completed application to the Office of the City Treasurer so your application can be processed. **The completed "Request for Live Scan Service" form is valid for only thirty (30) days 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 the **CITY TREASURER**. The following are the applicable fees:

In addition to the annual PD Regulatory fee, all permits are assessed a non-refundable \*Application Fee. The application fee consists of a \$15.00 investigative fee (background review) per one Owner/Officer and a \$44.00 application fee for new permits (\$39.00 at time of renewal). Each Owner/Officer applicant will be assessed a \$15.00 investigative fee per background review.

**PHOTOGRAPHS** – Photo ID will be taken at the time of application at the Office of the City Treasurer.

The \*\*Photo ID Fee (\$15.00) is non-refundable.

**\$84.00** – Regulatory Fee / HHP Individual

**\$59.00** – \*Application Fee

**\$15.00** – \*\*Photo ID Fee

**\$158.00** – Total

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.

**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.

Rev. 06/25/18



# POLICE PERMIT APPLICATION

SUBMIT FORM IN PERSON AT:  
OFFICE OF THE CITY TREASURER  
1200 THIRD AVE SUITE 100, SAN DIEGO, CA 92101  
(619) 615-1500



PERMIT TYPE: \_\_\_\_\_ BUSINESS TAX CERTIFICATE #: \_\_\_\_\_

Ownership Type

Sole Proprietor     Partnership     Corporation     LLC     Other \_\_\_\_\_

<i>Applicable to Entertainment Industry Only</i>		<b>LIVE ENTERTAINMENT:</b>
AGE GROUP	EXPECTED ATTENDANCE _____	<b>CIRCLE WHICHEVER APPLIES</b>
18 and UP <input type="checkbox"/>	0 - 49 persons <input type="checkbox"/>	DANCING KARAOKE LIVE BAND D.J. OTHER
21 and UP <input type="checkbox"/>	50 or more persons <input type="checkbox"/>	

Applicant's Full Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_ Driver's License/ID #: \_\_\_\_\_ State: \_\_\_\_\_

Other Names (Maiden, Alias, Etc.): \_\_\_\_\_ Stage Name (A/E): \_\_\_\_\_

Residence Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
City/State/Country

Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Business Where Applicant Expects to be Employed:

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

LIST ALL FICTITIOUS NAMES THE BUSINESS WILL OPERATE OR ADVERTISE UNDER:

	FICTITIOUS NAME	PHONE #
1		
2		
3		

**FOR OFFICE USE ONLY**

App. Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Received by: \_\_\_\_\_  Live Scan Rec: \_\_\_\_\_

Records Check: \_\_\_\_\_  RI01 ok or \_\_\_\_\_  
Initials/ID #

Approving Officer: \_\_\_\_\_ Date: \_\_\_\_\_

IF APPLICANT IS A CORPORATION:

NAME OF CORPORATION AS SHOWN IN ARTICLES OF INCORPORATION OR CHARTER	DATE OF INCORPORATION	STATE OF INCORPORATION

NAMES AND RESIDENCE ADDRESSES OF EACH CURRENT CORPORATE OFFICER, DIRECTOR, OR PARTNER (INCLUDING LIMITED PARTNERS):  
(ADDITIONAL OWNERS/OFFICERS MUST COMPLETE OWNER/OFFICER ADDENDUM)

NAME	TITLE

LIST FULL TRUE NAME AND ANY OTHER NAMES USED BY THE OWNERS AND ANY PERSONS WHO EXERCISE CONTROL OVER THE OPERATION, MANAGEMENT, DIRECTION OR POLICY OF THE BUSINESS, OR WHO ARE RESPONSIBLE FOR THE DAILY OPERATION OF THE BUSINESS:

	FULL NAME	TITLE
1		
2		
3		
4		
5		

APPLICANT'S PREMISES ARE "" ""OWNED "" ""LEASED/RENTED

IF RENTED OR LEASED, PLEASE PROVIDE THE NAME AND ADDRESS OF THE PROPERTY OWNER(S):

PROPERTY OWNER'S NAME	PROPERTY OWNER'S ADDRESS	PHONE #

1. List similar permits or licenses issued by any agency or board, or any city, county, state or federal agency in the past five (5) years.  
***IF NONE, INITIAL HERE:*** \_\_\_\_\_

1.	TYPE OF LICENSE	LICENSE NUMBER	DATES HELD		CITY AND STATE
			From	To	
2.			From	To	
3.			From	To	
4.			From	To	
5.			From	To	

2. Have you ever had any permit or license issued by any agency or board, or any city, county, state or federal agency suspended or revoked? ""Yes " No

If yes, please complete below:

CITY/STATE	DATE OF SUSPENSION OR REVOCATION	REASON
1.		
2.		
3.		

3. List all criminal convictions, excluding infractions. Include pleadings of guilty to a lesser charge in satisfaction of, or as a substitute for, an original charge, and pleadings of *nolo contendere*. Expunged convictions must be listed per California Penal Code section 1203.4(a).

**IF NONE, INITIAL HERE:** \_\_\_\_\_

	CHARGE	DATE CONVICTED	LOCATION OF COURT
1			
2			
3			
4			
5			

\*For additional info in any section, please use separate sheet(s).

**APPLICANTS:** It is the responsibility of the permit holder to renew the permit no later than fifteen (15) calendar days after the expiration date on the permit. Failure to renew on time will result in a penalty fee of \$25.00 plus 10% of the regulatory fee. If a renewal is not completed with all fees and penalties paid within the following calendar month after the due date, the permit expires and business operations, occupations, or activities allowed by the permit must cease. Any outstanding balance (PD or Business Tax fees) may be referred to our Delinquent Accounts Program.

A police permit is required for any person or entity engaged in any occupation or business deemed to be police regulated, as set forth in Chapter 3, Article 3 of the San Diego Municipal Code, <http://www.sandiego.gov/city-clerk/officialdocs/legisdocs/muni.shtml>. Under penalty of perjury, applicant understands and agrees: To abide by all federal, state, and local laws; Applicant consents to inspection by the Chief of Police per SDMC § 33.0103; Applicant is aware the investigation fee is non-refundable per SDMC § 33.0307; Applications must be complete and truthful; Applicant will not willfully make a false statement or fail to report any material fact in the application per SDMC § 11.0401(b); Any changed circumstance which would have been grounds for denial of the application is grounds for denying a renewal application; Failure to disclose any material circumstance, whether or not such circumstance would have been grounds for denial, is grounds for denying a renewal permit.

To review Grounds for Denial, please refer to SDMC §33.0305 of the San Diego Municipal Code or specific industry code sections which may be accessed at the web address referenced above.

\_\_\_\_\_  
 APPLICANT'S SIGNATURE

\_\_\_\_\_  
 DATE OF APPLICATION

PLEASE BE ADVISED THE INFORMATION YOU PROVIDE ON YOUR APPLICATION MAY BE SUBJECT TO PUBLIC DISCLOSURE PER THE CALIFORNIA PUBLIC RECORDS ACT

**REQUEST FOR LIVE SCAN SERVICE**

BCII 8016 (3/07)

**Applicant Submission**

ORI: CA0371100 Type of Application: Permits and Licensing  
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: \_\_\_\_\_

Agency Address Set Contributing Agency:

San Diego Police Department 08228  
Agency authorized to receive criminal history information Mail Code (five-digit code assigned by DOJ)

P.O. Box 121431- MS 735 \_\_\_\_\_  
Street No. Street or PO Box Contact Name (Mandatory for all school submissions)

San Diego California 92112-1431 ( 619 ) 531-2250  
City State Zip Code Contact Telephone No.

Name of Applicant: \_\_\_\_\_  
(Please print) Last First MI

Alias: \_\_\_\_\_ Driver's License No: \_\_\_\_\_  
Last First

Date of Birth: \_\_\_\_\_ Sex:  Male  Female Misc. No. BIL - APPLICANT TO PAY  
Agency Billing Number

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Misc. Number: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street No. Street or PO Box

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_  
City, State and Zip Code

Place of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Your Number: \_\_\_\_\_  
OCA No. (Agency Identifying No.)

Level of Service:  DOJ  FBI

If resubmission, list Original ATI Number: \_\_\_\_\_

Employer: (Additional response for agencies specified by statute)

Not Applicable  
Employer Name

Street No. Street or PO Box Mail Code (five digit code assigned by DOJ)  
( )  
City State Zip Code Agency Telephone No. (optional)

Live Scan Transaction Completed By: \_\_\_\_\_  
Name of Operator Date

Transmitting Agency \_\_\_\_\_ ATI No. \_\_\_\_\_ Amount Collected/Billed \_\_\_\_\_

# **Live Scan Fingerprint Information**

## **Municipal Code §33.0304 - Applicant and Employees to Furnish Fingerprints and Photographs**

For the purpose of investigation and for regulation of the occupation or business during the time it is licensed, applicants, *responsible persons*, managers, or *employees* may be required to furnish their fingerprints and photographs. ***Fingerprints must be taken by a governmental agency.*** The *Chief of Police* shall forward the fingerprints to the Identification Division of the State of California, Department of Justice, or the Federal Bureau of Investigation, for identity confirmation and criminal histories.

### **The following are acceptable US Governmental Agencies located in San Diego County:**

#### **CHULA VISTA**

Chula Vista Police Department  
315 Fourth Avenue  
Chula Vista, CA 91911  
Contact: (619) 409-5954  
M - F, 8am-12pm, **Appointments Only**  
M - F, 1pm-4pm, **Appointments Only**  
[www.chulavistapd.org](http://www.chulavistapd.org)

#### **LA MESA**

La Mesa Police Department  
8085 University Avenue  
La Mesa, CA 91942  
Contact: (619) 667-7592  
M - F, 9am - 430pm  
**Appointments/Walk-In**  
**\*Hours may vary. Call to confirm.**

#### **SAN DIEGO** – LSID X54/ML1

San Diego Community College Police  
1536 Frazee Road, 1<sup>st</sup> Floor  
San Diego, CA 92108  
Contact: (619) 388-6416  
M - Th, 730am-5pm, **Walk-In**  
F, 8am - 12pm, **Walk-In**