

## City of Wheaton Massage Business License Renewal Form

Return To: City Clerk Phone: 630-260-2012  
City of Wheaton Fax: 630-260-2017  
P.O. Box 727  
Wheaton, IL 60187-0727

1. State the business name, address and phone/fax number of the Massage Business applying for renewal of its City of Wheaton Massage Business License.

Corporate Business Name: \_\_\_\_\_  
d/b/a: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

2. State the applicant's/owner's name, title, home address and phone number for the Massage Business that is seeking to renew.

Applicant's/Owner's Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

3. State the manager's name, title, home address and phone number for the Massage Business that is seeking to renew.

Manager's Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

4. State whether the license holder (Massage Business), in the foregoing year, has been formally accused by the City of Wheaton of any violations of the Wheaton Massage Business Ordinance.

Yes  (attach explanation) No

5. State whether the license holder (Massage Business), in the foregoing year, has been convicted after hearing of any violation of the Wheaton Massage Business Ordinance.

Yes  (attach explanation) No

- 6. State whether any of the information contained in the license holder’s original application to the City of Wheaton for a Massage Business License has changed between the time that application was approved and the submission of this renewal request (e.g., increase/ decrease in number of massage therapists/rooms for massage therapy; convictions for felonies, misdemeanors, offenses involving Article 11 of the Illinois Criminal Code of 1961, as amended). Yes  No  If the answer to this question is “yes,” attach a separate sheet listing any changes in the information contained in the original application and the number of the question which required that information on the original application.
  
- 7. Attach a valid, unrevoked state (Illinois) massage therapist license for each massage therapist performing massage activities.
  
- 8. If seeking an exemption under 225 ILCS 57/25, provide information requested on Attachment A.
  
- 9. Will Asian Bodywork Therapy be offered on the business premises? Yes  No   
  
If yes, provide the information required in Attachment B.

The undersigned has thoroughly read and understands the above application for renewal of the Massage Business License and attests to performing a thorough investigation to determine accurate answers thereto and further attests that the answers contained herein are true and correct. I understand and agree that the signature provided is binding on me and I waive any and all rights to deny the validity of the signature provided on this Massage Business License Renewal Form.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**ATTACHMENT A**

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

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

Any person or entity seeking a Wheaton business license for the operation of a business which offers services defined as a massage business, but claiming an exemption under 225 ILCS 57/25, or seeking to maintain a business license after it has been granted such exemption, shall provide, in conjunction with its license application or upon request by the City Clerk, information establishing the qualification for an exemption. Such information shall include:

1. Identification of the Section of 225 ILCS 57/25 under which an exemption is sought:  

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2. Documents establishing that the business and any person proposing to practice under an exemption satisfy the criteria for the exemption including, but not limited to:
  - a. Documents showing the name and address of the organization, association or school issuing the licenses or certificates to the persons employed by the business, as well as a copy of its curriculum.
  - b. Documents from the organization, association or school issuing the licenses or certificates establishing the minimum level of training, testing and ethical standards set by the governing body of the organization, association, or school.
  - c. The name and address of the governing body of the organization, association, or school.
  - d. Proof that the person asserting the exemption has completed the level of training, demonstrated competency, and adherence to ethical standards by records of the governing association which establishes the practitioner’s attendance at the program, including the date the practitioner began training; the date of completion of the training program, proof of tuition payment, and the identify, including the name, business address, website address and telephone number(s) for the faculty, testers or other persons involved in the training, testing and establishment of ethical standards of their school or governing body, as well as the name and address of the governing body.
  - e. A current, unrevoked license or certificate for each practitioner.
  - f. Such other information as may be reasonably required by the City to establish the accuracy and legitimacy of the other information provided pursuant to this section.
  - g. Written certification that the documents provided pursuant to these provisions are true and correct.
  - h. Such other information as may be reasonably required by the City to establish the accuracy and legitimacy of the other information provided pursuant to Section 26-195.
3. After the City issues a business license under Section 26-195, it shall be the obligation of the licensee to provide the City with all of the information set forth in Section 26-195 for each new or different practitioner claiming an exemption prior to the time that person commences work at the licensed premises.

**ATTACHMENT B**

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

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

Every person seeking a City exemption certificate to perform Asian bodywork approaches shall provide, in conjunction with its license application or upon request by the City Clerk, information establishing the qualification for an Asian bodyworks exemption certificate, information establishing the qualification for an exemption. The City Clerk shall have the right to confirm any of the information asked for or provided in the application. Information shall include the following:

1. The name (including nicknames or aliases) and address, telephone number, social security number, driver's license number, and age of the applicant.
2. The location where the Asian bodywork approach will be performed.
3. The Asian bodyworks exemption certificate fee as provided in section 26-188.
4. Business, occupation, or employment of the applicant for five years immediately preceding the date of application.
5. Fingerprints for running a background check by the Wheaton Police Department.
6. Two passport size photographs (1 inch by 1.5 inches) of the applicant (head and shoulders area, face forward) shall be provided by the applicant to be used in the investigation of the applicant, the preparation of a photo identification license card, and the identification of the license holder following issuance. Provided, in the case of a renewal application, the City Clerk may waive the requirement for photographs if the applicant's photographs are on file and new photo identification permit cards are not to be issued.
7. Certification from the American Organization of Bodywork Therapies of Asia or other Asian bodywork organization certifying or approving the applicant as a practitioner of Asian Bodyworks. The information for the American Organization of Bodywork Therapies of Asia or other American Organization of Bodywork Therapies of Asia shall include:
  - a. The name, address, telephone number and e-mail address of the Asian bodywork approach school.
  - b. The name of all faculty members of the Asian bodywork school who provided education or training to the applicant including those teacher's Asian bodywork certifications, experience, and educational background.
  - c. The Applicant shall provide a copy of their school transcript which shall include identification of all courses taken, the number of hours for those courses, a passing grade for all those courses, a copy of their tuition bill, and proof of payment of tuition.
  - d. A copy of the ethical standards of the school or Asian bodywork organization.

8. No certification or approval from an Asian bodywork approach school shall be accepted by the City Clerk if all or a portion of the credits used for the certification of the applicant were earned in a country other than the United States of America.
9. No Asian bodywork approach exemption certificate shall be issued by the City Clerk unless the City Clerk independently verifies in writing from the Asian bodywork approach school that the applicant has successfully completed the requirements of the Asian bodywork approach school's program and that the documents required by subsection 7 of Section 26-183 are true and correct.
10. If upon investigation, the City determines that an applicant's licensure or certification may not be bona fide, or that the organization providing the licensure or certification may not be bona fide, or that the Asian bodywork organization or school has not verified the accuracy of the documents required by subsection 7 of Section 26-183 are true and correct, the City Clerk may deny the certificate of exemption. The City Clerk shall notify the applicant of the reasons for the denial in writing. The applicant shall have the right to establish the bona fide nature of the licensure or certification in writing.