



**BUILDING DEPARTMENT**

600 MORTON STREET  
RICHMOND, TX 77469  
P: 281-232-6871  
FAX: 281-238-1215

**MESSAGE ESTABLISHMENT LICENSE APPLICATION**

**BUSINESS INFORMATION**

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

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**TENANT/BUSINESS OWNER INFORMATION**

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Date of Birth: Month: \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

**\*Identification:** Give the type of Government issued ID such as a Driver's License or state ID and issuing Entity along with the number.

Type: \_\_\_\_\_ Issuing Entity: \_\_\_\_\_ No: \_\_\_\_\_

Texas State Sales Tax Number: \_\_\_\_\_ **\* MUST SUBMIT COPY \***

**REQUIREMENTS: ORDINANCE #92-09**

\*Massage Establishment License is \$25, valid for 1 year.

\*Closing Hours: no massage establishment shall be kept open for any purpose between 10:00pm and 8:00am.

\*Use as living or sleeping quarters prohibited: no massage establishment shall be operated or conducted in connection, either directly or indirectly, with any place used for living or sleeping quarters.

\*Maintenance of Premises: Sterilization and cleaning of equipment.

\*Employing prostitutes prohibited: It shall be unlawful for any person operating a massage establishment to employ a known prostitute in any capacity therein.

**FEES**

**All fees due to the City of Richmond shall be paid in full before issuance of the license.** All returned checks will be assessed a returned check fee as applicable and a stop work order will be issued and remain in effect until such time a valid complete payment is received. "Credit card payments are assessed a 3% convenience fee. No refunds or credits, all transactions are final."

**DISCLAIMER & SIGNATURE**

*I certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating such work or the operation thereof. Falsification or errors in this application may result in immediate revocation of the approval/issuance and be subject to prosecution as allowed by law.*

Applicant Signature

Date

**FOR OFFICE USE ONLY:**

Warrant & Sex Offender Check: \_\_\_\_\_ Date: \_\_\_\_\_  
RICHMOND POLICE TELECOMMUNICATIONS OFFICER

Approved & Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

Form updated on 01/24/2020

Applications can be sent to the Building Department by email [permits@richmondtx.gov](mailto:permits@richmondtx.gov), faxed to 281-238-1215 or submitted to our office at 600 Morton St Richmond TX 77469.