


**STEPS TO FOLLOW WHEN APPLYING FOR A
SANGAMON COUNTY MASSAGE ESTABLISHMENT LICENSE**

1.) Zoning Department

- A Sangamon County Massage Establishment License is only required for establishments located in the **unincorporated areas** of Sangamon County. Check with the Zoning Department to make sure your establishment is in the unincorporated area.

Sangamon County Zoning
200 S. Ninth Street, Room 213
Springfield, IL 62701
(217) 753-6760

2.) Background Check Information

- Those required to undergo background checks **must** complete the **Authorization For Release of Criminal History Records Check** and consent to fingerprinting. This form will be provided with the Application Packet.
- Fingerprinting will take place at the **Regional Office of Education**, 2201 S. Dirksen Parkway, Springfield (217) 753-6620. To make an appointment, go through the following steps:
 - Go to roe51.org
 - Select the **BACKGROUND CHECKS** box 
 - Select **Schedule An Appointment**.
 - From the **Fingerprint Background Check** drop-down menu; select **Fingerprint Background Check**; select **Continue**.
 - Select the date and time for your appointment; select **Continue**.
 - Enter all contact information; in the **For what purpose are you being fingerprinted?** Box; select **Sangamon County**.
 - Select **Complete Appointment**.
 - Fingerprint Background Check fee of \$55.00 (**non-refundable**) is due at the time of fingerprint appointment. Forms of payment accepted are:
Cash, Check or Charge (Visa, Master Card, American Express or Discover – Photo ID required)

3.) County Clerk's Office

- A Sangamon County Massage Establishment License Application (**\$50.00 fee**) must be completed. The following documents are required to be filed with the County Clerk's office as well:
 - Copy of the lease, if applicant does not own the property
 - A complete listing of all names, resident addresses, phone numbers, and date of birth of all masseurs and masseuses and employees of the establishment.
 - A copy of the State of Illinois issued massage licenses for all persons who will provide massage services or a copy of the certification or other written documentation or proof of exemption for licensing as required by the Massage Licensing Act (225 ILCS 57/25).
 - A drawing or floor plan of the premises designating each room by its purpose or the activity that will take place in each room.
- Applicants, their employees, and their agents must cooperate with all county investigations concerning applications.
- The Public Health Committee determines whether to issue licenses. The Public Health Committee will give each applicant notice of the meetings concerning its application, and the applicant **must be present at those meetings**.
- Upon approval by the Committee, the applicant will pay the County Clerk's Office \$300 licensing fee and will be issued a Massage Establishment License.