



MASSAGE ESTABLISHMENT REQUIREMENTS

This handout has been prepared by the Wheeling Community Development Department to outline the requirements for the operation of a massage establishment in the Village of Wheeling. For any questions, please contact the Community Development Department at 847-459-2620 or via email at cdinfo@wheelingil.gov.

Before a massage establishment can be licensed to operate within the Village of Wheeling, the following requirements must be satisfied:

PLANNING & ZONING REQUIREMENTS

All massage establishments require the granting of a Special Use from the Wheeling Village Board, including any change in ownership of an existing establishment. A special use is the use of land, buildings, or structures which, because of its unique characteristics cannot ordinarily be classified in any particular zoning district. In each case, careful consideration of the impact of the special use on neighboring land must be given, and the appropriateness of the special use location must be determined. **This is the first step that the owner/operator of a massage establishment must take with the Village.** More information regarding the special use process can be found at: <http://www.wheelingil.gov/495/Special-Use-Review>.

- To begin the Special Use process, a complete Planning and Zoning application will need to be submitted to the Planning Division. You are encouraged to speak with the Planning Division before submitting an application to understand the full application requirements; by calling 847-499-9062 or via email at planning@wheelingil.gov.
- This full special use/zoning review process typically takes 3-4 months, which includes internal application review, public notification requirements, and Village Board and Plan Commission meeting schedules.
- Massage establishments are not permitted in the residential or industrial zoning districts.
- A massage establishment operating as a principal use shall be located on the ground floor of the subject building.
- The public entrance to establishments offering massage therapy in private rooms shall be clearly visible from the street or main public parking area.
- The applications for Special Use (A-1, A-2, and A-3) can be found on the Village Website: <https://www.wheelingil.gov/357/Applications>.

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BUSINESS LICENSE REQUIREMENTS

Each business is required to obtain a license through the Wheeling Community Development Department before the business can operate. Following the Special Use process, as outlined above, an Application for Business License must be submitted to the Permits & Licensing Division for staff review. The Business License Application can be found at: <http://www.wheelingil.gov/DocumentCenter/View/180/Business-License-Application-PDF>.

- To begin the Business License application process, a complete application will need to be submitted to the Permits & Licensing Division. Applications and supporting documents can be submitted via email to cdinfo@wheelingil.gov or in person at the Wheeling Village Hall, 2 Community Boulevard.
- As part of the Business License review, all massage establishments must also be inspected by the Health Officer to ensure all health requirements have been satisfied (see Massage Facility Requirements in this document for a full list of requirements).
- Each application for Business License shall contain the following information:
 - (a) One portrait photograph of the applicant at least two inches by two inches and a complete set of applicant's fingerprints which shall be taken by the Wheeling Police Department. If the applicant is a corporation, one portrait photograph at least two inches by two inches of all officers and managing agents of said corporation and a complete set of the same officers' and agents' fingerprints which shall be taken by the Wheeling Police Department. If the applicant is a partnership, one portrait photograph at least two inches by two inches in size of each partner, including a limited partner in said partnership, and a complete set of each partner or limited partner's fingerprints which shall be taken by the Wheeling Police Department.
 - (b) The massage or similar business license history of the applicant, if an individual, or any if the officers and directors, of the applicant is a corporation or any of the partners, including limited partners, if the applicant is a partnership; and the manager or other person principally in charge of the operation of the business, whether such person has had a business license revoked or suspended, the reason therefor, and the business activity or occupation subsequent to such action of suspension or revocation.
 - (c) The name and address of all employees who is or will be employed in said establishment.
 - (d) Applicant must furnish a copy of the diploma or certificate of graduation for each certified massage therapist employed at the business. In addition, a certified copy of the academic transcript for each certified massage therapist shall be forwarded to the village clerk directly from the educational institution issuing the certified massage therapists diploma.
 - (e) The name and address of any massage business or other establishment owned or operated by any applicant wherein the business or profession of massage is carried on.
 - (f) Floor plan of the proposed massage establishment showing compliance with the Massage Establishment Facility Requirements (see next Section below in this document for a full list of requirements)
 - (g) Written business narrative which provides a detailed description of the business and its operations.

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MASSAGE FACILITY REQUIREMENTS

Every massage establishment in the Village of Wheeling must comply with the following facility requirements:

- Massage establishments shall be located on the ground floor of the subject building.
- The public entrance to establishments offering massage therapy in private rooms shall be clearly visible from the street or main public parking area. The front reception area shall be transparent.
- Construction of rooms used for toilets, tubs, steam baths and showers shall be made waterproof with approved waterproofed materials and shall be installed in accordance with the Wheeling Building Code. Plumbing fixtures shall be installed in accordance with the Wheeling Plumbing Code.
- Steam rooms and shower compartments shall have waterproof floors, walls and ceilings approved by the Village.
- Floors of wet and dry heat rooms shall be adequately pitched to one or more floor drains properly connected to the sewer.
- A source of hot water must be available within the immediate vicinity of dry and wet heat rooms to facilitate cleaning.
- All massage tables, bathtubs, shower stalls, steam or bath areas and floor shall have surfaces which may be readily disinfected.
- The facility shall have adequate equipment for disinfecting and sterilizing non-disposable instruments and materials used in administering massages. All non-disposable instruments and materials shall be disinfected after use on each patron.
- Closed cabinets shall be provided and used for the storage of clean linen, towels and other materials used in connection with administering massages. All soiled linens, towels and other materials shall be kept in properly covered containers or cabinets, which containers or cabinets shall be kept separate from the clean storage areas.
- Toilet facilities shall be provided in convenient locations. When employees and patrons of different sexes are on the premises at the same time, separate toilet facilities shall be provided for each sex.
- Lavatories or washbasins provided with both hot and cold running water shall be installed in either the toilet room or a vestibule. Lavatories or washbasins shall be provided with soap and a dispenser and with sanitary towels, or electric hand dryers.
- All electrical equipment shall be installed in accordance with the requirements of the Village electrical code.
- The premises shall be equipped with a utility sink for custodial services.
- A washer and dryer shall be provided on site for the laundering of sheets and towels used in the facility. A professional laundry delivery service may be used. A copy of the contract with the laundry service shall be given to the Health Inspector.
- In the event male and female patrons are to be served simultaneously, separate bathing, dressing, locker and massage room facilities shall be provided.

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- A stationary or portable professional massage table or chairs specifically designed for massage therapy shall be provided. All others shall be prohibited.

OPERATING REQUIREMENTS

Every massage establishment in the Village of Wheeling must comply with the following operating requirements:

- Every portion of the massage establishment, including appliances and apparatus, shall be kept clean and operated in a sanitary condition.
- Price rates for all services shall be prominently posted in the reception area in a location available to all prospective customers.
- All employees, including massage therapists, shall be clean and wear clean, nontransparent outer garments, covering the sexual and genital areas.
- All massage establishments shall be provided with clean, laundered sheets and towels in sufficient quantity and shall be laundered after each use thereof and stored in a sanitary manner.
- No massage establishment granted a license shall place, publish, or cause to be placed, published or distributed any advertising matter that depicts any portion of the human body that would reasonably suggest to prospective patrons that any services are available other than authorized massage services.
- Eating in the massage work areas shall not be permitted. Animals except service animals shall not be permitted in the massage work areas.
- The sexual or genital areas of patrons shall be covered by sheets, cloths or undergarments at all times when in the presence of an employee or massage therapist.
- No massage therapist shall administer a massage on a patron's skin inflammation or skin eruption, unless a physician duly licensed in the State of Illinois certifies, in writing, that such patron may safely be massaged on that area.
- Each massage therapist shall wash his or her hands in hot running water, using a proper soap disinfectant before administering a massage to each patron.
- All walls, ceilings, floors, showers, bathtubs, steam rooms, pools and all other physical facilities shall be in good repair and maintained in a clean and sanitary condition. Wet and dry heat rooms, steam or vapor rooms, shower compartments and toilet rooms shall be thoroughly cleaned and sanitized after each day the business is in operation. Bathtubs and showers shall be thoroughly cleaned and sanitized after each use.
- Oils, creams, lotions or other preparations used in administering massages shall be kept in clean, closed containers or cabinets and shall be dispensed in unit doses so that said bulk containers are not contaminated between clients.
- The doors to the establishment, corridors or individual massage rooms shall not be locked or obstructed during hours of operation.