Massage Permit Guide

To complete an application for a Massage Permit or a Massage Permit Renewal, you must complete all steps:

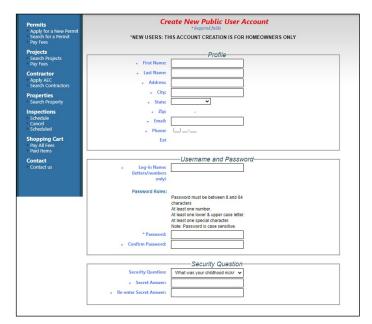
- 1. Fill out a Massage Permit Application form
- 2. Photograph or scan all items listed in the Massage Permit Application form's checklist (page 1)
- 3. Start an application through our online eTRAKIT portal
- 4. Upload the Massage Permit Application form and attachments to the portal
- 5. Complete all remaining steps on the eTRAKiT portal

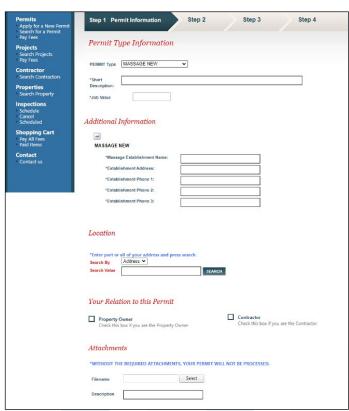
Step-By Step eTRAKiT Tutorial

Download the Massage Permit Application form:

https://www.rocklin.ca.us/sites/main/files/file-attachments/city_approved_massage_permit_online.pdf

- 2. Complete all fields in the application
- Photograph/scan all items listed in the Application form's checklist (page 1)
- 4. Set up a Public User Account on eTRAKiT: https://etrakit.rocklin.ca.us
- 5. Once logged in to your eTRAKiT account, select **Apply / New Permit**
- Under Permit Type, select Massage Permit or Massage Renewal Permit, depending on your individual case
- Under Short Description, please add a description of the Massage Permit
- 8. Under Job Value, type \$0
- Under Additional Information please complete all fields
- 10. Under **Location**, find your business address using the search functions
- 11. Under **Your Relation to this Permit**, check both **Property Owner** and **Contractor**
- Under Attachments, upload your Massage Permit or Massage Renewal Permit and all scanned additional items (from Step 3)
- 13. Click Next Step







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- 14. For this step, all information here should be identical, since you are considered both the Owner and Contractor:
 - Applicant Information
 - Owner Information
 - Contractor Information
 - Project Contact Information
- 15. Click Next Step

Application for a MASSAGE NEW Permit Applicant Information (415) 555-1212 1130 Wesfield Dr mikejones@gmail.com *City Rocklin 95765 -Owner Information (415) 555-1212 Mike Jones *Address 1130 Wesfield Dr Email Address mikejones@gmail.com *City 95765 Contractor Information (415) 555-1212 1130 Wesfield Dr Email Address Mikejones@gmail.com *City Rocklin *State 95765 Proj Contact Information (415) 555-1212 *Name *Address fsdf@me.com *City

Step 2 Contact Information

- 16. Click the **Pay Now** button to process the application fee
- 17. You will receive a confirmation email and the Police Records Department will begin renewing your application

