



Town of Nags Head

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STEPS TO OBTAIN MASSAGE THERAPY BUSINESS OPERATOR'S LICENSE (FROM TOWN CODE, CHAPTER 12)

=== Also regulated by Town Code Chapter 48 – Zoning ===
(2009)

- Applicant** Fills out application – signed by applicant and notarized.
Application fee of \$150 for new business required.
(includes \$50 fingerprint processing fee)
- Applicant** Sees Zoning Administrator to apply for zoning permit - fee is \$200.
(Conditional Use Permit for separate business location which is presented
to Planning Board for review or Permitted Use Home Occupation for home
occupation)

Sees Police Division to schedule fingerprint processing appointment
- Town Clerk** Forwards application and any attachments to:
Police and Fire Divisions, Chief Bldg. Inspector, Zoning Administrator
Send letter to applicant with status
- Town Clerk** Upon receipt of reports by each appropriate department,
schedules application for review at next Board of Commissioners meeting
(Conditional Use Permit requires Public Hearing)
- If approved by BOC** – Town Clerk sends letter of approval to applicant explaining that applicant needs
to contact Tax Collector to obtain privilege license.

STEPS TO OBTAIN MASSAGE THERAPIST'S INDIVIDUAL LICENSE (FROM TOWN CODE, CHAPTER 12)

- Applicant** Fills out application – signed by applicant
Application includes: proof of State License; scope of work if working under
supervision of licensed physician otherwise must adhere to specific hours of
operation
- Town Clerk** After receipt of application and appropriate attachments, issues report of
approval to Town tax collector
- Tax Collector** Upon receipt of report of approval, issues privilege license to applicant
(no fee for individual license)