



Tax and Licensing Division
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Solo Practitioner Exemption From Massage Facility License Application Checklist

Welcome to Aurora's online portal. The following instructions will provide information on what documents must be submitted with the application, and how to properly upload the documents to the portal. Please read through this document before beginning the process to ensure the application is submitted successfully and in its entirety. Failure to submit all required documentation, or submission of incomplete documentation, may result in the rejection of the application.

There are two sets of documents required for a new Solo Practitioner Exemption From Massage Facility License application. The required documents are listed below in two separate categories: city provided forms and applicant provided forms. For city provided forms, you may click on the link below to open a PDF version of the form. The form may then be completed electronically and saved for upload. For applicant provided forms, the forms will need to be scanned in or saved electronically and then uploaded to the application site. Photos will not be accepted.

Steps for Submitting an Application:

1. The applicant must first apply for a **General Business and Retail License** if not already held. The link to the General Business and Retail License is www.auroragov.org/ola. Please select "Complete a Business License Application" link under Registrations. If the applicant holds a current General Business and Retail License, this step is not required.
2. The applicant must register on the Aurora Citizens Access (ACA) Portal at [Build Aurora Citizens Access](#). This portal will be used to submit the application. If registration has been completed, skip to Step 3.
3. **Required Documentation for a Solo Practitioner Exemption From Massage Facility License**

Application:

City Provided Forms (To access these forms, please click on the hyperlink to open the PDF):

- [Solo Practitioner Exemption From Massage Facility License](#)

Applicant Provide Forms (These forms must be provided by the applicant):

- Copy of Colorado Department of Regulatory Agency Massage Therapist License or Card
- Copy of Photo ID
- Lease, Assignment of Lease, or Deed The document must be in the name of the applicant, and must include the location address, unit, city, state and zip code
- Copy of Professional Insurance Certificate

4. Uploading Attachments to the application portal

Once all documents are completed, you will need to create a file for each Document Category listed below, and then move all the documents for that category into its file.

Document Category

Application Forms
Background Information
Business Operations
Insurance Documents
Property Forms

Forms to Include

Solo Practitioner Exemption From Massage Facility
Copy of Photo ID
Copy of DORA Massage Therapist License or Card
General Liability Insurance Certificate
Lease Agreement

5. **Application Review and Fees:** Once your application is submitted, it will be reviewed by Licensing Staff. If the application is complete, it will be accepted by the city for processing. You will be notified via email if any additional information is required.