

Town of Brookfield
645 N. Janacek Road
Brookfield, WI 53045
(P) 262-796-3788
(F) 262-796-0339



Massage Establishment Licensing Guidelines

The Town of Brookfield licenses massage establishments. We do not license therapists. The owner (applicant) of the establishment must do the following:

- a) Read [Chapter 12.12](#) of the Town's Municipal Code.
- b) Fill out a Massage Establishment License Application.
- c) Provide photo ID.
- d) Provide proof of insurance.
(Evidence of malpractice liability insurance coverage in an amount that is not less than \$1,000,000 per occurrence and \$1,000,000 for all occurrences in one year)
- e) Provide a copy of their State of Wisconsin License.
- f) Pay the \$150 establishment licensing fee to the Clerk's office with cash, check (payable to "Town of Brookfield") or credit card (additional 3rd party fee applies). The establishment license fee is for up to three therapists. There is a \$50.00 fee for each additional therapist.
- g) Undergo a background check (\$20/applicant) conducted by the Town of Brookfield (no fingerprinting).
- h) If this is a new establishment to the Town of Brookfield, contact the Development Services for permitting, inspection requirements, and fees.

Notes:

- Each massage therapist MUST provide a copy of their State of Wisconsin License and a copy of their photo ID.
- If a new massage therapist is replacing a terminated employee there is no additional fee (if they are filling a spot of the three allowed therapists) but they must provide a copy of their State of Wisconsin License to the Town Clerk at the time of hire.
- If a new massage therapist is in addition to the three allowed therapists, there is a \$50.00 fee and they must provide a copy of their State of Wisconsin License to the Town Clerk at the time of hire.
- Licenses must be displayed in the place of business.

An establishment owner (applicant) is responsible for verifying each massage therapist working for them is properly licensed and insured.

All the completed materials listed above must be returned in person to the Town Clerk at the Town Hall, 645 N. Janacek Road, Brookfield, WI 53045 during normal business hours.

