



## Body Art License Application

The following application must be completed in its entirety, along with the appropriate fee and all documentation listed below. Once submitted for review, the application fee is non-refundable. Please review the [Body Art License Checklist](#) for the required plan and specifications for the new business. Applications will be processed within 30 days of receipt.

### License Type:

|  |                   |
|--|-------------------|
| <input type="checkbox"/> Tattooing Only                          | \$80.00 per year  |
| <input type="checkbox"/> Body Piercing Only                      | \$80.00 per year  |
| <input type="checkbox"/> Combination Tattooing and Body Piercing | \$120.00 per year |
| **Late fee   | \$20.00           |

### Facility Information:

Facility Name (as it will appear on license): \_\_\_\_\_

Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Operating Hours: \_\_\_\_\_

### Owner Information:

Owner Name: \_\_\_\_\_ EIN: \_\_\_\_\_

Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

***I hereby certify that I am the operator or the authorized representative of the above operation and intend to comply with all requirements established by section 3730 of the Ohio Revised Code and section 3701 of the Ohio Administrative Code.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit completed forms and required documentation in one of two ways:**

- Email to [AshlandCountyEH@gmail.com](mailto:AshlandCountyEH@gmail.com)
- In person at the Ashland County Health Department (1211 Claremont Ave., Ashland, OH 44805)

### **OFFICE USE ONLY:**

Date plans received: \_\_\_\_\_

☐ Application approved for license

Sanitarian: \_\_\_\_\_ Date: \_\_\_\_\_



## Body Art License Checklist

Any facility offering body art services (tattoo and/or piercing) must have a license issued by the Ashland County Health Department (ACHD.) Body Art includes tattooing, body piercing, and permanent cosmetics. It does not include procedures done with medical devices such as biopsy or dermal punches, and scalpels. Branding, Scarification, Cutting, and Splitting are not regulated and are not permitted practices in an approved facility. Ear piecing of the ear lobe only with a piercing gun is also exempt from a body art permit (OAC 3701-9-01(I)).

### **Please submit the following:**

- ☐ Completed application
- ☐ Certificate of Occupancy
- ☐ Plans and specifications that are drawn legibly and reasonably to scale that include:
  - ✓ Total area to be used for the business. (Minimum of 100 ft<sup>2</sup> for facility, 36 ft<sup>2</sup> per artist.)
  - ✓ All entrances and exits
  - ✓ Lighting plan
  - ✓ Number, location, and types of plumbing fixtures, including all water facilities
    - Must have a fully equipped restroom available to employees and patrons
    - Handwashing sink(s) must be conveniently located to procedure area(s), and not in a separate room (i.e., doors may not be located between the handwashing sink and procedure area.)
    - Must have a separate sink for cleaning/rinsing equipment for the sterilization process, if applicable.
  - ✓ Floor plan, showing general layout of fixtures and equipment. Please include all room dimensions.
  - ✓ If sterilizing on-site include drawing of sterilization area (i.e. location of sink(s), autoclaves).
- ☐ [Equipment List](#) form that details the manufacturer and model number for all equipment to be used
- ☐ [Finishing Schedule](#) form that lists the materials used for the interior finishes
- ☐ [Body Artist List](#), indicating who will perform tattooing or body piercing at the facility.
- ☐ Records of training for all body artists, to include the following:
  - ✓ Documentation of training in the body art. (i.e., relevant work history, certifications, courses, seminars, apprenticeships or other training.)
  - ✓ Documentation of current completion of course in first aid
  - ✓ Documentation of current completion of course in blood borne pathogens
- ☐ Client consent form
- ☐ Minor consent form (if applicable)
- ☐ Aftercare instructions
- ☐ Written Infection Control Plan that includes at least the following elements:
  - ✓ Procedures for decontaminating and disinfecting environmental surfaces
  - ✓ Procedures for decontaminating, packaging, sterilizing, and storing reusable equipment and instruments
  - ✓ Procedures for protecting clean or sterile instruments from contamination during storage
  - ✓ Procedures for ensuring that standard precautions and aseptic techniques are utilized during all body art procedures
  - ✓ Procedures for the safe handling and disposal of needles
- ☐ Application fee

Prior to completing your application, please review the following information from the Ohio Department of Health Website:

- ☐ [Body Art \(Tattoo & Body Piercing\)](#)
- ☐ [Ohio Administrative Code \(OAC\) 3701-09: Tattoo and Body Piercing Services](#)
- ☐ [Ohio Revised Code \(ORC\): 3730 Tattooing or Body Piercing Services](#)



## Body Art Equipment List

Please provide a list of all body art equipment that will be used (i.e. tattoo/permanent make-up machine, autoclave, ultrasonic, disposable blades, ink brands used, etc.)

[illegible]



## Body Art Interior Finishes

Please provide the following information for all interior finishes and attach it to your plans. Please note that all surfaces must be smooth, non-absorbent and easily cleanable. Contact ACHD if you have questions regarding whether specific surfaces are approved for use. List the material that will be used to provide a smooth and cleanable surface. Please explain abbreviations.

[illegible]



## Body Art Establishment Body Artist List

[illegible]



General Guidance/ Information:

- ✓ Facility must be a minimum of 100 sq ft. Individual work areas minimum of 36 sq ft
- ✓ May have open space but complete privacy must be available upon patron's request
- ✓ Handwashing Sinks:
  - Must have adequate employee handwashing sinks conveniently located to procedure areas.
  - The handwashing sink cannot be in a separate room (i.e., doors cannot be located between the handwashing sink and the procedure area.)
  - Must be equipped with hot/cold running water, soap, and disposable towels or mechanical hand dryers.
- ✓ Handwashing required before and after each procedure, and if body artist has to leave area during a procedure
- ✓ All waste receptacles must have a lid
- ✓ Lighting must be adequate to allow for safe work conditions and to facilitate cleaning:
  - 40 foot-candles at patient level required in procedure areas. Spot lighting is acceptable to meet this requirement
  - 20 foot-candles at 30" above floor throughout the rest of the facility
- ✓ Tables and equipment must be constructed of easily cleanable material with smooth finish
- ✓ Equipment and supplies for body art cannot be stored in the restroom
- ✓ No animals of any kind in facility except service dogs
- ✓ No grooming, smoking, vaporizing, or food & drink unless medically necessary in procedure or sterilization area
- ✓ Clean unused nitrile gloves worn throughout entire procedure, set up, and tear down (Latex gloves not recommended)
- ✓ After any body art procedure and prior to next, all procedure areas shall be cleaned and disinfected
- ✓ Only sterilized single use disposable needles shall be used.
- ✓ Only single use disposable razors shall be used.
- ✓ All marking instruments must be single use
- ✓ All products used to address the flow of blood or to absorb blood must be single use and disposed of properly. Use of styptic pencils, alum blocks or other solid styptics to address the flow of blood is not permitted.
- ✓ Each patron must be provided verbal and written aftercare instructions that include information about physical restrictions, wound care, signs and symptoms of infection, and when to seek medical care.
- ✓ Body art must be performed on only normal healthy skin
- ✓ No body art procedure shall be performed on an individual under 18yr without parental consent.
  - Parent, guardian, or custodian of minor must be present at time of procedure
  - No body art procedure may be performed on the nipple, areola, or genital area of a minor regardless of consent.

Client records must contain the following information, and must be kept for two years after the procedure:

- ✓ Patron's name and address
- ✓ Date of service
- ✓ Color and manufacturer of all inks, dyes, or pigments
- ✓ Jewelry used, including size, material composition, and manufacturer for each piercing performed
- ✓ Location of procedure

Additional requirements for tattooing:

- ✓ Prior to procedure, the area of patron's body must be thoroughly cleaned with soap and water and then prepared with an approved antiseptic solution
- ✓ Stencils must be single use, and only commercially manufactured inks, dyes, or pigments may be used
- ✓ Only single use containers of ink, dyes and pigments may be used for each patron and discarded after each use.
- ✓ The completed tattoo must be washed with an approved antiseptic solution, allowed to air dry, and a sterile, nonocclusive(breathable), single use dressing must be applied

Additional requirements for piercing:

- ✓ Prior to procedure, the area of patron's body must be thoroughly cleaned with soap and water and then prepared with an approved antiseptic solution
- ✓ For oral piercings the patron must be provided alcohol-free antiseptic mouthwash in single use cup
- ✓ For lip or cheek piercing, both skin preparation and oral procedures must be followed
  - Only sterilized jewelry made of ASTM F136 Titanium, ASTM F138 Steel, Solid 14K or 18K gold, Niobium, or Platinum shall be placed in new piercings
  - Mill certificates for jewelry must be maintained at facility