New Facility or Business Application Checklist

All body art practitioners can only perform body art in approved and licensed body art facilities. Therefore, unless you are applying to work in a previously approved body art facility, you will need to apply as a practitioner AND a facility.

☐ Submission of Body Art Facility application
☐ Submission of General Environmental Health Services application
☐ Copy of Infection Prevention and Control Plan (IPCP)
☐ Copy of sharps disposal contract with approved medical waste hauler or mailback disposal company
☐ Submit site plan for review (See Plan Check Requirements)
   ☐ Payment of Plan Review fee
☐ Payment of Body Art Facility License Fee

Body Art Plan Review Checklist

☐ To scale drawing or sketch of business which includes:
   ☐ General layout of the business and/or body art space
   ☐ Location of procedure area(s)
   ☐ Location of restroom(s)
   ☐ Location of sink(s)
   ☐ Location of sharp container(s) and size of container(s)
   ☐ Location of furniture used during procedures (i.e. reclining chairs) and material of manufacture
   ☐ Description of materials used on walls, floors & ceiling (i.e. sealed cement, latex paint, etc.)
For on-site sterilization only

☐ Location of sterilization room including:
   ☐ Location of sink(s)
   ☐ Storage area(s)
   ☐ Description of materials used on floors, walls and ceilings
   ☐ Location and intensity of lighting
   ☐ Location of autoclave or other sterilization/cleaning equipment

☐ Manufacturer product information for all sterilization and cleaning equipment (i.e. ultrasonic)

☐ Name of laboratory to be used for monthly biological testing

Manufacturer product information of Class V instigator to be used for load monitoring