

## **New Facility or Business Application Checklist**

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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**

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- 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