



Document Requirements for Body Art Plan Submittal

To help expedite the plan review process, please ensure the following information is included with your plans/applications.

- Completed Plan Review Application for a New Body Art Establishment
- Completed Application for Approval to Operate a Body Art Establishment
- Documentation of training for each person that will be performing body art services
 - a) Records of completion of courses or seminars in body art, or;
 - b) Written statements of attestation by individuals offering body art apprenticeships that the person has received sufficient training of adequate duration to competently perform body art services
- Records of completed courses for each person that will be performing body art services in:
 - a) Basic First Aid, and
 - b) Standard/Universal Precautions for preventing transmission of bloodborne and other infectious diseases
- Infection Prevention and Control Plan. *Please complete all portions of Template A*
- A copy of a log sheet created to track required integrator and biological monitoring tests of sterilizer units (if applicable). This log must include:
 - a) Date and Time of each test
 - b) Name of person conducting the test
 - c) Name of testing facility
 - d) Results of each test
- A copy of a log sheet created to track the amount of infectious waste generated each month
- Equipment Specifications for all equipment:

Machine	Cartridges
Ink	Forceps
Blades and handles	Sterilizer
Measuring tools	Numbing Cream
Tubes	
Etc.	

At a minimum, the name of the manufacturer and model number (not serial number) of each piece of equipment – **Manufacturer's information (cut sheet)** preferred.
- Written verification from the zoning authority and building department stating that the building has been zoned (zoning permit) and approved for the proposed use (certificate of occupancy).

- Exposure Control Plan for Body Artists (an OSHA requirement). *Please complete all portions of Template B*
- Copy of a client record sheet that you create to record each body art service provided. This sheet must include:
 - a) Name of patron
 - b) Address of patron
 - c) Date of service
 - d) **Placement on the patron's body of the service provided**
 - e) Listing of the manufacturer, colors and lot numbers of all inks, dyes or pigments used

For piercing services this sheet must include:

 - a) Name of patron
 - b) Address of Patron
 - c) Date of service
 - d) **Location on the patron's body of the piercing**
 - e) Name of the jewelry manufacturer
 - f) Size, material and composition of the jewelry
- Copy of parental consent form to perform services on a minor (if applicable). This form must include:
 - a) A written explanation of the procedure that will be performed
 - b) Specific location on body where the procedure will be performed
 - c) Written aftercare procedures
 - d) A signed and dated statement of consent (to be signed only by parent or legal guardian of the minor)
- Floor Plan Diagram and Additional Information. *Please complete all portions of Template C.* This plan must include:
 - a) Total area to be used by the business (square footage, room dimensions of all areas)
 - b) Location of all entrances and exits
 - c) Disclosure of type of water supply (municipal or private well)
 - d) Disclosure of type of sewer system (municipal or on-site septic)
 - e) A lighting plan indicating how at least 40 foot-candles of intensity will be provided at the tattoo level
 - f) The location of a restroom for employee/customer use
 - g) Location of all equipment within the facility (general layout)
 - h) Location of all handsinks
 - i) Surface finishes of: floors, walls, ceilings, tables, counters, cabinets and shelving
- A copy of the aftercare instructions that will be provided to each person upon completion of a procedure. These instructions must include:
 - a) Physical restrictions
 - b) Wound care
 - c) Signs and symptoms of infections
 - d) When to seek medical treatment