



Body Art Facility

Plan Check Guide & Application for New Construction/Remodel

Application Type (Check All That Apply)

New Construction
 (New if not already a body art facility)

 Remodel

 Change of Ownership

Facility Information

Facility Name: _____

Facility Address: _____

Facility Owner: _____ Phone: _____

Mailing Address: _____

Water Source: _____ Sewage Disposal Public Private

Facility Type: (check all that apply)

Piercing Tattoo Branding Permanent Cosmetics Other _____

Single Use Instruments Only? Yes No Autoclave? Yes No

Prior to beginning any work, anyone proposing to construct or remodel a body art facility must first obtain approval from the appropriate Building Department, Planning Department, and Environmental Health. Plans and specifications must meet all applicable health requirements including, but not limited to those listed below. The local Building Department may require plans as well.

All items must be checked. If a specific item does not apply to your facility, mark that item as NA (not applicable)

Plans

Submit 1 set of plans to Environmental Health with the plan check fee of \$130.

Plans MUST include: scaled floor plan (including layout of procedure areas, cleaning and sterilization area, sinks, storage areas, equipment, and reception areas. See attached floor plan example), finish schedule (floors, walls, & ceilings), manufacturer specification sheets (cut sheets) for all equipment, and all other applicable categories on this checklist.

Facility Construction

General Premises

Floors in the work areas and restroom shall be constructed of materials that are smooth, nonabsorbent, free of open holes and washable. CHSC §119314(a)(2)

The walls in work areas shall be smooth, free of open holes and washable. CHSC §119314(a)(2)

The premises shall be constructed and maintained to be free from insect or rodent infestation. CHSC §119314(a)(3)

The facility must have adequate toilet facilities that meet the specifications of the State Building Standards Code, local building standard codes and any other local ordinance. The sink shall be supplied with hot and cold running water, containerized liquid soap, and single-use paper towels that are dispensed from a wall-mounted, touchless dispenser. All sinks shall be permanently plumbed and meet local building and plumbing codes. CHSC §119314(a)(5), CHSC §119314(a)(5)

All counter surfaces and service trays shall have a smooth, durable, and nonabsorbent finish. CHSC §119314(b)(6)

Sinks used for hand washing and where there is a mixing valve or combination faucet, the temperature of the water shall be at least 100 degrees Fahrenheit. CHSC §119301(ac)

The size of the facility water heater should allow for 5 gallons per hour for every sink in the facility. For example, if there is one hand sink in the service area for practitioner use, one in the restroom and one in the decontamination area, you would need a 15-gallon water heater.

Note: To figure out the kilowatts or BTU's needed for the water heater you need, please see the chart below, Additionally, you will need to know your average incoming water temperature. The tables below assume you are beginning with water of 60 degrees Fahrenheit.

Sizing Table for Gas Water Heaters

Gallons Per Hour Delivery at Indicated Temperature Rise

BTU (X 1000)	60°F
5	8
10	15
15	23
20	30
25	38
30	45
35	53

Sizing Table for Electric Water Heaters

Gallons Per Hour Delivery at Indicated Temperature Rise

KW	60°F
1	7
2	13
3	20
4	27
5	33
6	40
7	47
8	54
9	60

Procedure Areas

The procedure areas must be separated by a wall or ceiling-to-floor partition, from nail and hair activities. Body art can only be performed in the procedure area of the facility and must be separated from all business not related to body art. CHSC §119314(b)(2), CHSC, §119314(a)(3)

This area must be equipped with an accessible sink supplied with hot and cold running water, containerized liquid soap, and single-use paper towels that are dispensed from a wall-mounted, touchless dispenser that is accessible to the practitioner. All sinks shall be permanently plumbed and meet local building and plumbing codes. CHSC §119314(b)(4), CHSC §119314(b)(5)

The procedure area must be equipped with a light source that provides adequate light for procedures. CHSC §119314(b)(1)

Lined waste containers shall be available in the procedure area. CHSC §119314(d)

A sealable, rigid and puncture resistant 'sharps container' must be provided in each procedure area for the disposal of single-use sharp objects that come in contact with blood and/or body fluids that is labeled with the words "Sharps Waste" or the international biohazard symbol and the word "BIOHAZARD". CHSC §119301(x), CHSC §119314(e) & (e)(2) A sharps container shall either be portable or be installed at an appropriate height appropriate height to ensure that it is within arm's reach of the practitioner. CHSC 119314(e)(1)

Decontamination and Sterilization Areas

Unless all equipment and supplies used in the course of a body art procedure are single use, purchased as pre-packaged and pre-sterilized, the body art facility shall have a decontamination room or area for cleaning instruments and equipment. §119315(f)

The decontamination and sanitization area must be separated from the procedure area by a space of at least five feet or by a cleanable barrier. CHSC §119314(c)(1).

This area must be equipped with a sink, hot and cold running water, containerized liquid soap in a wall-mounted dispenser, and single-use paper towels dispensed from a wall mounted, touchless dispenser that is readily accessible to the practitioner. All sinks shall be permanently plumbed and meet local building and plumbing codes. CHSC §119314(c)(2), CHSC §119314(b)(5)

This area must be equipped with an approved steam autoclave. Chemical and dry heat sterilizers are not accepted. CHSC §119315(b)(1), 119309(e)

Operation

Documents, including the Infection Prevention and Control Plan (IPCP), or any record, file, paper, process, invoice, or receipt for the purpose of determining compliance shall be available and maintained on-site. CHSC §119313(a)

The IPCP shall be reviewed and approved prior to final approval to operate. CHSC §119313(d)1

Pets or other animals shall not be permitted in the procedure area of the business, except for trained service dogs for disabled clients or practitioners. CHSC §119314(f)

No food, drink, tobacco product or personal effects shall be permitted in the procedure or decontamination and cleaning area. CHSC §119309(i)

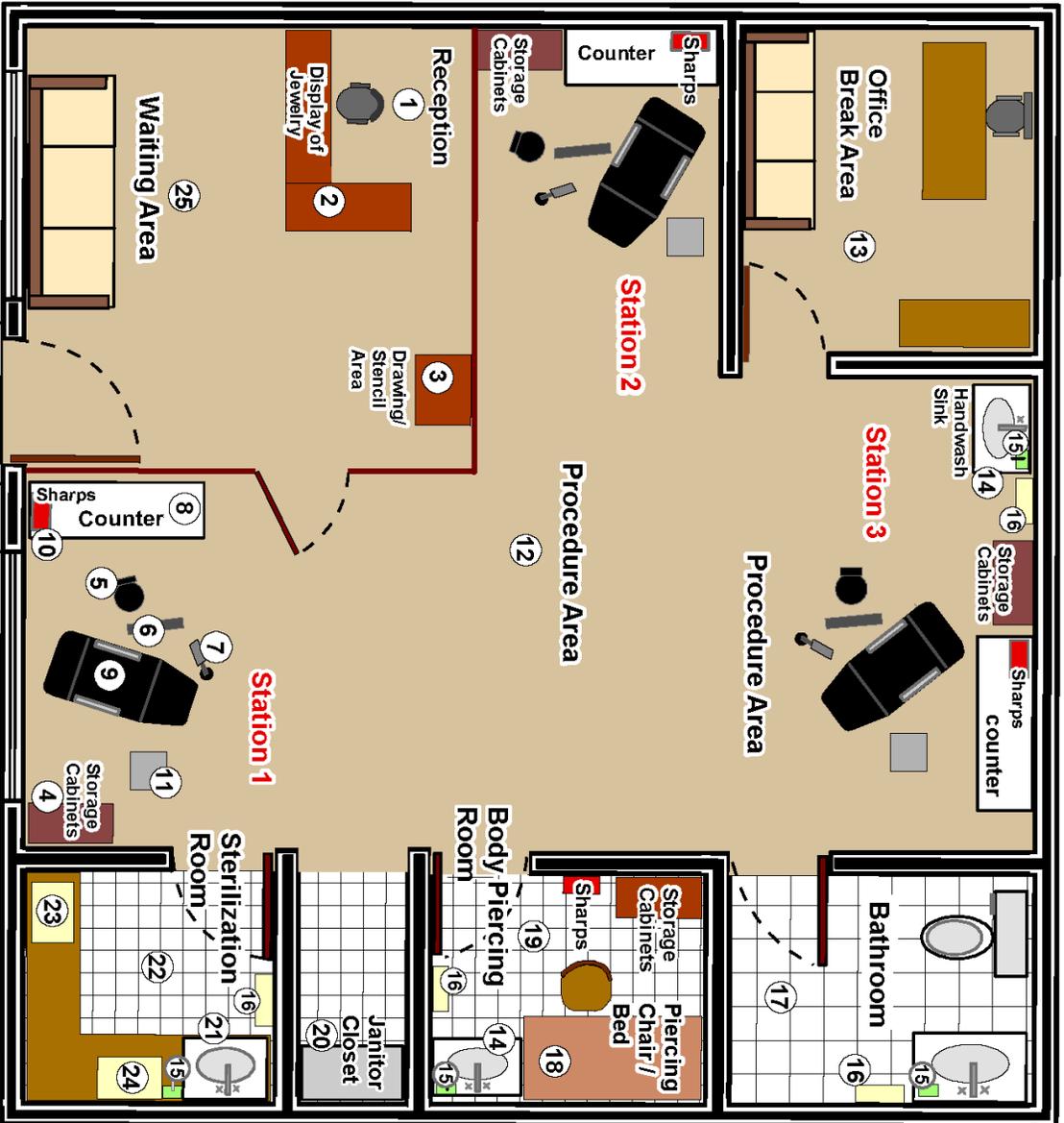
Clean instruments and sterilized instrument packs shall be placed in clean, dry, labeled containers or stored in a labeled cabinet that is protected from dust and moisture. CHSC §119315(c)

Check with the local city zoning authority for other conditions or restrictions that may apply to the operation of a body arts facility.

The Environmental Health Division will approve or reject plans after receipt of complete plans. The Environmental Health Division must inspect the facility prior to opening for business. Please schedule an appointment 3-5 working days in advance of your intended opening date. An Environmental Health Division permit to operate will be issued upon completion of an inspection showing that the facility conforms with applicable codes. The Environmental Health Division will notify the local Building Department of approval.

Applicant Signature: _____ **Date:** _____

Example Site Plan



1	Reception Desk
2	Display Case
3	Drawing / Stencil Area
4	Storage Cabinets *
5	Chair
6	Armrest
7	Lamp
8	Counter *
9	Procedure Area Bed / Chair
10	Sharps Containers
11	Work Station Tray
12	Procedure Area *
13	Office / Break Room
14	Handwash Sink *
15	Liquid Soap *
16	Single - Use Paper Towel Dispenser *
17	Bathroom *
18	Piercing Chair / Bed
19	Body Piercing Room *
20	Janitor Closet
21	Bio Sink *
22	Sterilization Room *
23	Autoclave *
24	Ultrasonic Machine
25	Waiting Room *

* Items containing this asterik are required to be shown on the scaled plans.

Room/Area Materials and Finishes

Room or Area	Floor	Walls
Example: Restroom	Smooth quarry tile	Gypsum board; smooth; semi-gloss paint Swiss coffee
Restroom		
Procedure Areas		
Decontamination and Sterilization Room		
Body Piercing Room		
Drawing/Stencil Area		
Reception and Waiting Area		

Equipment Information—Part One

Room or Area	Location	Manufacturer	Model Number
Example: Permanent Cosmetic Machine	Station 2	Bella Co, Ltd	BM-1 Laguna Machine
Autoclave			
Ultrasonic Machine			
Permanent Cosmetic Machine			
Water Heater Capacity: ___ gal.			

Note: Please provide specification sheets for all equipment.

Equipment Information—Part Two

Room or Area	Description of Material
Example: Client Chair	Vinyl
Practitioner Chair	
Client Chair	
Piercing Table	
Stool	
Arm Rest	
Mayo Trays	
Counters	
Storage Cabinets	
Disposable Instruments	

Environmental Health Use

Received by: _____

Fee: _____ Date: _____

Approved: _____ Denied: _____

REHS: _____ Date: _____