

OPENING A BODY ART BUSINESS



*A helpful guide to owning and operating a
Body Art business in Richland County, OH*

Developed by the Environmental Health Division at
Richland Public Health



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Welcome!

The goal of this publication is to provide you with a clear path to starting your body art business in Richland County.

While this guide has been developed by Richland Public Health (RPH), we have also provided contact numbers for regulatory agencies that you may need to contact to ensure that all proper steps are taken, and that any required permits are secured.

Contacting the agencies listed will help you to stay on track and stay on time.

Keep in mind, all required permits must be obtained in advance before RPH can issue an approval to operate.

This guide will help you to determine:

1. What to expect as far as process and timeline.
2. When you need to submit plans
3. Who you need to contact
4. Where to direct questions

*We want you to have a
successful business!*

Where do I start?

All new or altered facilities providing body art services in Richland County must submit plans to RPH before a license can be issued.

Plans will be reviewed by a Sanitarian in our Body Art Program. The review process is in place to ensure that the facilities, design, and equipment proposed will be suitable for the artists performing body art services.

OFFICE	SERVICE	CONTACT
Richland Public Health	Plan Review and Inspections	419-774-4520 envhealth@richlandhealth.org
RPH Plumbing Department	Plumbing Inspections, Find a Licensed Plumber	419-774-4554 fbrykalski@richlandhealth.org
Richland County Building Department	County Zoning, General Info, HVAC/ REF Inspections, Electrical Inspections, Structural Inspections	419-774-5517 permits@richlandcountyoh.gov
City of Mansfield Bureau of Building and Codes	City Zoning, HVAC/REF Inspections, Fire Department, Electrical Inspections, Structural Inspections, Find a Licensed Contractor	419-755-9688 mmilliron@ci.mansfield.oh.us
Ohio Department of Taxation	Vendor 's License - Apply Online Tax ID# (EIN)	https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online
Ohio Department of Health	State Agency for Body Art Operations	https://www.odh.ohio.gov/odhprograms/eh/bodyart/bodyart.aspx LeeAnn.Wilson@odh.ohio.gov
Centers for Disease Control	Occupational Safety and Health	800-232-4636 https://www.cdc.gov/niosh/topics/body_art/more-info.html

Opening a new business is a journey. This contact table is a reference that will allow you to quickly contact the various entities who may be involved as you work towards your goal.



Getting Started

Approval to Operate

All Body Art Establishments in Richland County are required to have a current Body Art Approval to Operate issued by Richland Public Health (RPH).

When should you submit a request for a plan review leading to an RPH issued approval to operate?

- › If you plan to open or operate a new body art facility; or
- › Remodel a current facility; or
- › Addition of services; or
- › Transfer of ownership.

Codes and Permits

Make sure all local Codes and Permits are up to date.

Examples:

- › Building codes
- › Plumbing codes
- › Fire codes

Plumbing Permits are required when new work, renovations, connecting to existing systems, and/or additions are being made to a facility.

Do you need a plan review?
Have questions?

Definition of Services

Tattooing Services

“Tattoo” means any method utilizing needles or other industry specific instruments by someone other than a physician licensed under Chapter 4731. of the Revised Code, to permanently place designs, letters, scrolls, figures, symbols or any other marks upon or under the skin of a person with ink, dye, pigment or any other substance resulting in an alteration of the appearance of the skin.



Microblading Services

Also known by a variety of alternative names such as embroidery, microstroking, feather touch and hair like strokes, is a form of semi-permanent makeup that provides a means to partially or fully camouflage missing eyebrow hair with the appearance of simulated hair using fine deposits of cosmetic tattoo pigments.

Body Piercing Services

The deliberate creation of punctures or holes in designated parts of the body through the skin in order to insert rings, studs, or other pieces of jewelry.



Combined Body Art Services

A combination of any of the above named Body Art Services, performed by properly-trained artists, by a patron upon request.

Time-Limited Approval for a Specific Event

The Board of Health may approve operation for one or more of the above named Body Art Services for a temporary event outside a normally licensed facility.

Planning

The unique needs of your business will be based on your services. Ensure in advance you have the space and equipment needed to safely prepare for and perform all body art procedures offered.



Equipment and Surfaces:

All tables, chairs, and other equipment must be durable, smooth, non-absorbent, and easily cleanable.

All floors directly under equipment used for body art shall have an impervious, smooth, and washable surface.

NOTE: Make sure your plans include the type of floor and wall coverings chosen.

Plumbing Fixtures:

A separate, fully stocked hand washing sink must be available for use outside any restrooms. It must be located in close proximity to all artist work areas.

NOTE: If wet mopping is performed, a service sink must also be installed for disposal of mop water.

No sewerage lines may be exposed or pass overhead.



Fully stocked restrooms must be provided and accessible at all times. Restrooms should have: a toilet, toilet paper installed in a holder, a hand washing sink supplied with hot and cold running water, liquid or granulated soap and single-use towels or a mechanical hand dryer.

NOTE: Supplies used to perform body art procedures cannot be stored in the restroom.

Additional Considerations

Adequate Lighting

Lighting must be bright enough for safe working conditions and cleaning. General lighting intensity requirements are:

- At least twenty (20) foot-candles of light (at a distance of thirty inches above the floor) shall be provided throughout the establishment.
- A minimum of forty (40) foot-candles of light shall be provided at the level where the body art is being performed.

NOTE: Spotlighting may be used to achieve this required degree of illumination.

Steam Sterilizers

If an establishment wishes to utilize reusable instruments, artists must be able to demonstrate knowledge, proper technique for operation, and follow manufacturer's recommendations .



All steam sterilizers in new body art establishments and replacement steam sterilizers shall be designed to sterilize hollow instruments and shall be equipped with a mechanical drying cycle.

Sterilization pouches must be present and include a process indicator which changes color upon proper steam sterilization.

A sterilization integrator must be placed into each load or digital printout maintained in documentation from the sterilizer of each load in accordance with manufacturer's recommendations.

A biological indicator test must be submitted to a lab for analysis on a weekly basis. Biological indicator test results must be maintained on the premises for reference.

Documentation

All documentation records shall be maintained and readily available for each test performed for at least two (2) years. This documentation may also be kept in each patron's file for all needles and instruments used on that patron.

Documentation of sterilization to include but not limited to:

- (1) Date and time;
- (2) The name of the person who ran the test;
- (3) Results of the sterilization integrator or digital printout; and
- (4) A copy of the report that a biological indicator test was conducted by an independent laboratory.

Storage, Jewelry, and Records

Storage

Clean instruments and sterile instruments must be adequately protected from contamination at all times, including during storage. This means they cannot be stored in restrooms or other areas where they may become contaminated.

Jewelry

Only sterilized jewelry made of ASTM F136 compliant titanium or ASTM F138 compliant steel, solid 14 karat or 18 karat white or yellow gold, niobium, or platinum, shall be placed in a new piercing. Current Mill certificates for jewelry shall be maintained at the body art establishment.



Pigments

Only commercially manufactured inks, dyes, or pigments that are intended for tattooing shall be used. Powdered dyes shall be liquified as recommended by the manufacturer. Unless approved by the manufacturer, ink, dye or pigment colors shall not be adulterated by the body artist. Single use containers of inks, dyes or pigments shall be used for each patron and the body artist shall discard the container and remaining dye or ink upon completion of procedure.

Patron Records

A record of each body art procedure shall be maintained for at least two (2) years.

The record shall include, but not be limited to, the following:

- (1) The patron's name
- (2) The patron's address
- (3) The date of the service
- (4) Colors and manufacturer of all inks, dyes, or pigments used
- (5) Jewelry used, including size, material composition and manufacturer
- (6) Placement of the procedure



In the event of the closing of the business, all records shall be made available to the board of health.

NOTE: Under HIPAA Laws, if client consent forms contain medical information, they shall be kept under lock and maintained in a secure location.

Requirements

1. Two (2) complete sets of **site and floor plans** (as detailed below):
Note: Additional sets of plans may be required for plumbing review.
 - a. **Site plan** including address, location of alleys, streets, and outdoor equipment (dumpsters, wells, sewage systems, etc.)
 - b. **Floor plan** showing areas used for the business, entrances/exits, walls, plumbing, electrical services, mechanical ventilation and location of all equipment is required.Note: **Local zoning approval** is required.
2. **Type of Operation**: Detailing all Body Art services offered.
3. **Names, certifications, and training records** for all artists employed.
4. Total **square footage** of the operation
5. Location, number and types of **plumbing fixtures**, including all water supply connections
6. **Lighting plan**
7. **Building materials** and **surface finishes**
8. **Equipment list** including all manufacturers, make, and model numbers
9. **Submission** of the above (no plan review fee applies)
10. **Current Certificate of Occupancy**
11. **Water Supply**: Public or Private
NOTE: Private may need approval from Ohio EPA, Division of Drinking and Ground Water
12. **License Application** including original signature of the applicant and date after plans have been submitted, approved and a pre-approval inspection conducted.
13. **Payment** of the appropriate Body Art Establishment approval fee
14. **Open** for business!

Plans must be approved based on a pre-operational inspection, which shall occur prior to issuance of an Approval to Operate.

1. Submitting Plans

Plans may be submitted in person or via e-mail.

Send your completed plan review, drawings and application electronically to:
envhealth@richlandhealth.org

Or

Richland Public Health
Environmental Health Division
555 Lexington Ave.
Mansfield, OH 44907

Guidelines:

- Submit documents in PDF format and properly oriented for viewing purposes.
- Ensure document file names appropriately describe thier purpose.

2. Payment (if applicable) can be made to RPH:

In person, via phone, or U.S. Mail System:

Richland Public Health
Environmental Health Division
555 Lexington Ave.
Mansfield, OH 44907
(419) 774-4520

Accepted:

-Cash

-Check

-Credit card

*If using a credit card a 2.5% convenience fee will charged.

3. Approval to Operate

A new Approval to Operate is required when remodeling a facility, when change of ownership occurs and/or change of status is known (for example change of artists, equipment, or services, etc.)

NOTE: RPH requires a plan review application and new Approval to Operate when change of ownership occurs. Transfers of the current Approval to Operate is not permitted.

Contact RPH if you have any questions or concerns in regards to plan review or approval.

For more detailed information visit <https://www.richlandhealth.org/for-business/tattoosbody-piercing>

Start to Finish

Step 1: Submit Plans

At least thirty (30) calendar days prior to construction

A. Completed Application (refer to page 16) to conduct a Body Art Business.

B. List of all equipment to be used, including manufacturer and model numbers.

C. Two (2) complete set of drawings of the facility, including:

- i. Floor plan (fixtures and equipment)
- ii. Total area
- iii. Entrances and exits
- iv. Location and types of plumbing fixtures and systems
- v. Lighting plan

D. Written verification from the zoning authority and building department for proper approvals.

E. Written infection prevention and control plan that includes:

- i. Method for decontaminating and disinfecting surfaces.
- ii. Method for sterilization and storage of equipment and instruments.
- iii. Method for ensuring standard precautions and aseptic techniques are being utilized (in practice and during storage).
- iv. Method for safe handling and disposal of needles.
- v. Copy of aftercare guidelines given to patrons.
- vi. Any other stipulations as outline by 3701-9-02(B) of The Ohio Administrative Code.

F. Copies of all (valid and current) First Aid and Bloodborne Pathogen training certifications.

G. Records of completion of courses or seminars in body art offered by authorities recognized by the board of health as qualified to provide such instruction for each artist employed.

H. A Letter of Responsibility or certificate from the supervising personnel for any apprentice artists.

NOTE: Apprentice artists may perform services only under direct supervision.

Step 2: Plan Review

Within 30 days of receiving a complete application packet, RPH will conduct a plan review.

Plans may require additional information or changes. If items are missing or if changes are deemed necessary, delays may occur.

Ensure expedient processing by submitting all items described in Step 1.

Step 3: Plan Approval

An official letter will be sent from RPH informing you that your review has been completed and plans have been approved.

Step 4: Construction

Ensure all contractors and sub-contractors are properly licensed as required.

Ensure that contractors obtain all necessary permits (i.e. from city, county, health department, etc).

Contact RPH if you have questions, or would like to request a walk-through courtesy inspection during the construction phase.



Step 5: Inspections

- A. Obtain Building Certificate of Occupancy from Richland County/ Mansfield City Building Department.
- B. Obtain signatures from all necessary Richland County/ Mansfield City Building Inspectors before contacting RPH for a Final Inspection.
- C. When contacting RPH to schedule your Final Inspection, please note that RPH requests an advanced notice of five (5) business days minimum to schedule inspections.
- D. Once the Final Inspection is completed and compliant, an Approval to Operate will be issued and you will be able to open for business.

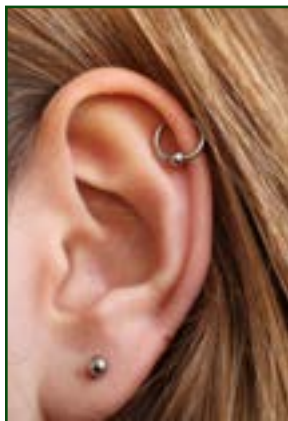


Plan Review Component Checklist

When all items below have been gathered, you are ready to submit your application for plan review.

- Properly completed Application (Refer to page 16).
- Facility Plans, including:
 - General layout
 - Total area to be used for the business (square feet)
 - Location of entrances and exits
 - Location and types of plumbing fixtures
 - Lighting Plan
 - Equipment list to be used (manufacturer and model numbers)
- Written Verification from Local Zoning Authorities
- Written Infection Prevention and Control Plan (Template available at RPH website: <https://richlandhealth.org/departments/environmental-health/>)
- Valid Certifications and Training Records for all Artists employed

Please ensure all items have been marked as included () or N/A if not applicable



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Body Art Plan Review Application

Establishment Name: _____

Remodel

New

Additions

Establishment Address: _____

City: _____

ZIP: _____

Phone: _____

Email: _____

Owner Name: _____

Address: _____

City: _____

Zip: _____

Phone: _____

Email: _____

Owner Name: _____

Address: _____

City: _____

Zip: _____

Phone: _____

Email: _____

(Continue on page 17 if needed)

Application Submission Record

Date of Application: ____/____/____

Date of Construction/Renovation/Addition: ____/____/____

Date of Planned Opening: ____/____/____

Establishment Type (Select ALL that apply)

Tattoo Piercing Permanent Cosmetics Microblading

Water Supply

City Other (Specify)

Sewage Disposal

Sanitary Sewer Other (Specify)

I have submitted plans/applications to the following authorities:

EPA Richland County Building Department

Fire Zoning

City of Mansfield Bureau of Building & Codes Plumbing Other

(Continued from page 16):

Finishes Schedule

<u>Room</u>	<u>Floors</u>	<u>Walls</u>	<u>Ceilings</u>	<u>Coving</u>
Ex: Dry Storage	Ex: Ceramic Tile	Ex: FRP	Ex: Vinyl Tile	Ex: Rubber

<u>Room</u>	<u>Floors</u>	<u>Walls</u>	<u>Ceilings</u>	<u>Coving</u>

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<u>Room</u>	<u>Floors</u>	<u>Walls</u>	<u>Ceilings</u>	<u>Coving</u>

Statement of Plan Review Submission

By signing this statement, you/your business agrees that the information provided is complete and accurate to the best of your knowledge.

Richland Public Health does not recognize a grandfather clause on the use of any facilities and/or equipment.

Facilities that change ownership and/or remodel are required under state law to bring the establishment up to current codes and standards per OAC 3717-1-20(B).

Please check both boxes below.

- I understand that incomplete plans may delay the plan approval process.
- I am submitting:

A complete set of plans, and all the other requirements listed on Page 9 of this packet.

Signature of Applicant: _____ Date: ____/____/____

Owner(s): _____ Date: ____/____/____

Owner(s): _____ Date: ____/____/____



(RPH Office Use Only)

Required Signatures (as applicable)

- | | |
|---------------------------------------------------------|----------------------|
| <input type="checkbox"/> Zoning | Date: ____/____/____ |
| <input type="checkbox"/> Richland County Building Dept. | Date: ____/____/____ |
| <input type="checkbox"/> Mansfield City Codes & Permits | Date: ____/____/____ |
| <input type="checkbox"/> Ohio EPA | Date: ____/____/____ |
| <input type="checkbox"/> Fire Dept. | Date: ____/____/____ |
| <input type="checkbox"/> Plumbing | Date: ____/____/____ |
| <input type="checkbox"/> Other: _____ | Date: ____/____/____ |

EH Clerical Staff

Date Plan Review Received: ____/____/____

Fee: \$ _____

Receipt: # _____

Pre-Licensing Inspection Date: ____/____/____

Approval Date: ____/____/____

Sanitarian Approval Signature

_____/_____/_____
Date

