



## INTRODUCTION

This guide has been developed by Clermont County Public Health (CCPH) to help you get started in constructing and designing your new Body Art Establishment. All new and significantly altered body art establishments in Clermont County must submit plans to CCPH before approval can be issued. A representative of CCPH will review the application and information submitted in order to ensure that the facility, design, and equipment meet the requirements to receive approval.

Below are the other agencies that you may need to get in touch with to ensure that all of the proper steps are taken and that you have received all of your required permits.

Agency Name	Contact Information
Township or Village Zoning	<a href="http://permit.clermontcountyohio.gov/ZoningPersonnel.aspx">http://permit.clermontcountyohio.gov/ZoningPersonnel.aspx</a>
Clermont County Building Department	2275 Bauer Road Batavia, OH 45103 Fax: (513) 732-7163 Phone: (513)732-7213 <a href="http://permit.clermontcountyohio.gov">http://permit.clermontcountyohio.gov</a>
City of Milford Planning and Zoning	745 Center Street, Suite 200, Milford, OH 45150 Phone: (513) 248-5093 <a href="http://www.milfordohio.org">www.milfordohio.org</a>

\*All required permits must be obtained before CCPH can issue a body art approval.

## WHAT YOU NEED

**OHIO ADMINISTRATIVE CODE:** Body Art establishments are regulated under the Body Art (Tattoo and Body Piercing) rules in Chapter 3701-9 of the Ohio Administrative Code. Reading and understanding these rules will help you meet all of the requirements for your facility. You can find a copy of Chapter 3701-9 on the Ohio Department of Health website at: <http://www.odh.ohio.gov/odhprograms/eh/BodyArt/BodyArt.aspx>.

**COMMERCIAL LOCATION:** Your body art facility will need to be zoned commercial by your local zoning authority. If unsure, please check the Township or Village Zoning section above for additional contact information. Once you contact the appropriate zoning agency to find out if your desired location is zoned properly for your body art establishment, you will need to obtain a written verification from them. Remember, all Body Art establishments are required to be at least 100 square feet in size, with at least 36 square feet for each individual performing body art services. The service areas have to be adequately spaced or separated from each other.

**WATER CONNECTION:** Your body art facility should either have a public or private water supply. If private water is used a copy of Ohio Environmental Protection Agency (EPA) approval should be attached.

**HANDWASHING SINKS:** All facilities are required to have adequate employee handwashing sinks that are conveniently located to each procedure area, and equipped with hot and cold running water, soap and disposable



towels or mechanical hand dryers. Handwashing sinks used prior to or following body art procedures cannot be located in a separate room (this includes restrooms). In other words, doors cannot be between the hand sink and the procedure area.

**RESTROOM FACILITIES:** During routine hours of operation, all Body Art establishments should provide access to restroom facilities to both body artists and patrons. Restrooms should be equipped with toilet, toilet paper installed in a holder, handwashing sink supplied with hot and cold running water, soap and single-use towels or mechanical hand dryer. Equipment and supplies used for body art procedures or disinfection and sterilization procedures shall not be stored or utilized within the restroom. Doors on all toilet rooms shall be self-closing and tight-fitting. Toilet rooms shall be ventilated by an open window properly screened or by mechanical exhaust to the outside air.

**STERILIZATION AREA:** If needed, a sterilization room is an area used to sterilize equipment used to perform body art procedures. This area will need to have a sink with hot and cold running water used for cleaning the equipment prior to sterilization. The area will also require an ultrasonic cleaning unit and a steam sterilizer. The ultrasonic and steam sterilizer will need to be operated as described in the manufacturer's instructions. Steam sterilizers are required to have a mechanical dry cycle and be able to sterilize hollow instruments.

*Note: Facilities offering only tattoo or permanent cosmetic services using only single use, disposable equipment such as needles, tubes, ink caps, etc. do not have to provide onsite sterilization.*

**SMOOTH AND CLEANABLE SURFACES:** All floors, walls, and ceilings in the procedure and sterilization areas must be smooth and easily cleanable.

**ADEQUATE LIGHTING:** Artificial lighting must meet provided in accordance with the following code requirements:

- 40 foot-candles in all body art areas, spot lighting is acceptable to meet this requirement
- 20 foot-candles throughout the facility

## **RUNNING YOUR BUSINESS**

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Here are some important questions about how you will safely operate your business that you should start to think about. These questions may also be asked during future inspections:

### **EMPLOYEE TRAINING:**

- How will you train your staff?
- What are the required trainings for you and your staff?
- What operating procedures will be covered during staff orientation?
- What is your employee health policy? What do you do about a sick employee? How will you share this policy with employees?

### **INFECTION PREVENTION AND CONTROL PLAN:**

- How will you decontaminate and disinfect surfaces?
- How will you decontaminate package, sterilize, and store reusable equipment and instruments?



- Where will you store clean and sterilized equipment to keep it protected?
- How will you ensure standard precautions and aseptic techniques are being used during procedures?
- How will needles be handled and disposed of?
- What are your aftercare guidelines for your customers?

## **FACILITIES:**

- Is your water supply and waste disposal approved for use?
- Do you have enough hot water capacity for the busiest time of day?
- Do you have enough storage space for supplies?
- Are floors, walls and ceilings constructed with cleanable materials?

## **EQUIPMENT:**

- How will you log sterilizer batches and maintenance performed?
- Where will you maintain two years of customer release forms?

## **DO YOU HAVE WRITTEN PROCEDURES?**

- Thoroughly completing customer release forms and identification of underage customers
- Procedure area setup
- Skin preparation for body art
- Bandaging the customer
- Giving verbal and written aftercare
- Post procedure and disinfecting of the procedure area, safe handling and disposal of sharps
- Infection Prevention & Control Plan
- Filing and maintaining release forms for two years

## **STEPS IN PLAN REVIEW PROCESS**

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### **STEP 1: PLAN REVIEW**

#### **Who must submit plans?**

1. New facilities: New construction and facilities that have never been approved as a body art establishment in the past.
2. Remodeled or altered facilities: Major changes or alterations of existing facilities.

\*If you are not sure whether plan review is required, please contact us.

#### **What documents should I submit for plan review?**

Completed Body Art Establishment Plan Review Application and the documents listed in it.

#### **What is the fee?**

As listed in the current year's Fee Schedule.

\*Before the plan will be reviewed by a CCPH sanitarian, all fees must be received by our office. This non-refundable and nontransferable fee will cover all plan review activities and all inspections of the facility.



## What is the process?

After all the plans and specifications for the facility layout, equipment and operations, application and payment are received by CCPH, the plan review process will begin. CCPH has up to 30 days to begin the review, but we will do our best to follow your schedule for opening. If there are any questions about your review, or changes that need to be discussed, we will contact you (generally by phone or email). The Sanitarian reviewing your plan will inform you when plans are approved. You can begin your construction upon receiving the plan review approval.

## Step 2: Pre-licensing Inspection

After the facility is constructed per plan, contact CCPH Sanitarian for a pre-licensing inspection. The pre-licensing inspection is conducted to make sure the facility is constructed as specified in the submitted plans. Upon successful completion of the pre-licensing inspection, an inspection report and a conditional approval letter will be issued.

## STEP 3: License

After receiving your building and occupancy permit, you will need to contact/visit CCPH to obtain your Body Art Approval (i.e., License). Please do not forget to bring/send the following documents: building permit, occupancy certificate, pre-licensing inspection report and conditional approval letter from CCPH. If there are no outstanding issues and if the Body Art fees (as specified in fee schedule) have been paid in full, a printed license (approval) will be issued.

Renewal is once a year and payment for approval must be received by December 31st every year. Late fees of 25% are added after December 31st.

### Feel Free to use the check list below while you are going through the process

- I have read the "Body Art Establishment Plan Review Guide" to help design my facility.
- I have read the Ohio Administrative Code Chapter 3701-9 Tattoo and Body Piercing Services and received clarification for all of my questions.
- I have received written verification my location is commercially zoned.
- I submitted plans and specifications for the facility layout, equipment and operation, application and fee to Clermont County Public Health.
- Pre-licensing inspection is scheduled with Clermont County Public Health.
- Before the scheduled opening inspection:
  - Entire facility is clean and ready to use.
  - Hot water is available at all sinks.
  - All equipment and instruments needed for each type of procedure is on hand.
  - The sterilizer has had a good spore test that is available for review.
  - Release forms and aftercare instructions are ready for use.
  - All staffs are properly trained and familiar with the establishment's operating procedures.
- I have received the pre-licensing inspection report and conditional approval letter from Clermont County Public Health.
- All construction or remodel work is complete and approved by the appropriate building department.
- I contacted CCPH for my approval (license) and provided the building permit, CCPH pre-licensing inspection report, and conditional approval letter.