APPLICATION FOR BODY ART FACILITY PLAN REVIEW

The Kern County Public Health Services Department, Environmental Health Division shall issue a health permit for a body art facility after an investigation has determined that the proposed body art facility and its method of operation meets the specifications of the approved plans or conforms to the requirements of the California Health and Safety Code, Division 104 Part 15 Chapter 7 Article 4.

Approval of plans shall be obtained by Kern County Environmental Health before a body art facility is leased or constructed. Once Kern County Environmental Health staff has reviewed the plans, a compliance list of conditions necessary to obtain approval is issued. Please contact the appropriate planning department regarding their procedures. Operations for the body art facility may begin after approval is obtained from both departments.

Who should submit plans?

Plans and specifications are required to be submitted to our department by any person that:

- a. Is constructing or remodeling any building for use as a body art facility;
- b. Plans to open a body art facility in an existing building;
- c. Plans to lease out a portion of a facility for the performance of body art;
- d. Plans to change the operation of a body art facility, i.e. changing the operation from disposable equipment to the usage of an autoclave.

What should I submit for plan review?

- 1. The provided body art facility plan check review application form.
- 2. A certification that a proposed body art facility is in an approved zoning by City or County Planning.
- 3. A certification from the property owner permitting the performance of body art activities on the property.
- 4. A copy of the Business License (City) or Business Permit (County)
- 5. The Environmental Health Permit Application form.
- 6. A Facility Plan that must be drawn in a concise, detailed and professional manner. The plans must include sufficient information to demonstrate compliance with state minimum standards for body art facilities.
- 7. An Infection Prevention Control Plan that discusses the decontamination procedures for the facility and its operations.
- 8. Copies of the consent and aftercare instruction forms.
- 9. A practitioner list that lists all body artists that will perform body art at the facility.

- 10. An equipment list form that lists all equipment that will be utilized at the facility that will be approved by the Kern County Environmental Health Division.
- 11. A room finish schedule form shall be submitted if any modifications are to be done on the facility.
- 12. The application package for plan review must be complete and correct. Inadequate application packages will be rejected.

Forms

This packet includes the following:

- Form 1: Body Art Facility Permitting Process Check List
- Form 2: Body Art Facility Plan Check Flow Chart
- Form 3: Application for Body Art Facility Plan Review
- Form 4: Certification of Approved Zoning with City/County Planning
- Form 5: Property Owner Approval
- Form 6: Understanding of Responsibility
- Form 7: Environmental Health Permit Application Form
- Form 8: Body Art Facility Floor Plans
- Form 9: Room Finish Schedule
- Form 10: Equipment List Form
- Form 11: Practitioner List Form

Hard copies of plans may be submitted at the following location:

Kern County Public Services Building 2700 M Street, Suite 300 Bakersfield, CA 93301 Office #: (661) 862-8740

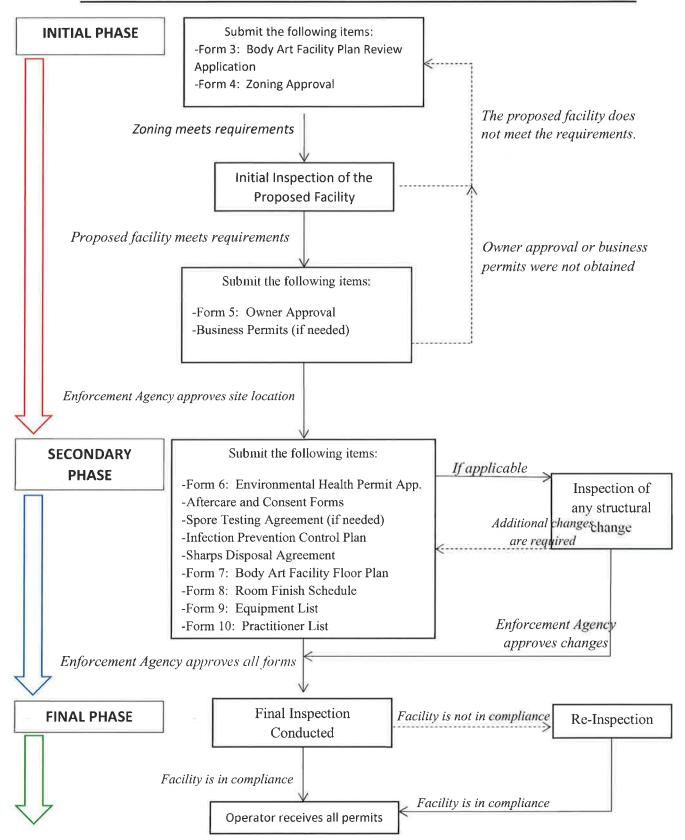
E-mail: eh@kerncounty.com

You will be required to check in and obtain a visitor's pass at the front door kiosk. Inform the receptionist that you are submitting plans for a body art facility to Kern County Environmental Health Division. Submit the plans to the Environmental Health Division on the third floor.

FORM 1: BODY ART FACILITY PERMITTING PROCESS CHECK LIST

	INITIAL PHASE	
1.	Setup an appoint with an Environmental Health Specialist in the Body Art Program to	
	discuss the process of a plan check review.	
2.	Submit the following Forms to begin the body art plan check review:	
	Form 3: Application for Body Art Facility Plan Review	
	Form 4: Certification of Approved Zoning with City/County Planning	
	Form 5: Property Owner Approval	
	Form 6: Understanding of Responsibility	
	Body Art Plan Check Fee	
3.	Setup and complete initial body art plan check inspection	
	SECONDARY PHASE	
1.	Submit Form 6: Environmental Health Permit Application	
2.	Submit copies of consent forms and written after care	
3.	Submit Infection Prevention Control Plan	
4.	Submit Monthly Spore Testing Agreement (if applicable)	
5.	Submit Sharps Disposal Agreement	
6.	Submit Form 7: Body Art Facility Floor Plans	
7.	Submit Form 8: Room Finish Schedule	
	 Inspection for any structural changes to the facility (if needed) 	
8.		
9.	Submit Form 10: Practitioner List	
	 Include all Body Art Practitioner Applications Applications can be obtained online at 	
	www.kernpublichealth.com/environmental-health	
	FINAL PHASE	
10.	Inspection of facility with all equipment to fully operate including: tattoo machines, inks,	0
	storage containers, sinks, procedure chairsetc	
	Re-inspection (if needed)	
11	Receive all permits	
	Facility Permit	L
	Practitioner Certificates	

FORM 2: BODY ART FACILITY PLAN CHECK FLOW CHART







FORM 3: APPLICATION FOR BODY ART FACILITY PLAN REVIEW

TYPE OF BODY ART FACILITY		A DDLV							
TYPE OF BODY ART FACILITY	(CHECK ALL THAT A	APPLY)							
□Tattooing	\square Branding	☐Body Piercin	g						
☐Permanent Make-up	☐ Ear Piercing*								
*Facilities that are proposing	to perform only e	ar piercing with a med	hanical stud and clasp	ear piercer do not					
have to submit plans to this	•								
PROPOSED BODY ART FACIL	ITY INFORMATION	N							
Facility Name:									
Facility Address:									
City:		Sta	te:	Zip:					
Phone:									
Email/Fax:									
OWNER INFORMATION-CONTACT PERSON									
Owner Name:									
Facility Address:									
City: State: Zip:									
Phone: Email/Fax:									
Mailing Address:									
REQUIRED SUBMITTALS FOR BODY ART PLAN REVIEW (please have completed before submission)									
☐ Zoning Approval		Owner Approval	☐ Applicati	on for Plan Review					
☐ Infection Prevention Cor	ntrol Plan 🗆	Consent & Aftercare F	forms Sharps/A	autoclave Agreements					
☐ Floor Plans		Equipment List Form	☐ Room Fir	nish Schedule					
		NMENTAL HEALTH PER							
			al Health Permit Fees,	•					
www.kernpublichealth.c	com/environmenta		ation-fees/ or call (661	.)862-8740 for further					
		assistance.							
	Date Received	Amount Paid	Accepted/Denied	SR#/FA#					
For Official Use Only									
				1					





FORM 4: ZONING APPROVAL FOR PROPOSED BODY ART FACILITY

KERN COUNTY BODY ART FACILITY
(TATTOO, BODY PIERCING, BRANDING & PERMANENT COSMETICS)

An owner who plans to operate a body art facility shall obtain all necessary permits to conduct business, including, but not limited to a permit issued by Kern County Public Health Services Department, Environmental Health Division (KCEHD). The plan check review process for KCEHD requires that the location of the facility meet the required zoning (city or county) for the operations of body art before a facility is leased or constructed. This document certifies that the following proposed body art facility address is within an approved zone:

ELEPHONE:		
ASSESSOR'S PARCEL NUMBER:		
Please have this document	signed by the Planning Department	
For Official Use Only: Planning Department Review:		
Check City/County that applies:		
\square Kern County \square City of Bakersfield \square City of	Delano City of Wasco	
$\ \square$ City of Arvin $\ \square$ City of Shafter $\ \square$ City of Taft	☐ City of Ridgecrest ☐ California Cit	У
☐ City of Tehachapi ☐ City of McFarland		
Zone:	Approved: Yes No (circle	one
Comments:		

A business permit may also be required depending on the location of the facility (city or county). Please refer to the planning department (city or county) if a business permit is required.





FORM 5: PROPERTY OWNER'S APPROVAL

KERN COUNTY BODY ART FACILITY (TATTOO, BODY PIERCING, BRANDING & PERMANENT COSMETICS)

DWNER:	(
SITE ADDRESS:	
MAIL ADDRESS:	
TELEPHONE:	
ASSESSOR'S PARCEL NUMBER:	ē
hereby certify, to the best of my knowledge, that the information given on this property in nd correct and grant permission to for the purpose of conducting my property.	
Property Owner Name (Please print) Date	
ronerty Owner Signature	





FORM 6 BODY ART PLAN CHECK: UNDERSTANDING OF RESPONSIBILITY FORM

KERN COUNTY BODY ART FACILITY (TATTOO, BODY PIERCING, BRANDING & PERMANENT COSMETICS)

The following items have been discussed with the operator:

- 1. The process for the body art plan check will be limited to 30 days. Extensions may be given with approval from the enforcement agency.
- 2. The operator will not perform body art activities until all proper permits and registration has been obtained. Violation of this agreement may warrant suspension or termination of the body art plan check process.

I hereby acknowledge and accept the requirements for the body art plan check process. I further commit to comply with these standards within this process.

Owner/Operator Name	Owner/Operator Name Signature	Date

FORM 7: ENVIRONMENTAL HEALTH PERMIT APPLICATION FORM

Environmental Health Division 661-862-8740 2700 "M" Street, Suite 300, Bakersfield, CA 93301 661-862-8701(fax) ☐ New Business ☐ Ownership Change ☐ Information Change Date: Date: Type of Ownership: ☐ Sole Proprietor ☐ Partnership ☐ Corporation Other: ☐ Medical Waste Facility Type 1 ☐ Sewage Pumping Facility ☐ Body Art Facility ☐ Medical Waste Facility Type 2 ☐ Grease Pumping Facility Check all ☐ LEA Facility ☐ Medical Waste Common Storage ☐ Toilet Rental Agency that apply: ☐ Medical Waste Ambulance OWNER INFORMATION Owner Name: Owner Address: State: City: Zip: Home Phone: **Business Phone:** Fax: Partner(s)/Corp Name: Care Of: E-Mail Address: Mailing Address: State: Zip: City: FACILITY/BUSINESS INFORMATION **Facility Name** (DBA): Address: State: Zip: City: Phone: Alternate phone: Fax: E-Mail Address: Care Of: Mailing Address: State: Zip: City: Water Provider **BILLING INFORMATION** Mailing Address for invoice to renew annual permit: ☐ Business Mailing Address ☐ Owner Address ☐ Other If you checked other, what is the address? Care of: Approval of this application and issuance of an Environmental Health Permit is required before commencing operation. Failure to obtain both may result in a misdemeanor citation and/or closure. The undersigned applicant agrees to operate in accordance with all applicable state laws and local ordinances. Signature of Applicant Print Name Date PERMIT FEE(S) MUST BE SUBMITTED WITH PERMIT APPLICATION. PERMIT(S) AND FEE(S) ARE NOT TRANSFERABLE. FOR OFFICIAL USE ONLY PE Program ID Date Mailed Facility ID Previous Owner ID New Owner ID Map # Service Request # Total Fees Paid Date Paid Accounting ID Received By



FORM 8: BODY ART FACILITY FLOOR PLAN

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Paper Towel Dispensers

Mounted Single use

Client Records

Cleaning/Disinfecting

Products

Storage of

Storage of Body Art

Equipment

Storage of Inks

Waste Receptacles

Health Permit

Registration Permits

Consent forms and

Aftercare

MINOR ITEM LEGEND

Storage of Client

Secured File Cabinet for

Sterilization Room Sharps Containers

Autoclave

Sinks Supplying Hot

and Cold Water

Procedure Area

MAJOR ITEM LEGEND

Waiting Area

INSTRUCTIONS

- Design the floor plan of the entire facility.
- 2. Classify major item symbols by where they will be located.
- 3. Designate other items that may be on the floor with the minor item legend and place them on the floor plan.
 - 1. Ensure facility plan is complete and correct.

DESCRIPTION OF FLOOR:

DESCRIPTION OF WALLS:

DESCRIPTION OF CEILING:

@@@

Partition Wall:
Floor to Ceiling Wall:

I



INSTRUCTIONS: Check all criteria that apply to each Room/Area. If the Room/Area does not meet minimum standards, the operator will be required to make modifications to meet the requirements. A permit will not be issued until all modifications have been made and a final inspection has been conducted.

FORM 9: ROOM FINISH SCHEDULE

ROOM/AREA	MINIMUM CRITERIA	MEETS CRITERIA	SCHEDULE DATE If no, then a schedule date for the installation is required. N/A if yes.
	□ Smooth	YES/NO	
Drozy ornhogon	□ Non-absorbent		
riocedule Alego	☐ Free of open Holes		
	□ Washable		
	□ Smooth	YES/NO	
	□ Non-absorbent		
Vestigoni	☐ Free of open Holes		
	□ Washable		
	□ Smooth	YES/NO	
Rody Diercing Room	□ Non-absorbent		
body riciciig nooiii	☐ Free of open Holes		
	□ Washable		
	□ Smooth	YES/NO	
	□ Non-absorbent		
Drawing/Stencii Area	☐ Free of open Holes		
	□ Washable		
	□ Smooth	YES/NO	
Recention//A/acitica Arca	□ Non-absorbent		
veception/ waiting Area	☐ Free of open Holes		
	□ Washable		
	□ Smooth	YES/NO	
Sterilization Room	□ Non-absorbent		
	☐ Free of open Holes		
	□ Washable		
Nail and Hair Calon	□ Smooth	YES/NO	
Activities	□ Non-absorbent		
Chook if Not Applicable	☐ Free of open Holes		
Cileca ii Not Applicable	□ Washable		

INSTRUCTIONS: Copies of all building permits for modifications to the work station area (including but not limited to: plumbing, electrical, removal or construction of walls). Please include the description of the permit, the date it was obtained, and the date the modification was finished.

BUILDING PERMIT DESCRIPTION	DATE OBTAINED	DATE FINISHED
1.		
2.		
3.		
4.		
5,		
9		
7,		
œ		
9,		
10.		

BODY ART FACILITY ROOM SCHEDULE CERTIFICATION

Body Art Facility Owner Name:

ty Address: State:	Zip:
c.	

aforementioned facility and any construction done will meet the minimum criteria and be approved by the City/County Building department for the I hereby certify, to the best of my knowledge, that the information given on the walls, floors and ceilings form is true and correct for the purpose of conducting body art at this facility.

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Brynn Carrigan - DIRECTOR Kristopher Lyon, MD - HEALTH OFFICER

FORM 10: EQUIPMENT LIST

INSTRUCTIONS: Check all criteria that apply for each type of equipment. If the listed equipment does not meet minimum standards, the operator will be required to obtain new equipment to meet the requirements. A permit will not be issued until all equipment meets the minimum criteria and a final inspection has been conducted with all equipment to operate is present at the facility.

DESCRIPTION											
MINIMUM CRITERIA	□ Supply hot and cold water □ Water Heater Tank Capacity ☐ Gal. □ Check if Tank less □ Smooth, durable, and non-absorbent material □ Unobstructed and accessible to all practitioners □ Shall be permanently plumbed and meet local building and plumbing codes.	☐ Single use disposables ☐ Wall Mounted	 □ Approved Sharps Container □ Approved Hauler/Mail back system □ Available for all procedure areas □ Portable 	□ Commercially Manufactured	□ Single Use disposables	□ Single Use disposables	☐ Smooth, durable, and non-absorbent material	☐ Cabinet can be secured from unauthorized access	 □ Single Use disposables □ Manufactured with lot numbers 	☐ Smooth, durable, and non-absorbent material.	☐ Prevents the contamination of the equipment (includes inks, tattoo
EQUIPMENT	Sinks	Towel Dispensers	Sharps Container	Inks	Gloves	Razor	Practitioner/Client Chair	Client Record Keeping Cabinet	Disposable Needles, Needle Bars, and Grommets	Counters, Table Tops, and Trays	Storage Cabinets for Equipment





Date: _____

FORM 11: PRACTITIONER LIST

ALL INFORMATION ON THIS FORM <u>EXCEPT</u> HOME ADDRESS AND PHONE INFORMATION WILL BECOME PUBLIC RECORD WHEN SUBMITTED TO THE KERN COUNTY ENVIRONMENTAL HEALTH DIVISION.

Facility Name:

FULL LEGAL NAME	DISCIPLINE	EMPLOYMENT STATU
	☐ TATTOO ☐ BODY PIERCING ☐ PERMANENT COSMETICS ☐ BRANDING	□ OWNER/PRACTITIONER □ CONTRACTOR □ EMPLOYEE
	☐ TATTOO ☐ BODY PIERCING ☐ PERMANENT COSMETICS ☐ BRANDING	□ OWNER/PRACTITIONER □ CONTRACTOR □ EMPLOYEE
	☐ TATTOO ☐ BODY PIERCING ☐ PERMANENT COSMETICS ☐ BRANDING	□ OWNER/PRACTITIONER □ CONTRACTOR □ EMPLOYEE
	☐ TATTOO ☐ BODY PIERCING ☐ PERMANENT COSMETICS ☐ BRANDING	☐ OWNER/PRACTITIONER☐ CONTRACTOR☐ EMPLOYEE
	☐ TATTOO ☐ BODY PIERCING ☐ PERMANENT COSMETICS ☐ BRANDING	□ OWNER/PRACTITIONER □ CONTRACTOR □ EMPLOYEE
	☐ TATTOO ☐ BODY PIERCING ☐ PERMANENT COSMETICS ☐ BRANDING	□ OWNER/PRACTITIONER □ CONTRACTOR □ EMPLOYEE
	☐ TATTOO ☐ BODY PIERCING ☐ PERMANENT COSMETICS ☐ BRANDING	□ OWNER/PRACTITIONER □ CONTRACTOR □ EMPLOYEE
	☐ TATTOO ☐ BODY PIERCING ☐ PERMANENT COSMETICS ☐ BRANDING	□ OWNER/PRACTITIONER □ CONTRACTOR □ EMPLOYEE
	☐ TATTOO ☐ BODY PIERCING ☐ PERMANENT COSMETICS ☐ BRANDING	□ OWNER/PRACTITIONER □ CONTRACTOR □ EMPLOYEE