





# Document Requirements for Time Limited Body Art Plan Submittal

Please verify that the following information is included with your plans/applications:

- Documentation of training for each person that will be performing body art services
  - Records of Completion of courses or seminars in body art, or;
  - Written statements of attestation by individuals offering body art apprenticeships that the person has received sufficient training to perform body art services
  
- Records of completed courses for each person that will be performing body art services in:
  - Basic First Aid, and
  - Standard/Universal Precautions for preventing transmission of bloodborne and other infectious diseases
  
- Infection Prevention and Control Plan. (Please complete all portions)
  
- Equipment Specifications for all equipment
  - Name of manufacturer and model number
  
- Copy of a client record sheet to that will be used to record each body art service provided. It must include
  - Name of patron
  - Address of patron
  - Date(s) of service
  - Placement on the patron's body of the service provided
  - Listing of the manufacturer, colors and lot numbers of all inks, dyes or pigments used
  - Name of jewelry manufacturer (piercing only)
  - Size, material, and composition of jewelry (piercing only)
  
- Copy of parental consent form to perform services on a minor (if applicable) The form must include:
  - Written explanation of the procedure that will be performed
  - Specific location on the body
  - Written aftercare procedures
  - 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 floor plan diagram or attach plans that include all information)
  - Total area to be used by the business (square footage, room dimensions of all areas)
  - Locations of all entrances and exits
  - Type of water supply (municipal or private)
  - Type of sewer system (municipal or individual system)
  - A lighting plan indicating how at least 40 foot-candles of light intensity will be provided at the body art level
  - Location of a restroom for staff/customer use
  - Location of all equipment within the facility (general layout)
  - Location of all handwash sinks
  - Surface finishes of: floors, walls, ceiling, tables, counters, cabinets and shelving
  
- A copy of aftercare instructions that will be provided to each person upon completion of any procedures. These instructions must include:
  - Physical restrictions
  - Wound care
  - Signs and symptoms of infections
  - When to seek medical treatment