



New Body Art Facility Checklist

Facility Plans:

- Submit two (2) sets of schematic drawings of the shop showing the locations of the procedure area, work stations, handwashing sinks, bathroom, clean room, along with the placement of the sonicator and/or autoclave. Also include a finish schedule for sanitary walls, floors and ceilings (concrete, laminate, tile, etc.).
- Plan Check Submittal fee.
- Submit the shop's Infection Prevention and Control Plan (IPCP) which shall be reviewed and approved prior to final approval to operate.
- Copy of client consent form, aftercare instructions and medical questionnaire.
- Show proof of approved method of sharps containment and removal.
- Proof of compliance with local business zoning requirements.
- Facility is operating with 100% pre-packaged/disposable instruments. If box is checked, spore test and autoclave lines below are not applicable.
- Submit a spore test result showing the autoclave to be used is operational. Spore test must be recent (less than 30 days) and sampled according to manufacturer's recommendation for testing for non-use, reconditioning, repair, or handling for relocation.
- Copy of service agreement with the spore testing laboratory.
- Copy of the manufacturer's specification for the autoclave.

Practitioner:

- Show proof of current bloodborne pathogen training for all practitioners.
- Show proof of valid Driver's license (over 18 years of age).
- Hepatitis B vaccination or declination form.
- Practitioner registration fee.

Facility Permit:

- List of Body Art practitioners anticipated working in the shop.
- Application and fees collected after Plan check approved.