

# Body Art Facility Plan Check Guidelines



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888.722.4234

When a tattoo, permanent cosmetic, branding or piercing business is constructed or remodeled, plans and specifications for such construction shall be submitted to the Plan Review Unit of Riverside County Department of Environmental Health (Department) as mandated by CHSC § 119312(h), a health permit must be obtained prior to operating the facility for the performance of body art, and the local (city or county) building official may require plans as well. After reading these guidelines, please do not hesitate to contact this Department with any questions. You may also reach a Specialist via email at [bodyart@rivco.org](mailto:bodyart@rivco.org).

**What are the steps to obtaining an Environmental Health Permit?**

1. Contact all the other applicable AGENCIES and obtain the necessary PERMITS.
2. Submit PLANS and pay the appropriate PLAN REVIEW FEE.
3. CONSTRUCT or remodel the facility.
4. Schedule a FINAL APPROVAL INSPECTION.
5. Prepare for and pass the FINAL APPROVAL INSPECTION.
6. Submit all completed PAPERWORK and pay Environmental Health PERMIT FEES.

**STEP 1: CONTACT ALL APPLICABLE AGENCIES**

- Contact the **local city and zoning authority** for restrictions and requirements that may apply to the operation of the body art facility in the proposed business location.
- Obtain all necessary city or county permits.

**STEP 2: SUBMIT PLANS AND FEES**

- Submit completed Body Art Plan Review Application Form and pay the applicable plan review fee to this Department.**
- Submit two (2) sets of the site plan:** Plan must be complete, easily readable, and include a detailed overhead layout of the entire facility identifying the procedure area, cleaning and sterilization area, sink counters, storage areas, equipment and reception areas, workstations, handwash sink(s), and restroom (refer to Example Site Plan). Plan must identify all floor, wall, ceiling, counter, and cabinet finishes and include an equipment list schedule. Facilities should show location and full wall separation from hair/nail activities from body art activities. These rooms should have a separate sink used only for these activities. Plan may be prepared by an architect, contractor, or owner.

**Also submit the following:**     **Room Finish List**     **Equipment List**

- Provide a copy of the completed **Infection Prevention and Control Plan (IPCP) CHSC §119312(d) 1, CHSC §119313(a-e)**
- Complete all construction in accordance with approved plans. **Approval by the Department and all applicable agencies must be obtained before commencing work.**

**STEP 3: CONSTRUCT THE FACILITY**

**FACILITY CONSTRUCTION REQUIREMENTS:**

*General Premises*

- Floors throughout the work areas and restroom shall be constructed of materials that are smooth, nonabsorbent, washable, and free of open holes.** All floor surfaces must be capable of being maintained in a sanitary manner. Unfinished wood surfaces are not acceptable. **CHSC §119314(a)(2)**
- Walls throughout the work areas shall be smooth, nonabsorbent, washable, and free of open holes.** Surfaces throughout the facility, including construction joints and seams must be tightly fitted and sealed so as to be easily cleanable. Unfinished wood surfaces are not acceptable. **CHSC §119314(a)(2)**
- Facility must be constructed and maintained to **prevent the entrance of vermin.**

- Facility must have adequate **toilet facilities**. The sink shall be supplied with hot and cold running water, containerized liquid soap, and single-use paper towels that are dispensed from a wall-mounted, touchless dispenser. All sinks shall be permanently plumbed and meet local building and plumbing codes. **CHSC §119314(a)(5), CHSC §119314(b)(5)**

#### *Procedure Areas*

- Procedure areas must be separated by a **wall or ceiling-to-floor partition**, from nail and hair activities. Body art can only be performed in the procedure area of the facility. **CHSC §119314(b)(2)**
- This area must be equipped with an **accessible sink supplied with hot and cold running water, containerized liquid soap, and single-use paper towels** that are dispensed from a wall-mounted, touchless dispenser that is accessible to the practitioner. All sinks shall be permanently plumbed and meet local building and plumbing codes. Note: One sink may be sufficient to service an open practitioner area if deemed appropriate by the inspector. **CHSC §119314(b)(4), CHSC §119314(b)(5)**
- The procedure area must be equipped with a **light source** that provides adequate light for procedures. **CHSC §119314(b)(1)**
- Lined waste containers** shall be available in the procedure area. **CHSC §119314(d)**
- A sealable, rigid and puncture proof **'sharps container'** must be provided at each work station for the disposal of single-use sharp objects that come in contact with blood and/or body fluids that is labeled with the words "Sharps Waste" or the international biohazard symbol and the word "BIOHAZARD". Note: One container may be sufficient to service an open practitioner area if deemed appropriate by the inspector. **CHSC §119314(e)(1-2)**

#### *Decontamination and Sterilization Areas*

- Unless all equipment and supplies used in the course of the body art procedure are single-use, purchased as pre-packaged and pre-sterilized, the body art facility shall have a decontamination room or area for cleaning instruments and equipment. **CHSC §119315(f)**
  - The decontamination and sanitization area must be separated from the procedure area by a space of at least five (5) feet or by a cleanable barrier. **CHSC §119314(c)(1)**
  - This area must be equipped with a sink, hot and cold running water, containerized liquid soap, and single-use paper towels dispensed from a wall-mounted, touchless dispenser that is readily accessible to the practitioner. All sinks shall be permanently plumbed and meet local building and plumbing codes. **CHSC §119314(c)(2), CHSC §119314(b)(5)**
  - Lined waste containers shall be available in the decontamination and sterilization area. **CHSC §119314(d)**
  - This area must be equipped with an approved steam autoclave. *Chemical and dry heat sterilizers are not accepted.* **CHSC §119315(b)(1), 119309(e)**

#### **STEP 4: SET UP AN INSPECTION APPOINTMENT**

Prior to opening for business, an inspection of the body art facility will be conducted to determine if the facility and its proposed method of operation meet the specifications of the approved plans. A body art facility may open for business once the necessary permits from all applicable agencies have been obtained, all equipment installation has been approved and the health permit is issued by this Department. Contact this Department to schedule your final approval inspection after you have completed all of the above requirements.

#### **STEP 5: FINAL APPROVAL INSPECTION**

At the final approval inspection, the overall facility construction will be inspected to ensure it is built to the approved plans with no changes or additions. If the plans do not match the facility, a permit will not be issued until the corrections are made. The following items will be checked:

- Operational hand wash sinks with hot and cold water.**
- Containerized liquid soap and wall-mounted paper towel dispensers** at the procedure area, decontamination room, and restroom.
- Disposable, single-use, pre-sterilized instruments** are purchased and stored in clean, dry, labeled containers or cabinets, protected from dust and moisture.
- Adequate lighting** at procedure area workstations.
- Sharps containers** and documentation of an approved sharps disposal service or mail back program.

- Cleaning and disinfection supplies** present and readily available.
- Adequate lined trash cans** at procedure area, decontamination area, and restroom.
- Sterilization Equipment** tested using a commercial biological indicator monitoring system and a copy of the spore test laboratory service agreement for the monthly autoclave operational test.
- Record keeping** methods for autoclave sterilization or record of purchase and use of all single use pre-sterilized instruments.

#### STEP 6: SUBMIT PAPERWORK AND PAY FEES

During the Final Approval Inspection, you will submit all required forms and documents and pay all Environmental Health fees. Below is a checklist of the forms and documents to have ready:

- Completed **Body Art Facility Application**
- A copy of the **Infection Prevention and Control Plan (IPCP)**
- Practitioner Applications** for all Body Art Practitioners working at the facility and fees
- Proof of approved sharps removal must be provided prior to final approval to operate.**
- Provide a negative spore test** and passing Class V Integrator showing the autoclave is properly functioning. This test must be made available to the inspector at the final approval inspection and must have been performed **within 30 days of that inspection** in order to be valid. **CHSC §119315(b)(2,4)**
- Proof of single use equipment sterilization** obtained from the manufacturer and maintained at the facility at all times. All purchase orders and receipts must be maintained for 90 days. **CHSC §119315(f)**
- Provide copies of the facility's **consent form and medical questionnaire** for review. **CHSC §119303**
- Provide copies of the facility's **after care instructions**.

**ROOM FINISH LIST  
(MATERIALS AND FINISHES)**

ROOM OR AREA	FLOOR	WALLS
<i>Example: Restroom</i>	Smooth quarry tile	Gypsum board; smooth; semi-gloss paint in "swiss coffee"
Procedure Areas		
Waiting Area		

**EQUIPMENT LIST – PART 1**

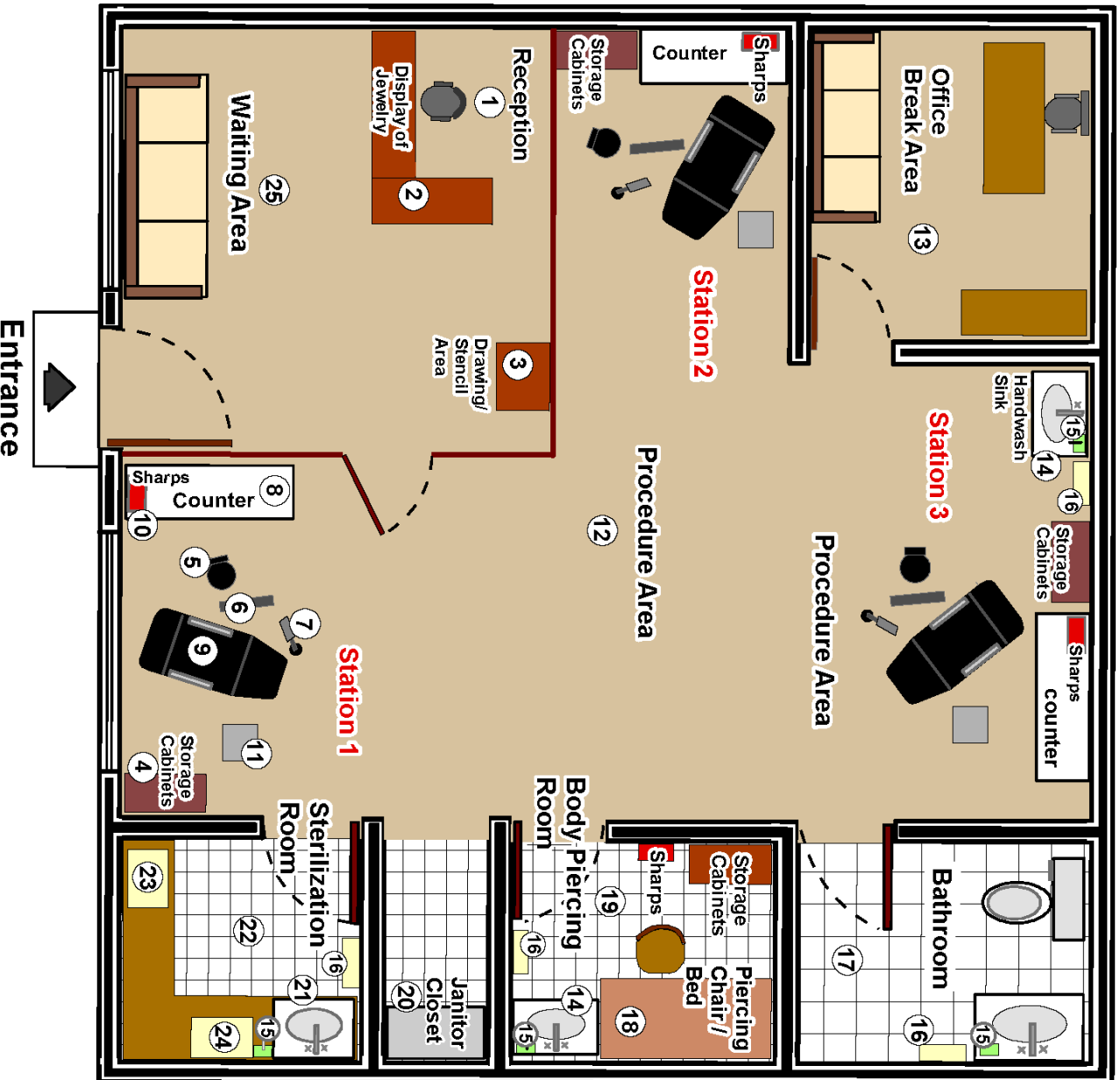
<i>ROOM OR AREA</i>	LOCATION	MANUFACTURER	MODEL NUMBER
Tattoo Machine			
Permanent Cosmetic Machine			
Hot Water Temperature	Temp: _____ °F		

**NOTE: PLEASE PROVIDE SPECIFICATION SHEETS FOR ALL EQUIPMENT.**

**EQUIPMENT LIST – PART 2**

ROOM OR AREA	DESCRIPTION OF MATERIAL
<i>Example: Mayo Trays</i>	<i>Stainless steel</i>
Practitioner Chair	
Client Chair	
Client bed	
Stool	
Arm Rest	
Mayo Trays	
Counters	
Storage Cabinets	
Disposable Instruments	

# Example Site Plan



1	Reception Desk
2	Display Case
3	Drawing / Stencil Area
4	Storage Cabinets *
5	Chair
6	Armrest
7	Lamp
8	Counter *
9	Procedure Area Bed / Chair
10	Sharps Containers
11	Work Station Tray
12	Procedure Area *
13	Office / Break Room
14	Handwash Sink *
15	Liquid Soap *
16	Single - Use Paper Towel Dispenser *
17	Bathroom *
18	Piercing Chair / Bed
19	Body Piercing Room *
20	Janitor Closet
21	Bio Sink *
22	Sterilization Room *
23	Autoclave *
24	Ultrasonic Machine
25	Waiting Room *

\* Items containing this asterik are required to be shown on the scaled plans.

## DAILY OPERATIONAL REQUIREMENTS

Congratulations! Now that you are approved, these are your daily requirements for operation:

### A. Instrument Requirements

1. Records shall be kept and maintained readily available for inspection by this Department for 90 days following the use of the instruments at the site of practice, for the purpose of verifying the use of disposable, single-use, pre-sterilized instruments:
  - A record of purchase **and** use of all single-use instruments.
  - A log of all procedures, including the name of the practitioner, name of the client and the date of the procedure.

### B. Infection Prevention and Control Plan (IPCP)

A copy of the facility's IPCP shall be maintained on-site and the use of all disposable, single-use, pre-sterilized equipment and instruments shall be outlined in the plan.

### C. Procedure Area

1. Animals are not allowed in the procedure area(s) with the exception of service animals as defined by the Americans with Disabilities Act (ADA).
2. No eating, smoking or drinking shall be permitted in the procedure area.
3. Practitioner registration certificates and all necessary health permits must be posted in public view.

### D. Equipment Requirements

1. The facility shall be maintained clean, in good repair and kept in sanitary condition. It must be free of insect or vermin infestation.
2. Only commercially manufactured inks, dyes and pigments shall be used.
3. If a tattoo machine is used, it shall be designed and manufactured to provide removable tip parts between the tip and motor housing in a manner that will prevent backflow into enclosed parts of the motor housing. Manufacturer specification sheets for the machine shall be readily available onsite for inspection by this Department.
4. Approved Environmental Protection Agency (EPA) or Department of Pesticide Regulation (DPR) disinfectants and antiseptic solutions used for preparation of the procedure site shall be provided.
5. Single-use supplies, such as disposable gloves, single-use receptacles for inks or pigments, sterile dressings, disposable plastic wrap or other coverings for the chair, tattoo machine, clip cord, workstation, etc. shall be available on-site.
6. Personal protective equipment appropriate for the specific body art task, such as disposable gloves, disposable aprons, lap pads, etc. shall be provided.

### E. Sharps Waste

All sharps waste produced during the performance of body art shall be disposed of using one of the following methods:

1. Through an approved licensed medical waste hauler and disposed of at a licensed treatment facility.
2. Through a mail-back system.
3. As solid waste after being disinfected by a method approved by the California Department of Public Health (CDPH) in compliance with all applicable laws.

### F. Tracking Documents

The last three (3) years of documentation for the proper disposal of sharps waste containers disposed of through a licensed medical waste hauler or mail-back system shall be maintained on-site and available for review upon the request of this Department.

G. A supply of blank **client consent forms, client medical questionnaires and written aftercare instructions** shall be available onsite.

H. **Completed client consent forms** shall be available on-site.

### I. Autoclave: Provide manufacturer's specification (cut sheet if possible).

1. Autoclave must have mechanical indicators for time, temperature and pressure.
2. Proof of monthly testing must be maintained and available for inspection at all times. Test results must be maintained for three (3) years. Records must include:
  - i. Results of Class V Integrator with each autoclave load, recorded.
  - ii. Date of the load.
  - iii. List of the contents of the load.
  - iv. Exposure time and temperature.
  - v. Initials of the person operating the sterilizing equipment.
  - vi. For cycles where the results of the biological indicator (spore test) are positive, how the items are cleaned, and proof of a negative test before reuse.
3. Approved sterilization packs for reusable instruments and jewelry. CHSC §119315(a)
4. Provide a copy of the service agreement with spore testing laboratory, required at installation, monthly and after service. CHSC §119315(b)(4)