



BODY ART PLAN REVIEW

Licensing

All body art businesses in Clark County are required to have a body art license issued by Clark County Combined Health District (CCCHD). If you plan to open or remodel a body art facility or change your approval status (e.g. adding a sterile room, adding piercing or tattooing) you will need to submit your request to CCCHD for approval.

Getting Started

All new body art businesses, those performing extensive alterations or remodeling, and those closed for more than one year, must complete the plan review process. The following are the necessary steps to obtain a body art approval license from CCCHD.

Step 1: Submit Plans

Include the following:

- Completed Body Art Plan Review Application
- One (1) complete set of drawings of the facility to include:
 - Floor plan, showing the general layout of the fixtures and equipment;
 - The total area to be used for the business;
 - Entrances and exits;
 - Location and types of plumbing fixtures, including all water supply facilities;
 - Lighting plan
- Listing of all equipment to be used, include the manufacturer and model numbers
- Written infection prevention and control plan that includes but is not limited to the following:
 - Decontamination and disinfecting environmental surfaces
 - Decontaminating, packaging, sterilizing & storing reusable equipment and instruments
 - Protecting clean instruments and sterile instruments from contamination during storage
 - Ensuring that standard precautions and aseptic techniques are utilized during all body art procedures
 - Safe Handling and disposal of needles
 - Aftercare guidelines
- Plan Review Fee

Step 2: Plan Review Process

- Within 30 days after plans are submitted, CCCHD will respond to your plans.
- Plans may require additional information or changes – in this case, you will be contacted.

Step 3: Plan Approval Process

- A letter will be sent informing you that the plans have been approved.
- Plan approvals not acted upon expire in one (1) year, unless the facility is under construction.

Step 4: Construction

- Ensure that all contractors and sub-contractors, including plumbing, HVAC and electrical, are licensed and have obtained necessary permits:
 - City of Springfield Building Inspection Services: 937-324-7389
 - Clark County Building Inspection Services: 937-521-2160
 - Clark County Combined Health District (Plumbing Inspection): 937-390-5600

Step 5: Inspections

- Obtain sign offs from all building and plumbing inspectors before contacting CCCHD for a pre-licensing inspection. CCCHD requires a minimum of 2 business days' notice to schedule an inspection.
- Once approval is made from the pre-licensing inspection, a license application must be completed and submitted license fees to be able to open for business.

Please remove and keep this page for your future reference before submitting the application.



BODY ART PLAN REVIEW APPLICATION

Plan Review Contacts

Body Art Facility Name: _____

Name of Operator (Owner): _____ Phone: _____

Address: _____

City: _____ Zip Code: _____ Phone: _____

E-Mail: _____

Name of Contact for Plans: _____ Phone: _____

Address for plan approval letter: _____

City: _____ State: _____ Zip Code: _____

Please provide the names of any individuals that have at least a 5% ownership interest in the business: _____

Please list the name(s) of business and address of any previously or currently licensed tattoo and/or body piercing facility you operate(d) as well as name and contact information of the licensing agency:

Please List all Trained Body Artist(s) that will be employed at the facility:

INTERNAL USE ONLY:

Date Received: _____ Received by: _____ Receipt Number: _____

Plan Review Type

- New Body Art Facility
- Remodel/Extensive Alteration of Existing Body Art Facility

**If remodel, please describe scope briefly:*

Estimated Date Construction Will Begin: _____

Estimated Opening Date: _____

Type of Establishment *(Check all that apply):*

- Tattoo
- Piercing
- Permanent Makeup

Days/Hours of Operation:

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Water Supply: Municipal Other*: _____

Sewage Disposal: Sanitary Sewer Semi Public*

* Please provide documentation of approval from Ohio EPA



PLAN REVIEW COMPONENTS

The plans submitted to CCCHD must be legible, in English and include the following information. Lack of complete information may delay plan approval and/or the opening of your business.

Please indicate with a checkmark (✓) that the following are included.

- Properly completed application (this document)
- Facility Floor Plan, drawn to scale, showing the general layout of the fixtures and equipment
- The total area to be used for the business
- Location of Entrances and Exits
- Location and types of plumbing fixtures, including all water supply facilities
 - A restroom shall be located within establishment and be equipped with a toilet and hand sink
 - A hand sink shall be located separate from restroom and in close proximity to all artist procedure areas
 - A separate sink shall be provided for cleaning and rinsing equipment for the sterilization process
- Lighting plan
- Interior finish schedule
- Listing of all equipment to be used, include manufacturer and model numbers
- List of materials to be used in facility (e.g. Inks, jewelry, tools, needles, clamps, etc.)
- Written verification from the zoning authority that the building is zoned properly for business

A Written Infection Prevention and Control plan that includes but is not limited to the following:

- Procedures for decontaminating and disinfecting environmental surfaces
- Procedures for decontaminating, packaging, sterilizing, and storing reusable equipment and instruments
- Heat sterilization device testing log
- Procedures for protecting clean instruments and sterile instruments from contamination during storage
- Procedures for insuring that standard precautions and aseptic techniques are utilized during all body art procedures
- Procedures for safe handling and disposal of needles
- Parental consent form
- Record of client service form
- Aftercare instructions

The following information is needed for all individuals in the facility who will be performing body art services:

- Documentation of training in body art
- Documentation of current completion of course in first aid
- Documentation of current completion of course in standard precautions/blood borne pathogens
- Documentation of training in principles of sterilization

- Statement of attestation that the operator intends to comply with all requirements established by sections 3730.01 to 3730.11 of the Ohio Revised Code and 3701-9-01 – 3701-9-09 of the Ohio Administrative Code.

REMINDER: PLANS THAT ARE MISSING ANY OF THE ABOVE INFORMATION WILL BE CONSIDERED INCOMPLETE AND MAY DELAY THE PLAN APPROVAL PROCESS.

I am submitting a set of plans which include the required drawings and other information noted above.

Signature of applicant: _____ Date: _____

Submit Plans To:

Clark County Combined Health District
Body Art Plan Review
529 E. Home Road
Springfield, OH 45503
Telephone: 937-390-5600
Fax: 937-390-5625



FACILITY & EQUIPMENT REQUIREMENTS

The following are general guidelines:

1. Lighting

Intensity Requirements:

Throughout the establishment	20 Foot-candles
Level where body art is being performed	40 Foot-candles

*Separate spotlights may be used by the artists in their individual booths if needed

2. Floors, Walls & Ceilings



Floors, walls and ceilings directly surrounding equipment used for body art activities (this includes storage and sterilization areas), shall be smooth, and washable surfaces. The following are examples of acceptable surfaces (other surfaces may be approvable upon review):

Quarry Tile	Ceramic or Vinyl	Smooth Ceiling Panels
		

*Carpeting is only permitted in the waiting area and/or other areas where body art activities will not be conducted.



3. Sinks

The following sinks are required for ALL facilities:

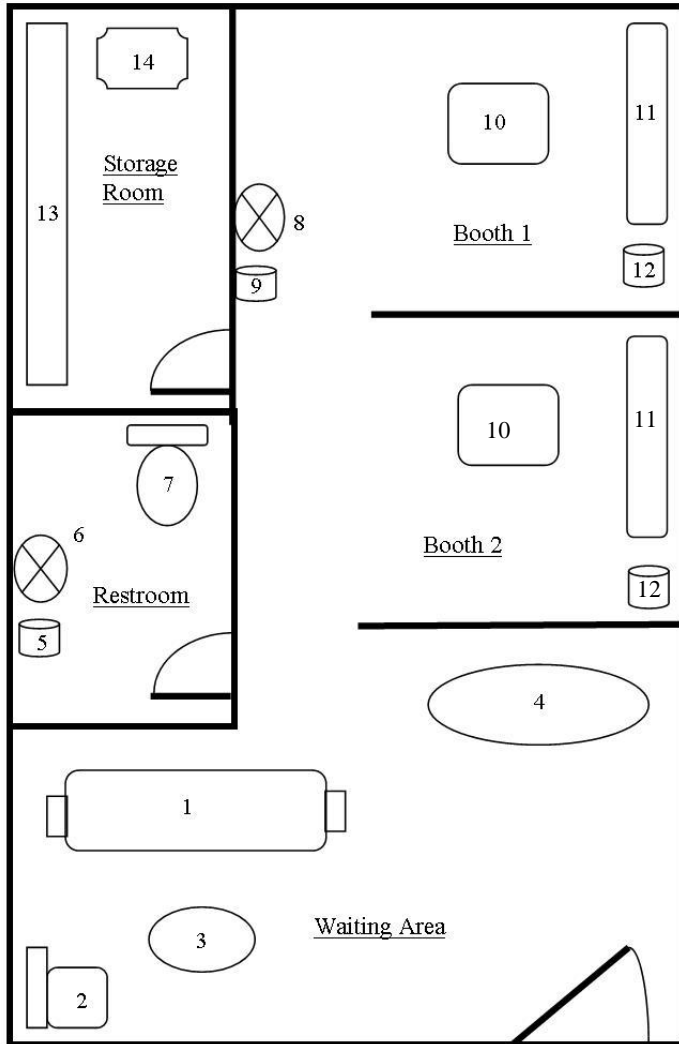
Hand Sink	Mop/Utility Sink
	

4. Covered trash receptacles

Must be provided for the disposal of used gloves, dressings and other trash. The following are acceptable examples:

Covered Trash Cans	Biohazard Containers
	

BODY ART FACILITY FLOOR PLAN EXAMPLE



Waiting Area
1 Couch
2 Chair
3 Table
4 Office desk

Restroom
5 Trash can with lid
6 Handsink
7 Toilet

Handwashing Station
8 Handsink
9 Trash can with lid

Booth 1 & 2 (Body Art Areas)
10 Chair
11 Work table*
12 Covered trash can

Storage Area
13 Stainless steel shelving
14 Mop/Utility Sink

*On each work table
Gloves, sharps container, body piercing/
tattoo equipment stored in clean containers

Finish Schedule

Floor
Waiting Area— Carpet
Restroom— Tile
Booth 1 & 2—Tile
Storage Area—Sealed Concrete

Walls
All Dry Wall and Rubber Coving
Restroom— FRP board and Rubber Coving

Ceiling
Suspended Smooth Tile

Notes:

- The handwashing station between the two booths will be used for handwashing by each artist.
- The restroom is for employee and customer use.
- Room dividers are available if a customer wishes for complete privacy.
- Chemicals for cleaning are stored in the storage room.
- All body art areas will contain at least 40 foot-candles of light.