

Body Art Licensing Approval Process

Step 1:

- 1) Submit a Body Art Facility Plan Review Application request through Kent County Health Department KCEHMail@kentcountymi.gov
- 2) Payment information and instructions will be sent via email. The cost is \$250 (this will cover the first three hours of service time, \$65/hour thereafter).
- 3) With your application, submit a scale drawing of the facility (e.g. 1" = 10 feet, etc.).

Step 2:

- 1) Plan Review specialist contact you if information is needed
- 2) Once the plans are reviewed and approved, a pre-opening inspection will be scheduled.
- 3) Apply for State BA License following instructions from plan review specialist

Step 3:

- 1) When the facility pre-opening inspection has been completed, approved, and facility has been found in compliance with law, you will be allowed to operate for 90 days (pending local permits and approvals).
- 2) Once our office approves your facility while you are in operation, an on-line recommendation for licensure will be made to MDCH.

Step 4:

- 1) By no later than five days prior to the end of your interim period, you will need to apply for a routine (annual) body art facility inspection.
- 2) Make a check payable to *Kent County Health Department* for \$300.

First routine inspection must be completed within 90 days of opening inspection. Failure to comply will require a re-submittal of documents and associated payments.

Fully review the “Requirements For Body Art Facilities” for more detailed information on the documents below.

Sample documents and more information may be found at:

[Body Art | Kent County, Michigan \(accesskent.com\)](http://accesskent.com) or [Body Art Professionals \(michigan.gov\)](http://michigan.gov)