

KENT COUNTY HEALTH DEPARTMENT

ENVIRONMENTAL HEALTH
700 Fuller Avenue N.E.
Grand Rapids, Michigan 49503-1918
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Adam London, RS, MPA
Administrative Health Officer

BODY ART FACILITY PLAN REVIEW APPLICATION

Date: _____

Facility Description: (check one) New Existing Remodel

Name of Facility: _____

Address of Facility: _____

Phone _____ Fax _____ E-mail _____

Name of Operator (owner and address):

Phone _____ Fax _____ E-mail _____

Number of Technician Stations _____ Square Feet /Station _____

Total Square Feet of Facility _____

Date Construction will begin: _____

Date of Planned Opening: _____

Day(s) of Operation S M T W TH F SA By appointment: Y N

Hours of Operation _____ to _____

Number of body artists is the facility designed for _____

Number of body artists working in the facility at opening _____

Type of services provided (mark all that apply):

Tattoo Piercing Permanent cosmetics Scarification Branding

Step 1:

- 1) Apply for a Michigan Body Art Facility License (visit michigan.gov/bodyart to download an application)
- 2) Submit the on-line fee as instructed by the MDCH

Step 2:

- 1) Submit a Body Art Facility Plan Review Application request through Kent County Health Department (616) 632-6900
- 2) Make a check payable to *Kent County Health Department* for \$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 3:

- 1) Once the plans are reviewed and approved, a pre-opening inspection will be scheduled.
- 2) 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 30 days (pending local permits and approvals).

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.
- 3) Once our office approves your facility while you are in operation, an on-line recommendation for licensure will be made to MDCH.

First routine inspection must be completed within 60 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:

www.accesskent.com/Health/BodyArt or www.michigan.gov/mdhhs

Required Documents:

For Facility:

- MDEQ waste disposal
- Exposure control plan
- Client consent form
- Educational material
- Aftercare (for each type of procedure)

For EACH employee/worker:

- Confidentiality agreement
- History
- Hepatitis B declination
- Photo identification
- Bloodborne pathogen certificate

EQUIPMENT	MAKE AND MODEL	SPECIFICATIONS

**BODY ART
FACILITY FLOOR PLAN & EQUIPMENT LAYOUT Scale 1/4" = 1 foot USING a STRAIGHT EDGE**

If other scale- notify: _____

BODY ART FACILITY NAME: _____

Submitted by: _____

