

KENT COUNTY HEALTH DEPARTMENT

ENVIRONMENTAL HEALTH

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Administrative Health Officer

Body Art Facility Plan Review (Guidelines for artists opening a new shop)

Step 1:

- 1) Apply for a Michigan Body Art Facility License (visit michigan.gov/body-art 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.