**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.