

How to Obtain a Body Art Health Permit in Sacramento County



Sacramento County Environmental Management Department
Environment Health Division
11080 White Rock Rd. Rancho Cordova, Ca 95670
(916) 875-8440
www.emd.saccounty.gov

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Background Information:

The County of Sacramento is responsible for the regulation of persons engaged in the performance of tattooing, body piercing, branding and the application of permanent cosmetics. These requirements are intended to protect both the practitioner and the client from transmission of infectious diseases through the application of proper body art procedures and the control of cross-contamination of instruments and supplies.

The following information will outline how to obtain a body art health permit based on the type of body art that is being practiced and/or the type of facility being used.

Types of body art permits:

1. New body art facility and owner/manager practitioner registration
2. Change of ownership/existing facility - body art facility and owner/manager practitioner registration
3. Body art practitioner registration (only)

NEW BODY ART FACILITY AND OWNER/MANAGER PRACTITIONER REGISTRATION REQUIREMENTS:

For a location that has not been previously permitted for body art, submittal of plans (existing, new construction or remodeling), documents and associated fees are required.

Plans must be submitted to and approved by EMD prior to construction, opening your facility, obtaining building, plumbing or electrical permits (if applicable). Once approved by EMD and an inspection will be conducted before new facility may be used for performing body art.

Requirements for submittal:

- Plan Review Application:
 - Two copies of plan for review required. The plan may be hand drawn but not smaller than 11in by 17 in (paper)
 - Plan layout will depend on whether disposable equipment is used or equipment is autoclaved on site
 - The following links will help guide you on your plan submittal:
 - IPCP completed document (will depend on whether disposable equipment is used or equipment is autoclaved on site)
- Approved Blood-borne Pathogen Training Certificate for each practitioner (from EMD approved list)
- Hepatitis B Declination (if applicable)
- Facility Permit and Practitioner Registration applications
- After Care document (on business letterhead)
- Consent form (on business letterhead)
- Sharps Agreement

Plan Review requirements

Shop Layout

In general, a body art facility will need space for at least four areas: waiting area, front counter, procedure room, decontamination and sterilization area, and restroom. If disposable, single -use, presterilized instruments are used, then a decontamination and sterilization area may not be required.

❖ Waiting Area and Front Counter

This area should provide seating and must be separate from the procedure area.

❖ Procedure Room (Area)

The procedure area must be separated from waiting area, the decontamination and sterilization area. The procedure room must meet the following requirements:

- Adequate lighting
- Be separate from hair/nail activities
- Lined waste containers
- Sharps container labeled "BIOHAZARD" within arm's reach of the practitioner
- Hand sink with liquid soap dispenser and a touch-less wall-mounted single dispensing paper towel dispenser. The hand sink must be permanently plumbed with hot and cold water.
- Ultrasonic cleaners must not be used at work stations.
- Floors and walls must be smooth and washable.

❖ Decontamination and Sanitization

The decontamination and sterilization room must be separate from procedure areas by at least 5 feet or by a cleanable barrier and have a hand sink with liquid soap and a touch-less wall-mounted single dispensing paper towel dispenser. The sink must be plumbed with hot and cold water. The room must also have a lined waste container.

The sterilization units must be a steam autoclave and have mechanical indicators for time, temperature, and pressure.

Clean instruments must be stored in a clean, dry, dust/moisture proof storage cabinet.

If no sterilization area is available, the business must use only disposable, single-use, pre-sterilized instruments. Location of required records must be maintained on-site.

❖ Restroom

Restrooms may not be accessible by walking through the decontamination and sterilization room. Restrooms must have a sink with hot and cold running water, a lined waste container, and a containerized liquid soap and wall-mounted touchless single-use paper towel dispenser.

❖ Storage

Adequate storage for supplies, chemicals, and records must be available.

CHANGE OF OWNERSHIP/EXISTING FACILITY - BODY ART FACILITY AND OWNER/MANAGER PRACTITIONER REGISTRATION

For a location that has previously been permitted by EMD but closed, a new owner must submit the following:

- IPCP completed document
- Approved Blood-borne Pathogen Training Certificate for each practitioner (from EMD approved list)
- Hepatitis B Declination (if applicable)
- Facility Permit and Practitioner Registration applications and associated fees
- After Care document (on business letterhead)
- Consent form (on business letterhead)
- Sharps Agreement

You will be contacted by our department to verify information and notified of approval/disapproval of your application. Once approved, artists may begin performing body art.

BODY ART PRACTITIONER REGISTRATION (ONLY)

For an artist that is not an owner but will work at a permitted facility in the County of Sacramento, the following documents must be submitted:

- Registration form and associated fees
- Approved Blood-borne Pathogen Training Certificate for each practitioner (from EMD approved list)
- Hepatitis B Declination (if applicable)
- Copy of government issued identification

Applicants must be 18 years or older to register.

You will be contacted by our department to verify information and notified of approval/disapproval of your application. Once approved, applicant may begin performing body art.

OTHER GOVERNMENT AGENCIES YOU MAY NEED TO CONTACT DEPENDING ON YOUR BUSINESS AND ITS LOCATION.

Opening a body art business takes time and planning. Contacting various offices may seem like too much trouble but it is important to ensure you know what is required of you, saving you time and money.

1. City/county Zoning Department. Not all locations are approved for body art businesses.
2. Business License from the city/county. Contact the local jurisdiction in which your business is located to find out what the procedures are for obtaining a business license.
3. Fictitious Business License. This is required if your business name is anything other than your legal name. A fictitious business name is required to open a business bank account and to establish any merchant accounts. A fictitious business name statement must be filed with the **County Assessor/Recorder/Clerk**. Contact your local jurisdiction that your facility is located in to obtain your fictitious business license.
4. Tax ID number: A federal and state employer tax ID numbers are required if the business employs anyone other than the owner. Contact your local jurisdiction to obtain your tax ID number.
5. Seller's Permit if your business purchases wholesale items for later resale in your body art business. You can obtain your seller's permit from:
California State Board of Equalization
3321 Power Inn Rd Ste 210
Sacramento, Ca 95826
(916) 227-6700

6. Insurance company that insures body art businesses. All body art businesses should obtain liability insurance to protect the assets of your business. Most landlords will require it and some cities will require it in order to obtain a business license.
7. Building Department. Any construction that involves structural, electrical, plumbing or construction of separate rooms will require a building permit.
8. Sign Restrictions. Cities may also regulate the type of sign you use on your businesses. Contact your local Code Enforcement Agency to determine if the jurisdiction has any requirements or restrictions for signage.

The following contact numbers will assist you in determining the requirements for the locations of the body art business you are considering. **Note:** For Fictitious Business License contact Sacramento County

<p><u>City of Citrus Heights</u> 6360 Fountain Square Drive (916) 725-2448 Building Department (916) 727-4760 Business License (916) 727-4907 Chamber of Commerce (916) 722-4545 Code Enforcement (916) 725-2845 Zoning (916) 727-4740 www.citrusheights.net</p>	<p><u>City of Elk Grove</u> 8401 Laguna Palms Way (916) 691-2489 Building Department (916) 478-2235 Business License (916) 478-2211 Chamber of Commerce (916) 691-3760 Code Enforcement (916) 687-3023 Zoning (916) 478-2265 www.elkgrovecity.org</p>
<p><u>City of Folsom</u> 50 Natoma Street (916) 355-7200 Building Department (916) 461-6201 Business License (916) 458-4753 Chamber of Commerce (916) 985-2698 Code Enforcement (916) 461-6227 Zoning (916) 461-6202 www.folsom.ca.us</p>	<p><u>City of Galt</u> 380 Civic Drive Building Department (209) 366-7130 Business License (209) 921-2297 Chamber of Commerce (209) 745-2529 Code Enforcement (209) 366-7260 Zoning (209) 366-7230 www.ci.galt.ca.us</p>
<p><u>City of Isleton</u> 101 2nd Street (916) 777-7770 Building Department (916) 777-7770 Business License (916) 777-7770 Chamber of Commerce (916) 777-4800 Code Enforcement (916) 777-7770 Zoning (916) 777-7770 www.cityofisleton.org</p>	<p><u>City of Rancho Cordova</u> 2729 Prospect Park Drive (916) 851-8700 Building Department (916) 851-8760 Business License (916) 851-8700 Chamber of Commerce (916) 273-5700 Code Enforcement (916) 851-8770 Zoning (916) 851-8750 www.cityofranchocordova.org</p>
<p><u>City of Sacramento</u> 915 I Street (916) 264-5011 Building Department (916) 808-5318 Business License & Fictitious Business license (916) 808-8500 Chamber of Commerce (916) 552-6800 Code Enforcement (916) 264-5011 Zoning (916) 264-5011 www.cityofsacramento.org</p>	<p><u>County of Sacramento</u> 700 H St Building Department (916) 875-5296 Business License & Fictitious Business license (916) 874-6644 Chamber of Commerce (916) 552-6800 Code Enforcement (916) 874-6444 Zoning (916) 874-6141 www.saccounty.gov</p>
<p><u>Franchise Tax Board</u> (800) 852-5711 www.ftb.ca.gov</p>	<p><u>Internal Revenue Service (IRS)</u> 4330 Watt Ave Sacramento, CA 95821 (916) 974-5225 www.irs.gov</p>