

New Tattoo & Body Piercing Facility Packet

Step by Step Guide

Obtaining a new license for a tattoo and/or body piercing facility is required by all new owners, new businesses, and existing facilities that are remodeling. Remodeling can include and is not limited to expansion, significant change in layout and upgrading the facility.

At Galion City Health Department, tattoo and body piercing licenses are non-transferable; a change in ownerships requires a new license and the facility must be in compliance with current codes.

Any time that you have questions please call or email our agency. You may also visit The Ohio Department of Health to review the Body Art rules at [Body Art Laws & Rules | Ohio Department of Health](#)

Steps to obtain a new tattoo and/or body piercing facility license:

1. **Plan Review Application.** Receive and review our Plan Review Application for new tattoo and/or body art facility (pages 5-8 of this document). If you need help with the plan, call and schedule a consultation appointment.
2. **Contact Agencies.** Contact each of the agencies listed on page 2 and ask what you will be required to do according to each agency to open your facility.
3. **Submit Plan Review Application.** Submit the [Plan Review Application](#) to our agency. Once we receive the completed application, we have 30 days to review your plan. It is best to submit the application as soon as possible to avoid any delays in your licensing and plans to open. Make sure all items on the check-off are included or your application will be considered incomplete.
4. **Schedule a Visitation.** Once your plan is approved, if you wish to have a consultation or visitation of your facility, we can schedule one at this time. During this consultation we can review layout, materials, lighting or any other progress at the facility. If we note any problems or concerns we can review them with you.
5. **Sign-offs.** Submit all required sign-offs (from other agencies on page 2) to our agency.
6. **Pre-licensing.** Schedule a pre-licensing inspection with our agency. If your facility is approved, proceed to the next step. If your facility is disapproved, we will schedule a follow-up inspection.
7. **Tattoo and Body Piercing License Application.** Complete the Tattoo and Body Piercing License Application and return it with the required fee. This can be done in person or by mail.
8. **License.** Approvals, license application and license fee must be submitted before the license will be issued and valid.

Contact the following agencies, even if you are purchasing an existing facility. Each of the following agencies will have specific requirements that vary from the requirements of Galion City Health Department. Contact these agencies as soon as possible to avoid delays in the plan review process.

Richland County Building Department

This agency handles all commercial building inspections for a new certificate of occupancy for GCHD.

1495 West Longview Ave.

Suite 202A

Mansfield, OH 44906

Phone: 419-774-5517

permits@richlandcountyoh.gov

Richland County Plumbing Department

This agency handles all commercial plumbing inspections for GCHD.

555 Lexington Ave.

Mansfield, OH 44907

Phone: 419-774-4520

[Home | Richland Public Health](#)

Galion City Fire Department

This agency handles inspections and compliance with current fire codes.

301 Harding Way East

Galion, OH 44833

Phone: 419-468-5580

Galion City Zoning Inspector

This agency handles compliance with city zoning requirements.

115 Harding Way East

Galion, OH 44833

Phone: 419-468-2642

Private Water and /or Private Sewage systems.

Contact the Director of Environmental Health at Galion City Health Department for additional information.

113 Harding Way East

Galion, OH 44833

Phone: 419-468-1075 ext. 1276

matt.schwab@galionhealth.org

Facility & Equipment Requirements

Keep this page for your information and use.

The following are general guidelines:

1. Lighting

Intensity Requirements:

We can measure this during the visitation and pre-licensing inspection.

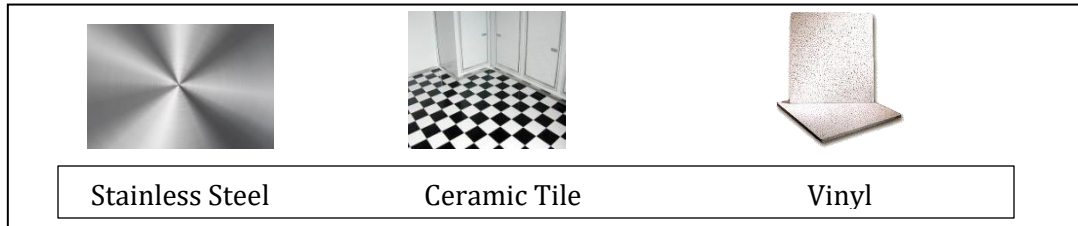
Throughout the establishment	20 Footcandles
Level where tattoo/body piercing is performed	40 Footcandles

*Separate spotlights may be used by the artists in their individual booths if needed.

2. Floors, Walls & Ceilings

Floors and tables directly under equipment used for tattooing or body piercing activities (this includes storage areas), should be impervious, smooth, and a washable surfaces.

Examples include:



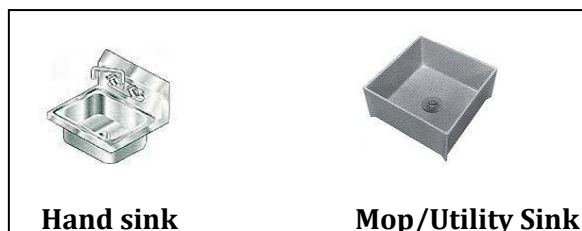
***Carpeting is only permitted in the waiting area and/or other areas where tattooing or body piercing activities will not be conducted.

3. Sinks and Restroom

A restroom with a toilet and hand sink shall be available to the body artists and patrons and shall be located within the establishment.

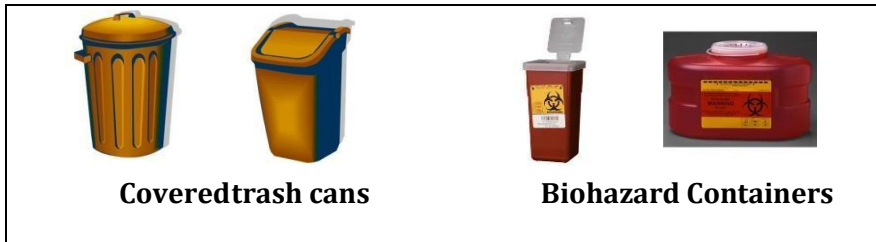
A separate hand washing sink shall be in available close proximity for the body artists to wash and disinfect there hands prior and after to procedures.

A separate mop/utility sink should be available within the establishment.



4. Covered trash receptacles

Must be provided for the disposal of used gloves, dressings, and other trash. The following are acceptable examples:



Galion City Health Department issues licenses only to tattoo and body piercing facilities in the city of Galion through the Ohio Department of Health. This state agency has developed the tattoo and body piercing regulations that are written in the Ohio Administrative Code. These rules and laws apply to licensed tattoo and body piercing facilities in the state of Ohio.

Galion City Health Department works directly with our licensed facilities to educate and enforce Ohio rules and regulations to ensure public health is being protected. Our Director of Environmental Health will be happy to assist you with this application process. This application is required for remodels, new facilities and change of ownership.

Helpful Hints

- This application should be filled out by individuals with knowledge of the **layout** as well as the daily **operations** and **procedures**. More than one individual may need to provide the information in order to properly answer these questions.
- Once a complete application is received, we have **30 days** to review and approve the plans. Submit this application early in your planning **to avoid delay in licensing**.
- If this application is missing information and/or unapproved, the 30 day time period will **restart** when new or additional information is re-submitted.
- Each person** who is conducting tattoo or body piercing activities must have signed documentation of apprenticeship and have **current** certifications in First Aid and Bloodborne Pathogens. Copies of these certificates must be submitted and remain available upon request within the facility.

Name of facility: _____
Location address: _____
City: _____ State: _____ Zip: _____
Business Phone: _____ Email: _____

Name of license holder: _____
Mailing address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Name of owner (if not the license holder): _____
Phone: _____ Email: _____

Type of Application: Note, Galion City Health Department does not transfer licenses.

- New Facility** - New business or new license
- Remodel** – Existing facility/same license holder with significant changes

Type of Operation: (check all that apply)

- Tattoo**
- Body Piercing**
- Permanent Make-up/Microblading**

Sewage & Water

Choose one:

- I am utilizing a public water system for this facility.** A public water system is a water system that is operated and by a public agency, such as a city or village supply or a rural water company.
- I am utilizing a private water system for this facility.** A private water system is a water system that is privately owned, such as a well, cistern or hauled water tank. These private water systems must be permitted and approved by the Ohio Environmental Protection Agency because the system will now be utilized to serve a public tattoo or body piercing facility.

I am connected to private water and I contacted the OEPA on _____

I spoke with _____

Choose one:

- I am utilizing a public sewage system for this facility.** A public sewage system is a sewage system that is operated by a public agency, such as a city or village. I am connected to public sewage.
- I am utilizing a private sewage system for this facility.** A private sewage system is a sewage system that is privately owned, such as a septic tank, mound, etc. These sewage systems must be permitted and approved by the OEPA because the system will now be utilized to serve a public tattoo or body piercing facility.

I am connected to a private sewage, and I contacted the OEPA on _____

I spoke with _____

1. Planned hours of operation:

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

2. Is the premise in which tattooing or body piercing is conducted at least 100 square feet?

- Yes No

OAC 3701-9-04-A

3. Is the floor space for each individual performing tattoo or body piercing services at least 36 square feet?

Yes No

OAC 3701-9-04-A

4. Will individual spotlights be utilized by the artists to achieve the required 40 foot candles of light during tattooing/body piercing?

Yes No

OAC 3701-9-04-A

5. Are the restroom facilities available to the employees and customers of the business?

Yes No

OAC 3701-9-04-F

If yes, are they located within the establishment? Yes No

6. Can each patron achieve complete privacy upon request?

OAC 3701-9-04-A

Yes No **If Yes, what will be used?** *Check all that apply*

Enclosed room Curtain Portable room divider Other: _____

7. Are your hand sinks equipped with the following? Check all that apply. OAC 3701-9-04-G

Soap dispenser Paper towels Air dryer/blower Hot water Trash Can

8. Is your facility equipped with receptacles with a closing lid?

OAC 3701-9-04-I

Yes No

9. Will sharps containers (biohazard bins) be located in every room where body art is occurring?

Yes No

10. Describe the policy of verifying parental/guardian consent for persons under 18 receiving a tattoo or body piercing service: Check all that apply. OAC 3701-9-04-P

Copy birth certificate Copy parental/guardian driver's license Other: _____

11. Will artist determine whether a patron has conditions which could affect healing before procedure?

Yes No

OAC 3701-9-04-Q

If yes, how: Written consent form Other _____

12. When shaving the site of the tattoo, will single-use disposable razors be used?

Yes No

OAC 3701-9-04-S(4)

13. What marking instruments will be used at facility?

OAC 3701-9-04-S(6)

Single-use, disposable Manufactured to sterilize by design

14. How will the artist(s) ensure that single service or individual containers of dye or ink shall be used for each patron? Check all that apply OAC 3701-9-04-S(9)

Disposable ink caps (from larger bottle) Prefilled ink caps Other: _____

15. What products will be used to address blood flow? OAC 3701-9-04-S(7)

16. Will verbal and written aftercare procedures be available to give to the patron after a tattoo? OAC 3701-9-04-T

Yes No

17. What records will be maintained at the facility and for how long? OAC 3701-9-04-W

In the event of closing of business, all records should be made available to the Board of Health.

18. I agree to work with the Board of Health when a complaint of obvious infection is directly related to the body art procedure performed by myself or this establishment:

Owner/Artist signature: _____ Date: _____

Artist 2 signature: _____ Date: _____

Artist 3 signature: _____ Date: _____

Body Piercing (if applicable) All requirements from 3701-9-04 apply. N/A

19. Oral piercings; Will non-alcoholic, antibacterial mouthwash in a single use cup be provided to the patron after piercing? OAC 3701-9-06-A

Yes No

20. Will single use, sterile needles for body piercing be available for the artist's use?

Yes No

OAC 3701-9-04-S(4)

21. Will sterilized jewelry for body piercing be available for the artist's use?

Yes No

OAC 3701-9-06-B

22. Are aftercare procedures available to give to patrons after a body piercing?

Yes No

OAC 3701-9-04-T

23. Will your facility be offering ear piercing by utilizing an ear piercing gun?

Yes No

OAC 3701-9-07

24. What materials will your jewelry consist of? OAC 3701-9-06-B

25. Where will mill certificates be stored at the body art establishment? OAC 3701-9-06-B

Note: No body art procedure shall be performed on the nipple, areola or genital area of any individual under the age of eighteen (regardless of parental consent) in accordance with OAC 3701-9-04-P(3).

INFECTION PREVENTION AND CONTROL PLAN:

As of September 1, 2015, all facilities are required to have a written Infection Prevention and Control Plan in accordance to OAC 3701-9-02-B(8). This plan shall include detailed descriptions of the following processes:

- a. Decontaminating and disinfecting environmental surfaces;
- b. Decontaminating, packaging, sterilizing, and storing reusable equipment and instruments;
- c. Protecting clean instruments and sterile instruments from contamination during storage;
- d. Ensuring that standard precautions and aseptic techniques are utilized during all body art procedures;
- e. Safe handling and disposal of needles;
- f. Aftercare guidelines.

If any changes to facility operation occur, the plan shall be updated and resubmitted to the Board of Health for approval.

SECTION A: DECONTAMINATING AND DISINFECTING ENVIRONMENTAL SURFACES

Describe the procedures and frequency for decontaminating and disinfecting surfaces in your facility:

Workstations: _____

Artist chairs/stools: _____

Patron chairs: _____

Tattoo machine/cord/other non-disposable equipment: _____

Decontamination area: _____

Other: _____

What hospital-grade disinfectant will be used on surfaces? _____

What is the required contact time to kill microorganisms and viruses? _____

What other cleaning agents will be used in facility? _____

Describe the cleaning procedures and frequency for the following:

Customer waiting area: _____

Restrooms: _____

Storage Areas/Floors/Other: _____

SECTION B: DECONTAMINATING, PACKAGING, STERILIZING AND STORING REUSABLE EQUIPMENT AND INSTRUMENTS

All instruments used in body art that may be exposed to bodily fluids shall either be single-use or capable of being appropriately cleaned and sterilized after each procedure.

If facility is only using pre-packaged/pre-sterilized equipment, skip to Section C.

Will facility have a designated area/sink for pre-cleaning, disinfecting, and sterilization?

Yes No

What enzymatic pre-cleaner will be used? _____

What detergent will be used (must be capable of breaking down blood, ink, and other contaminants)? _____

Make/model of ultrasonic cleaning unit: _____

Make/model of steam sterilizer: _____

Note: Steam sterilizers must be designed to sterilize hollow instruments and be equipped with a mechanical drying cycle.

What sterilization indicators will be used to ensure each load is properly sterilized? _____

What laboratory will be used for weekly biological indicator tests? _____

Note: Record the name of the person who runs the sterilization load or performs the test along with the results of the tests; these records should be kept on file for at least two years. These can be in patron files or on a separate log.

How will you determine a failed indicator test? _____

What action will be taken after a failed indicator test? _____

Please list the 11 steps for cleaning and sterilizing non-disposable instruments after each use:
refer to OAC 3701-9-08-A

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

SECTION C: PROTECTING CLEAN INSTRUMENTS AND STERILE INSTRUMENTS FROM CONTAMINATION DURING STORAGE

How will packaged, sterile instruments be stored to prevent contamination?

How will packaged, sterile instruments be labeled for proof of sterilization and expiration?

Note: the expiration date is one year from the date of sterilization, unless the package is compromised.

What action will be taken if the integrity of a sterile package has been compromised?

How will packaged, sterile instruments and equipment be handled?

Will instruments be opened in front of patrons? Yes No

SECTION D: ENSURING THAT STANDARD PRECAUTIONS AND ASEPTIC TECHNIQUES ARE UTILIZED DURING ALL BODY ART PROCEDURES

Describe your step-by-step process for setting up a workstation prior to a procedure:

List all equipment that will be covered during the procedure and what protective barriers will be used: _____

What is the material of gloves that will be used?

Note: *latex gloves cannot be used with petroleum jelly.*

At what points will gloves be changed? _____

At what points will hands be washed? _____

How will patron skin be cleaned and prepped before procedure, list all steps and solutions:

What products will be used to transfer stencils?

How will skin be marked prior to procedure (tattoo and piercing):

How will skin be bandaged after a procedure:

Describe your step-by-step process for tear-down of the workstation after a procedure:

SECTION E: SAFE HANDLING AND DISPOSAL OF NEEDLES

Where will sharps containers be located in the facility? _____

What items will be disposed of in sharps containers? _____

How will sharps containers be disposed of? _____

SECTION F: AFTERCARE GUIDELINES

Attach the aftercare guidelines that will be given to clients.

PLAN REVIEW CHECK-LIST

- Plan Review Application and Review Fee** (pages 5-8)
- Required Certifications** – submitted for all intended employees and available upon request in the facility
 - Tattoo/Body Art Training Courses or Documented Apprenticeships
 - Bloodborne Pathogen Certification
 - First Aid Certification

- A written Infection Prevention and Control Plan per OAC, should include:**

An Equipment List and Finish Schedule

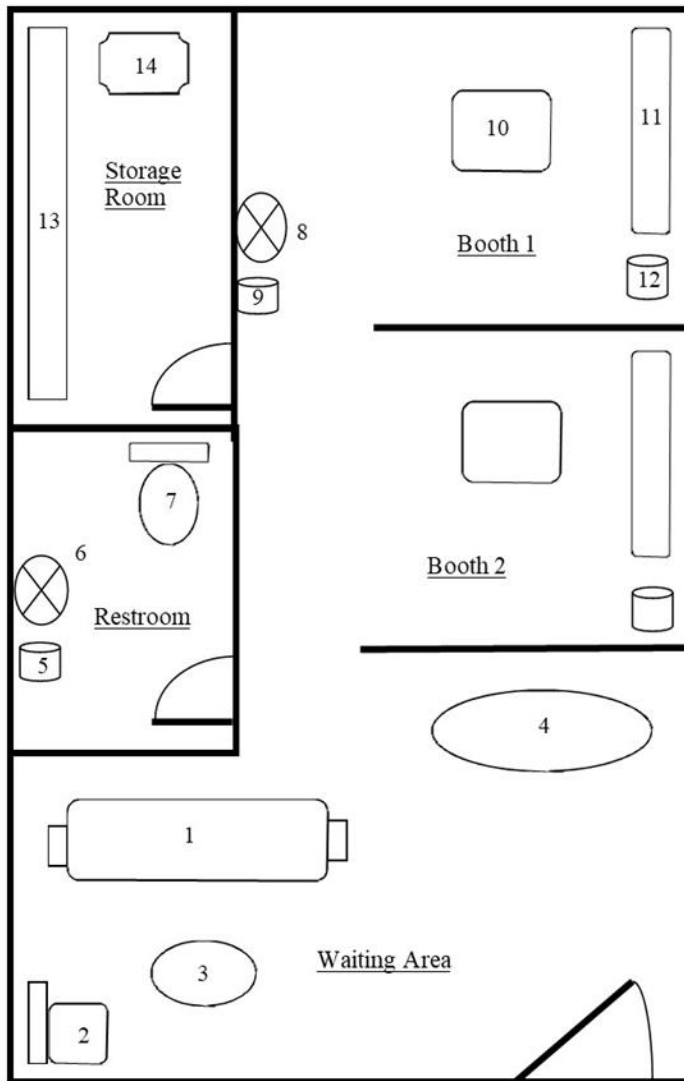
- All pieces of equipment (make and model numbers)
Include whether each piece of equipment is disposable or how it will be disinfected and/or sanitized
- Flooring material including finish
- Ceiling material including finish
- Wall materials including finish
- Shelving materials *including finish*

Site Plan Drawings

- All sheets are recommended to be in PDF format, 8 ½ x 14 inches, or 11 x 14 inches.
- All sheets must be drawn to scale. *If you do not know what drawn to scale means, contact this agency for help.*

Include the following;

- Entrances, exits & windows
- Customer waiting areas
- Room size (square footage)
- Location of *all* equipment
- Location of each lighting fixture
- Location of ventilation system (hoods & other ventilation)
- Location of plumbing, all lines, fixtures and equipment;
 - Sinks ***labeled with intended use***
 - Floor drains and floor sinks
- Auxiliary rooms showing any equipment in them;
 - Storage rooms
 - Garbage room
 - Restrooms
 - Basement
 - Employee break room and coat rack or hook
 - Personal item storage area
- Location of building onsite including;
 - Alleys/streets
 - Well or Septic if applicable
 - Dumpsters
 - Parking
 - All outside storage (including sheds, garage, etc)



Example
Tattoo and Body Piercing Layout

Waiting Area

- 1 Couch
- 2 Chair
- 3 Table
- 4 Office desk

Restroom

- 5 Trash can with lid
- 6 Handsink
- 7 Toilet

Handwashing Station

- 8 Handsink
- 9 Trash can with lid

Booth 1 & 2 (Body Art Areas)

- 10 Chair
- 11 Work table*
- 12 Covered trash can

Storage Area

- 13 Stainless steel shelving
- 14 Mop/Utility Sink

*On each work table

Gloves, sharps container, body piercing/
tattoo equipment stored in clean containers

Finish Schedule

Floor

- Waiting Area— Carpet
- Restroom— Tile
- Booth 1 & 2—Tile
- Storage Area—Sealed Concrete

Walls

- All Dry Wall and Rubber Coving
- Restroom— FRP board and Rubber Coving

Ceiling

- Suspended with Acoustical Tile

Notes:

- The handwashing station between the two booths will be used for handwashing by each artist.
- The restroom is for employee and customer use.
- Room dividers are available if a customer wishes for complete privacy.
- Chemicals for cleaning are stored in the storage room.