

Congratulations! You are proposing to build or remodel a body art establishment in Michigan.

Review the Frequently Asked Questions and ensure you can meet the “**Requirements for Body Art Facilities**” on the MDHHS website before continuing.

MDHHS Body Art website:

<https://www.michigan.gov/mdhhs/doing-business/licensing/body-art>

### Steps to obtaining a body art license:

- If you meet the Requirements for Body Art Facilities, apply for a license using the links and information on the MDHHS website (Michigan Department of Health and Human Services) The MDHHS licensing fee varies depending on your licensing type and can be found on their website. For more information, please contact the MDHHS Body Art Facility Licensing Program at [BodyArt@michigan.gov](mailto:BodyArt@michigan.gov) or (517) 335-8165.
- Submit a scaled drawing/floor plan as well as the attached plan review worksheet to the Environmental Health office located at 2650 LaFranier Rd. Traverse City. Plan review fee due to our office at the time you submit plans is \$150.
- Once your plans are approved, construction or remodeling may begin.
- After construction or renovations are complete, apply for the facility and operator licenses.  
Body Art Permit (\$150 per year)  
Operator/Technician Permit (\$75 every two years)
- Public Act 375 requires that body art facilities be in compliance with the Medical Waste Regulatory Act, Part 138 of 1978 PA 368, as amended. Owners or operators of body art facilities must be registered with the Department of Environmental Quality as a medical waste producer. The cost of registration is \$75.00 for a 3-year period. The registration form (Form EQP 1700-1) can be obtained by calling (517) 335-1146 or (517) 230-9800, or e-mailing [shannon1@michigan.gov](mailto:shannon1@michigan.gov)
- Call the Grand Traverse County Environmental Health Department at 231-995-6025 to schedule an opening inspection.

### Renewing your body art license:

Applications for renewal licenses must be submitted online and received prior to December 1. Before granting a renewal license, the Michigan Department of Health and Human Services must have received the results of an annual inspection of the body art facility. The inspections are conducted by the local health department responsible for the jurisdiction in which the body art facility is located.

The local health department will invoice you approximately a month prior to the expiration of local facility and operator licenses.

Please do not hesitate to call 231-995-6025 with any questions.

## BODY ART FACILITY PLAN REVIEW

Date: \_\_\_\_\_

Type of Facility: (circle one) Permanent Temporary/Special Event

Are you a: (circle one) New Facility Existing Facility  
Existing with new ownership Existing remodel

Name of Facility: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Facility: \_\_\_\_\_

Name of Operator (owner): \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address of Operator (owner) \_\_\_\_\_

Number of Technician Stations: \_\_\_\_\_

Square Feet /Station: \_\_\_\_\_

Total Square Feet of Facility: \_\_\_\_\_

### IF OPENING A NEW FACILITY OR REMODELING CURRENT ONE:

Date Construction will begin: \_\_\_\_\_

Date of Planned Opening: \_\_\_\_\_

Number of body artists working in the facility at opening: \_\_\_\_\_

Type of services provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### OFFICE USE ONLY

Receipt Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Initials: \_\_\_\_\_

## **Facility Requirements**

- 1.1. All body art facilities shall be completely separated by solid partitions or by walls extending from floor to ceiling, from any room used for human habitation or any activity that may cause potential contamination of work surfaces.
- 1.2. The body art facility shall have self-closing doors and windows equipped with screens in good repair if the windows are intended to be used for ventilation.
- 1.3. Body art procedure areas shall be separated from the customer waiting area/retail area by a panel or wall at least four feet high.
- 1.4. There shall be a minimum of 45 square feet of floor space for each body art technician's body art procedure area in the facility.
- 1.5. All walls and floors of a body art facility shall be smooth, free of open holes or cracks, washable and in good repair. Walls, floors and ceilings shall be maintained in a clean condition.
- 1.6. All procedure surfaces in the body art procedure area, including client chairs, tables, benches, and counters shall be smooth, free of open holes or cracks, washable and in good repair. All procedure surfaces, including client chairs, tables, benches, and counters shall be of such construction as to be easily cleaned and disinfected after each use/between clients.
- 1.7. The facility shall be well-ventilated and provided with an artificial light source equivalent to at least 20 foot candles three feet off the floor, except that 100 foot candles shall be provided at the level where the body art procedures are being performed, and where instruments and sharps are handled/assembled. Spot lighting may be utilized to achieve this required degree of illumination for the purpose of conducting body art procedures.
- 1.8. A separate, hand washing facility comprised of a sink with warm running, water under pressure, preferably equipped with wrist or foot-operated controls and supplied with liquid soap and disposable paper towels shall be readily accessible within the body art facility. There shall be a covered waste receptacle by each sink for the disposal of paper towels. One hand sink shall serve no more than three body art technicians.
- 1.9. There shall be a minimum of one lavatory with a toilet and a separate sink in a body art facility.
- 1.10. A body art facility shall have a separate room or area for the sole purpose of cleaning, disinfecting and sterilizing. This area shall be separated from the remainder of the facility by a minimum of a wall or partition and shall be an area that does not allow client access. The cleaning, disinfecting, and sterilizing area shall be organized to prevent cross-contamination of clean, disinfected or sterile equipment with dirty equipment.

- 1.11. All sinks in the body art facility shall only be used for their designated purpose.
- 1.12. All chemical or cleaning supply containers shall be properly labeled.
- 1.13. At least one covered waste receptacle shall be provided in each body art procedure area and each toilet room. Each receptacle shall have a lid and the lid shall be kept closed at all times. Waste receptacles in the body art procedure area(s) shall be emptied daily and solid waste shall be removed from the premises at least weekly. All waste receptacles shall be cleanable and kept clean, and capable of being disinfected.
- 1.14. Sharps disposal containers shall be made available at places as close as feasibly possible to any area where needles and sharps are used.
  - 1.14.1. These containers must be hard, puncture-resistant, leak-proof containers specifically designed for the storage of sharps.
  - 1.14.2. They must be labeled with the universal biohazard symbol or color-coded.
  - 1.14.3. They must be maintained in an upright position, and replaced frequently to avoid over-filling.
  - 1.14.4. When moving sharps' containers, the containers must be closed. If leakage is possible, they must be placed in a second container that will contain all contents, prevent leakage, and labeled with the universal biohazard symbol or be color-coded.
  - 1.14.5. Sharps' containers must be changed, at a minimum, 90 days after the date of first use.
- 1.15. No animals of any kind shall be allowed in the body art facility except service animals used by persons with disabilities (e.g., seeing-eye dogs). Fish aquariums shall be allowed in waiting rooms and non-procedural areas.

1.16. Effective measures shall be taken by the owner or operator of the body art facility to protect against entrance into the facility and against the breeding or presence on the premises of insects, vermin, and rodents. Insects, vermin, and rodents shall not be present in any parts of the Facility.

1.17. For new body art facilities and for body art facilities undergoing renovation, an 8 ½ X 11 or larger scale drawing and floor plan of the proposed facility or the proposed renovation of the facility shall be submitted to the local health department responsible for body art facility inspection for the jurisdiction in which the body art facility will be/is located. This drawing shall show the accurate placement of each of the following items: walls, windows, doors, waiting area, procedure area(s), bathroom(s), cleaning, disinfection, and sterilization area, equipment/instrument storage area(s) chairs, tables, and sinks. This scale drawing and floor plan shall be submitted at least 60 days before the proposed opening/planned renovation. A pre-opening inspection of the premises will be required before body art services can be performed in this new facility/renovated area.

1.18. Requirements for Body Art Facilities does not relieve the owner/operator of a licensed body art facility from the responsibility for securing a local permit or complying with applicable local codes, regulations, or ordinances that are in addition to the Requirements for Body Art Facilities.

1.18.1. Water supply; plumbing.

(1) The water system shall comply with the requirements of the local health authority.

(2) Plumbing shall be designed, constructed, installed, and maintained to prevent cross-connection with the water system.

(3) Sinks, lavatories, drinking fountains, and other water outlets shall be supplied with safe water, sufficient in quantity and pressure, to meet conditions of peak demand.

1.18.2. Sewage disposal.

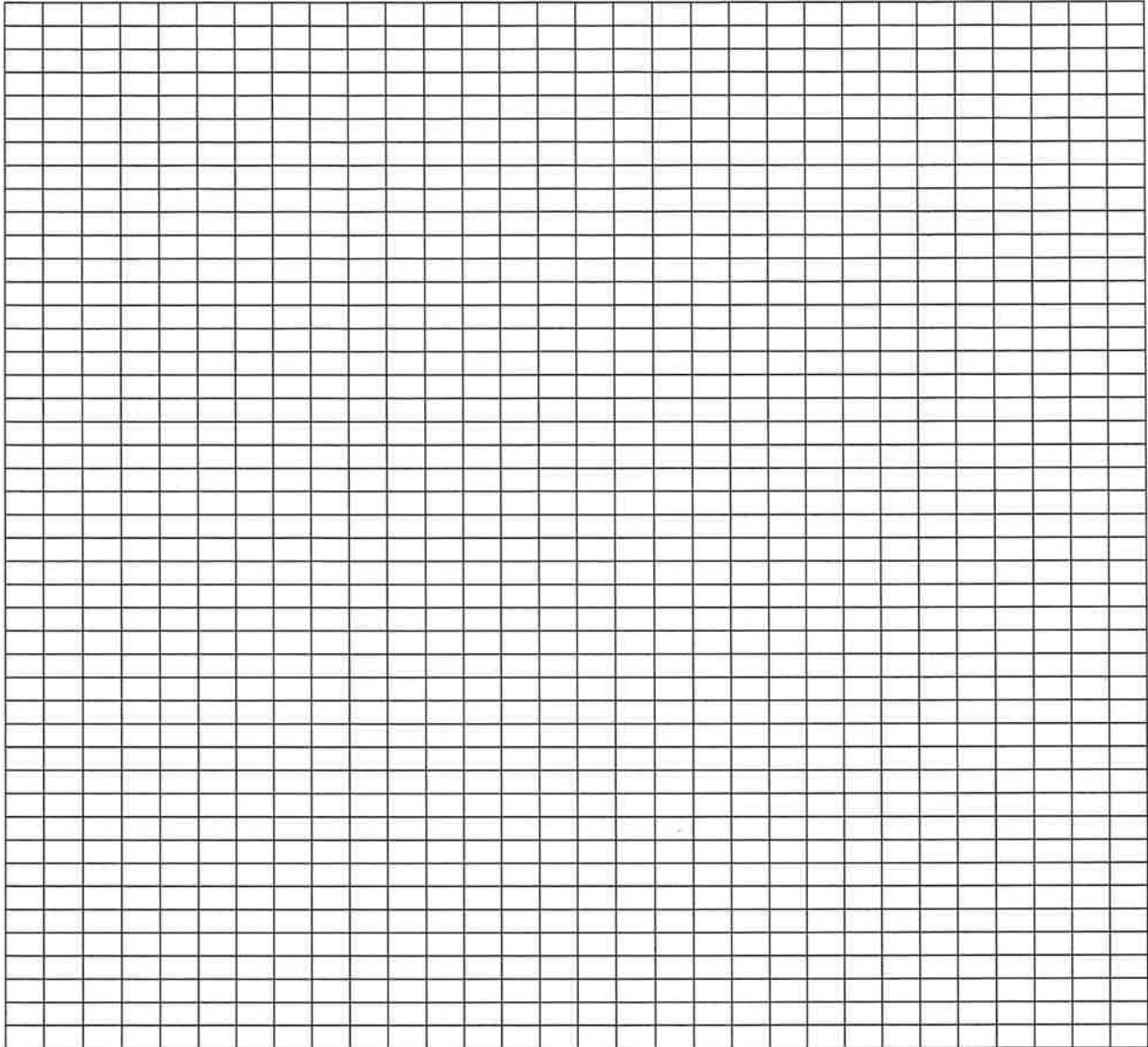
(1) Sewage and other water-carried wastes shall be disposed of through a municipal or private sewer system.

(2) Private sewer/septic systems shall be designed and operated to safely dispose of all wastewater generated, shall be adequate in size for the projected use and meet the criteria of the environmental health department.

Equipment Specifications:

Submit equipment specification sheets, including make and model numbers of the equipment. If the specification sheet lists more than one piece of equipment identify the specific equipment to be used. If there is no specification sheet available, the equipment will only be accepted upon a field inspection to determine if it meets commercial design criteria. *(Please attach additional pages as necessary.)*

[illegible]



BODY ART FACILITY FLOOR PLAN & EQUIPMENT LAYOUT Scale  $\frac{1}{4}$ " = 1 foot  
(If other scale, notify:\_\_\_\_\_)

BODY ART FACILITY \_\_\_\_\_.

Submitted by:\_\_\_\_\_