

**BODY ART PLAN REVIEW  
APPLICATION AND GUIDELINES**



**Middletown City Health District  
One Donham Plaza  
Middletown, OH 45042  
513-425-1818**



## Plan Review Request for a Body Art Establishment

**CITY OF  
MIDDLETOWN**

**TYPE OF OPERATION** (Please check one)

- Tattooing
- Body Piercing
- Tattooing & Body Piercing

### Instructions

1. Complete the form and attached requested information in plan review packet.
2. Sign and date the form
3. Mail to: **Middletown City Health Department  
One Donham Plaza  
Middletown, Ohio 45042**

### Business Information:

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Names of employee(s) performing tattooing or piercing:

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

**I HEREBY CERTIFY THAT I AM THE OPERATOR OR AUTHORIZED REPRESENTATIVE OF THE ABOVE OPERATION AND INTEND TO COMPLY WITH ALL REQUIREMENTS AND ESTABLISHED SECTIONS 3730.01 TO 3730.11 OF THE OHIO REVISED CODE AND SECTIONS 3701-9-01 to 3701-9-09 OF THE OHIO ADMINISTRATIVE CODE.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

# BODY ART ESTABLISHMENT PLAN REVIEW PACKET

## When do I need a plan review?

- ▶ Before opening a tattoo or permanent makeup establishment.
- ▶ Before opening a body piercing establishment.
- ▶ Before opening a combination tattoo/permanent makeup/body piercing establishment.
- ▶ Before changing ownership or license holder of a tattoo/permanent makeup/body piercing establishment.

## What is the first thing I need to do?

- ▶ Ensure that your proposed construction meets all applicable regulations and requirements for:
  - Building Department/Plumbing/Electrical (513-425-7973)
  - Zoning Department (513-425-7922)
- ▶ Water and sewer must be public/municipal or approved by the Ohio EPA.
- ▶ Submit your plans well in advance of your construction – the plans are subject to change by the Middletown City Health Department. This will help save you time, money, and the headache of changing your facility once construction has begun.

## What is the basic procedure?

- 1) Submit a layout of your proposed plans. Plans should include all items outlined in the “Basic Construction Requirements” section of this document. In addition to these items, you should include:
  - Total area of the establishment
  - Floor plan with entrances and exits, location of equipment, number, location, and types of all plumbing fixtures
  - General lighting plan
  - Equipment list including manufacturer, make, and model
- 2) The Health Department will either approve or disapprove the plans within **thirty (30) days**.
- 3) Changes or alterations must be submitted in writing to the Health Department.
- 4) Once plans are approved, you should begin work on your facility.
- 5) Submit all required certifications and paperwork (as outlined in this document).
- 6) Pay for a tattoo and/or body piercing approval at the Health Department once construction is complete.
- 7) Schedule a pre-licensing inspection with the Health Department before opening the facility.
- 8) License will be issued during the inspection pending compliance with all Ohio Administrative Code regulations governing tattoo and body piercing establishments.

## What training must I have?

- ▶ You must provide the Health Department with proof of current training in the following areas:
  1. Training in tattoo and/or body piercing – records of courses, classes, or seminars
  2. First aid (ex...Red Cross, etc.)
  3. Infectious disease control
  4. Blood borne pathogens

## 5. Aftercare

### **What are the rules on ages of customers?**

- ▶ You should confirm the age of your customers with a valid identification.
- ▶ Customers age 18 or older are not required to provide parental permission.
- ▶ If customers are under the age of 18, the following requirements must be met:
  1. A legal parent, guardian, or custodian **must** sign a document provided by the establishment explaining how the procedure will be performed, on which part of the body the procedure will be performed and appropriate aftercare instructions.
  2. A legal parent, guardian, or custodian **must** appear in person at the business at the time the procedure is performed.
  3. No body art procedures performed on nipple, areola, or genital area of individual under age of 18.

### **What other information must I provide?**

- ▶ Completion of form: Application to conduct the establishment.
- ▶ Written statement of attestation by those offering tattooing and/or body piercing that they have had adequate training to competently perform services.
- ▶ A standard sanitary operating procedure (SSOP) outlining daily sanitizing activities.
- ▶ Written aftercare instructions.
- ▶ Written infection prevention and exposure control plan.

### **What kind of recordkeeping do I have to maintain?**

- ▶ Weekly biological monitoring tests (maintained for two years) of heat sterilization devices (ex... autoclave) including a log of the tests performed, the person performing the tests, and what to do if a test fails.
- ▶ Record of all dyes and/or pigments used including the color, manufacturer, and lot number.
- ▶ Record of services to customers (maintained for two years):
  1. Name
  2. Address
  3. Date of service
  4. Colors & manufacturer of all inks, dyes, or pigment used in tattoo
  5. Jewelry used including size, material composition, manufacturer, and placement.
  6. Placement of the procedure
- ▶ Records of any infection or injury to employees or customers.
- ▶ Maintenance records on the autoclave steam sterilizer (maintained for 2 years).
- ▶ Records of date, time, person, and results of each autoclave use.
- ▶ List of all artists performing procedures.

### **What are the minimum supplies for a tattoo establishment?**

- ▶ Liquid or granular soap
- ▶ Antiseptic solution
- ▶ Single-use disposable paper towels
- ▶ Single-use sanitary nitrile, disposable gloves
- ▶ Disposable razors
- ▶ All marking instruments are single use or sterilized by design
- ▶ Sterilized, single-use, disposable needles
- ▶ Clean & sterile disposable gauze, cotton balls or square, cotton swab

- ▶ Sterile petroleum jelly in a collapsible metal or plastic tube
- ▶ Single-use approved dye in individual containers
- ▶ Non-occlusive, sterile single-use dressings
- ▶ Non-allergenic tape
- ▶ Non-hazardous trash container
- ▶ Biohazard/Infectious solid waste container
- ▶ Sharps container

## **What are the minimum supplies for a body piercing establishment?**

- ▶ Liquid or granular soap
- ▶ Single-use disposable paper towels
- ▶ Single-use sanitary disposable gloves
- ▶ Clean & sterile disposable gauze or cotton
- ▶ Single-use disposable cups
- ▶ Antiseptic solution
- ▶ Antiseptic mouthwash
- ▶ Single-use sterile needles
- ▶ Non-hazardous trash container
- ▶ Biohazard/Infectious solid waste container
- ▶ Sharps container
- ▶ Sterile jewelry meeting the following requirements: ASTM F136 compliant titanium or ASTM F138 compliant steel, solid 14 karat or 18 karat white or yellow gold, niobium, or platinum, shall be placed in a new piercing. Mill certificates for jewelry shall be maintained at the body art establishment.

## **Keep in mind...**

- ▶ This document is designed to be a summary of the most common issues for planning a tattoo and/or body piercing establishment, or when changing ownership/license holder of an existing facility. The complete rules may be found in the Ohio Administrative Code 3701-9, available at <https://www.odh.ohio.gov/odhprograms/eh/BodyArt/BodyArt.aspx>
- ▶ All employees' nails must be kept clean and short at all times.
- ▶ You may not attempt to remove tattoo marks at any time.
- ▶ You may not use styptic pencils, solid styptics, or alum blocks to check for blood flow.
- ▶ You must inform us immediately of any injury or infection of employees or customers.
- ▶ **All steam sterilizers in new body art establishments or replacement steam sterilizers in existing body art establishments, shall be designed to sterilize hollow instruments and shall be equipped with mechanical drying cycle.**

## **BASIC CONSTRUCTION REQUIREMENTS**

- ▶ The entire establishment must have a minimum total area of 100 square feet.
- ▶ Individual tattoo or body piercing rooms:
  1. Minimum of 36 square feet, with dimensions at least 6 feet by 6 feet.
  2. Separate from each other and separate from the waiting room.
  3. Capable of providing complete privacy, with a panel or door, upon request.
  4. Must have a handwashing sink located in close proximity to each room – equipped with hot and cold running water, liquid or granulated soap, and single-use paper towels.
  5. Maintained clean, sanitary, and in good repair at all times.
  6. A separate sink shall be provided for cleaning and rinsing equipment for the sterilization process (when applicable)
- ▶ Lighting:
  1. Rooms where tattooing and/or body piercing are taking place: minimum 40 foot-candles.
  2. Entire establishment: minimum 20 foot-candles at 30 inches above the floor.
- ▶ Floors, walls, and ceilings must be impervious, smooth, and easily cleanable throughout the establishment.
- ▶ Tables and work areas must be impervious, smooth, and easily cleanable.
- ▶ Restrooms:
  1. Must be available and accessible to employees and customers during business hours.
  2. Must be located inside the establishment.
  3. Must be equipped with a toilet, toilet paper in a holder, lavatory with hot and cold running water, liquid or granulated soap, and single-use paper towels.
- ▶ A mop sink must be installed in the establishment.
- ▶ Waste disposal containers with lids:
  1. Non-hazardous trash container.
  2. Biohazard/Infectious solid waste container.
  3. Sharps container.