



Public Health
Prevent. Promote. Protect.
Middletown City Health District
(513) 425-1818

TIME-LIMITED BODY ART/PIERCING APPLICATION AND GUIDELINES



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

Time-Limited Body Art/Piercing Application and Guidelines

Licensing Process

1. Read this entire packet.
2. Complete the License Application form. It is very important that you correctly write your operation start and end times!
3. Complete the License Application Drawing.
4. Submit (above) items 2 and 3 with the appropriate license fee at least FIVE (5) days prior to your event. We suggest you make copies of your application questionnaire forms and drawing for use at your event.
5. Middletown City Health Department will either approve the application or contact you with questions, comments, recommendations, or concerns.
6. An inspection of the time-limited body art operation is required at the start of your event prior to you operating. Please make sure you are completely set up and ready for the inspection at the scheduled time.
7. Upon successful completion of the inspection you will be issued the time-limited body art operation license. The license must be posted in plain view for customers.



This packet is designed to be a guide highlighting many important issues when conducting a time-limited body art operation. However, the information contained within this packet does not contain all of the applicable rules for time-limited body art operations. This packet is a short summary of the Ohio Administrative code for Body Art. This code can be found in the Ohio Administrative Code Chapter 3701-9 and is available at www.odh.ohio.gov. Any and all rules found in this Chapter are applicable to time-limited body art operations and will be enforced.



**CITY OF
MIDDLETOWN**

Request for a Time- Limited Body Art/Piercing Application

TYPE OF TIME-LIMITED 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

Location Information:

Event Name: _____

Event Address: _____

Operation Date(s): _____ Operations Hours: _____

Applicant Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Names of person(s) performing tattooing or piercing:

I HEREBY CERTIFY THAT 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	_____
Signature	_____	Date	_____
Signature	_____	Date	_____
Signature	_____	Date	_____

TIME- LIMITED BODY ART PLAN REVIEW PACKET

First thing before applying

- Ensure that your proposed time-limited body art operation meets all applicable regulations and requirements for:
 - Zoning Department (513-425-7922)
- Water and waste water disposal must be approved.

Submission requirements

- 1) Submit a layout of your proposed plans.
 - Total area of the temporary establishment
 - Floor plan with entrances and exits. Locations of all equipment, hand washing station and privacy barriers.
 - General lighting plan
 - Equipment list including manufacturer, make, and model
- 2) Submit all required certifications and paperwork (as outlined in this document).
- 3) Completion of form: Application to conduct time-limited body art or piercing.
- 4) Written statement of attestation by those offering tattooing and/or body piercing that they have had adequate training to competently perform services. (Last portion of application)
- 5) A standard sanitary operating procedure (SSOP) outlining sanitizing activities for the time limited license duration.
- 6) Written aftercare instructions.
- 7) Written infection prevention and exposure control plan.
- 8) License will be issued during the inspection pending compliance with all Ohio Administrative Code regulations governing tattoo and body piercing establishments.

Required training to be submitted with application

- 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. Written infectious prevention and control
 4. Blood borne pathogens

Requirements for tattooing minors.

- 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.

Required record keeping.

- 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.
- List of all artists performing procedures.

Minimum supplies for a time limited body art license

- 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
- Approved dye in individual containers
- Single use dye cups
- Non-occlusive, sterile single-use dressings
- Non-allergenic tape
- Non-hazardous trash container
- Biohazard/Infectious solid waste container
- Sharps container

If Time-limited is offering piercing you must also have a minimum

- Antiseptic mouthwash
- 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 on site.

Keep in mind...

- 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 equipment must be pre sterilized, single use.

License Application Drawing

Use this page to create your drawing/layout.

Minimum Drawing Requirements

- | | |
|-------------------------|----------------------|
| 1) Hand washing station | 5) Privacy barriers |
| 2) Lighting | 6) Waste containers |
| 3) Chairs | 7) Sharps containers |
| 4) Equipment locations | |

