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Anne Goon, MS, RD, LD, Health Commissioner

**PLAN REVIEW APPLICATION**

INFORMATION NEEDED TO ESTABLISH  
A BODY ART OPERATION:

**Please Print or Type**

BUSINESS NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

OWNER/APPLICANT NAME \_\_\_\_\_

OWNER/ APPLICANT ADDRESS \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

**The plans and specifications submitted for the approval of the licensor or department shall clearly confirm that the applicable provisions of rules 3701-9-01 to 3701-9-09 of the Administrative Code can be met adequately. Information shall include, but not limited to, the following:**

- (1) If the operator is an individual, his or her name, address, telephone number, business address, business telephone number, and occupation. If the operator is an association, corporation, or partnership, the address and telephone number of the entity and the name of every person who has an ownership interest of five percent or more in the entity;
- (2) If the operator does not own the place of business, or if he or she owns only part of the place of business, the name of each person who has an ownership interest of five per cent or more in the business;
- (3) Statement of attestation that the operator intends to comply with all requirements established by sections 3730.01 to 3730.11 of the Revised Code and the rules of this chapter.

- (4)
- (5) Verification that the water supply and waste water disposal system meets the requirements of the Ohio Environmental Protection Agency. If the water supply is not under OEPA requirements, then a safe bacteriological water sample must be collected by the Henry County Health Department.
- (6) Evidence that the operator shall perform the following functions:
- (a) The operator shall maintain procedures ensuring that all persons performing body piercing or tattooing services on the business premises have received appropriate training in tattooing or body piercing, as evidenced by:
- (i) Records of completion of courses or seminars in tattooing or body piercing offered by authorities recognized by the board of health as qualified to provide such instruction;
  - (ii) Written statements of attestation by individuals offering tattoo or body piercing apprenticeships that the person has received sufficient training of adequate duration to competently perform tattoo or body piercing services; or
  - (iii) Other documentation acceptable to the board of health.
- (b) The operator shall maintain procedures ensuring that all persons performing tattooing or body piercing services for the business shall have received training, as evidenced by records of completion, courses or seminars provided by licensed physicians, registered nurses, organizations such as the American Red Cross, accredited learning institutions, appropriate governmental entities, or other authorities recognized by the board of health as being qualified to provide training in the following:
- (i) First aid;
  - (ii) Safety and sanitation requirements for preventing transmission of infectious diseases;
  - (iii) Universal precautions against bloodborne pathogens;
  - (iv) Appropriate tattoo and piercing aftercare.
- (c) The operator shall maintain written records of equipment utilized by the business, including manufacturer and model numbers;
- (d) The operator shall maintain procedures acceptable to the board of health ensuring that persons performing tattooing or body piercing services on the premises of the business shall disinfect and sterilize all non-disposable equipment or parts of equipment used in performing procedures, by utilizing methods meeting disinfection and sterilization requirements in accordance with rule 3701-09-08 of the Administrative Code;

- (e) The operator shall maintain procedures ensuring the performance of weekly biological monitoring tests of the business's heat sterilization devices, to ensure that the devices thoroughly kill microorganisms. In accordance with division (A)(5) of section 3730.09 of the Revised Code, these procedures shall include:
  - (i) Maintenance of a log of all tests performed, the date of each test and the name of the person or independent testing entity performing the test; and
  - (ii) Procedures for remedial action on the part of the operator to assure compliance with all sterilization requirements in accordance with rule 3701-09-08 of the Administrative Code, in the event a test indicates a heat sterilization device is not functioning properly.

The operator shall maintain records of each test performed for at least two years.

- (f) The operator shall maintain procedures ensuring the general health and safety of all individuals employed by the business.
- (g) For each tattoo service performed by the business, the operator shall maintain a written record of dye colors, manufacturer, and any available lot number or other identifier of each pigment used.

When plans are submitted to the Henry County / Napoleon City Combined Health Department or its authorized representative, they shall be acted upon within thirty days after the date of receipt.

(B) No person shall construct, install, provide, equip, or extensively alter a body art establishment until all plans and specifications for the facility layout, equipment and operation have been submitted to and accepted, in writing, by the board of health of the city or general health district in which the business is located. Plans and specifications shall clearly show the applicable provisions of the rules in this chapter can be met and shall include, but not be limited to, the following:

- (1) The total area to be used for the business;
- (2) Entrances and exits;
- (3) Number, location and types of plumbing fixtures, including all water supply facilities;
- (4) Lighting plan;
- (5) Floor plan, showing the general layout of the fixtures and equipment;
- (6) Listing of all equipment to be used, including the manufacturer and model numbers;
- (7) Written verification from the zoning authority and building department having jurisdiction that the building has been zoned and approved for the business use;
- (8) Written infection prevention and control plan that includes, but is not limited to, the following:
  - (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.

(C) Persons seeking approval to operate a business offering body art services shall apply to the

board of health of the city or general health district in which the business is located, on forms the board shall prescribe and provide. The applicant shall submit all applicable fees and information the board of health determines is necessary to process the application. Information requested by the board of health as part of the application process shall include, but not be limited to, the following:

(1) The name, address, telephone number, business address, business telephone number, and occupation of the operator. If the operator is an association, corporation, or partnership, the address and telephone number of the entity and the name of every person who has an ownership interest of five percent or more in the business;

(2) The name of each person or entity who has an ownership interest of five per cent or more in the business;

(3) Statement of attestation that the operator intends to comply with all requirements established by sections 3730.01 to 3730.11 of the Revised Code and the rules of this chapter; and

(4) A list of all body artists who have received adequate training and will be performing body art services in the body art establishment.

(D) Every person who intends to open a new body art establishment shall apply for an approval at the time the plans and specifications are submitted to the board of health. Initial approvals granted on or after October first shall be effective from the date of issuance until December thirty-first of the following year, unless suspended or revoked under section 3730.05 of the Revised Code.

(E) Every person who intends to renew an approval to operate or maintain a body art establishment shall apply to the board of health on or after November first of each year.

Applications received or postmarked after December thirty-first shall be assessed a penalty as authorized by section 3709.09 of the Revised Code.

(F) Approvals are not transferable and remain valid for one year, ending December thirty-first. Any change in address or change in ownership shall require the operator to apply for approval, with payment of all fees established by the board of health.

(G) The operator shall provide evidence and documentation of all applicable fee payments, inspections and approvals required by this chapter of the Administrative Code and shall post the current approval in a conspicuous manner on the business premises.

(H) Before an approval is initially issued and annually thereafter, or more often if necessary, the board of health shall conduct inspections of a body art business under section 3730.03 of the Revised Code. The board of health or an authorized representative shall have the authority to enter a body art business at any reasonable time to conduct inspections, and inspect procedures and conditions relating to the enforcement of sections 3730.02 through 3730.10 of the Revised Code and this chapter of the Administrative Code.

(I) In accordance with section 3730.04 of the Revised Code