

How to Obtain a Body Art Health Permit in Sacramento County



Sacramento County Environmental Management Department
Environment Health Division
11080 White Rock Road Ste. 200, Rancho Corcova, CA 95670
(916) 875-8440
www.emd.saccounty.net

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Steps required in obtaining a Body Art Facility Permit

1. Contact the city/county Zoning Department.
2. Obtain a Business License from the city/county.
3. Obtain a Fictitious Business License.
4. Obtain a Tax ID number if the business employs anyone other than the owner.
5. Obtain a Seller's Permit if needed.
6. Contact an insurance company that insures body art business to determine their requirements.
7. Complete approved bloodborne pathogen exposure control training that is designed especially for body art practitioners.
8. Submit building plans to Sacramento County Environmental Management Department (EMD). Plans must be approved prior to construction. An Infection Prevention Control Plan will also be required.
9. Register with EMD. You must be 18 years or older to register. Submit:
 - approved bloodborne pathogen exposure control training certificate
 - Hepatitis B proof of vaccination immunization or declination
 - payment of all fees.
10. Schedule and pass the onsite inspection by an Environmental Health Specialist. Call (916) 875-8440 to talk to your Environmental Health Specialist.
11. EMD will send permit to you after meeting all requirements.

Before Construction of your Facility

Opening a body art business takes time and planning. Contacting various offices may seem like too much trouble but it is important to ensure you know what is required of you, saving you time and money.

Environmental Management Department (EMD) Plan Review

Any new construction or remodeling will require that plans be submitted to and approved by EMD prior to construction, opening your facility, obtaining building, plumbing or electrical permits.

Building Department

Any construction that involves structural, electrical, plumbing or construction of separate rooms will require a building permit.

Sign Restrictions

Cities may also regulate the type of sign you use on your businesses. Contact your local Code Enforcement Agency to determine if the jurisdiction has any requirements or restrictions for signage.

Business License

Cities also require that you obtain a business license. Contact the local jurisdiction in which your business is located to find out what the procedures are for obtaining a business license.

Liability Insurance

All body art businesses should obtain liability insurance to protect the assets of your business. Most landlords will require it and some cities will require it in order to obtain a business license.

The following contact numbers will assisting you in determining the requirements for the locations of the body art business you are considering.

Note: For Fictitious Business License contact Sacramento County

<p><u>City of Citrus Heights</u> 6237 Fountain Square Drive (916) 725-2448 Building Department (916) 727-4760 Business License (916) 727-4907 Chamber of Commerce (916) 722-4545 Code Enforcement (916) 725-2845 Zoning (916) 727-4740 www.citrusheights.net</p>	<p><u>City of Elk Grove</u> 8401 Laguna Palms (916) 691-2489 Building Department (916) 478-2235 Business License (916) 478-2211 Chamber of Commerce (916) 478-2211 Code Enforcement (916) 687-3023 Zoning (916) 478-2265 www.elkgrovecity.org</p>
<p><u>City of Folsom</u> 50 Natoma Street (916) 355-7200 Building Department (916) 355-7286 Business License (916) 355-7312 Chamber of Commerce (916) 985-2698 Code Enforcement (916) 355-7229 Zoning (916) 355-7222 www.folsom.ca.us</p>	<p><u>City of Galt</u> 380 Civic Drive Building Department (209) 366-7200 Business License (209) 366-7158 Chamber of Commerce (209) 745-2529 Code Enforcement (209) 366-7200 Zoning (209) 366-7230 www.ci.galt.ca.us</p>
<p><u>City of Isleton</u> P.O. Box 716 (916) 777-7770 Building Department (916) 777-7770 Business License (916) 777-7700 Chamber of Commerce (916) 777-5880 Code Enforcement (916) 777-7770 Zoning (916) 777-7770 www.isletoncoc.org</p>	<p><u>City of Rancho Cordova</u> 2729 Prospect Park Drive (916) 851-8700 Building Department (916) 851-8761 Business License (916) 851-8737 Chamber of Commerce (916) 273-5688 Code Enforcement (916) 851-8770 Zoning (916) 851-8750 www.cityofranhocordova.org</p>
<p><u>City of Sacramento</u> 915 I Street (916) 264-5011 Building Department (916) 808-7065 Business License & Fictitious Business license (916) 874-6644 Chamber of Commerce (916) 552-6800 Code Enforcement (916) 264-5011 Zoning (916) 264-5011 www.cityofsacramento.org</p>	<p><u>County of Sacramento</u> 700 H St Building Department (916) 874-1691 Business License & Fictitious Business license (916) 874-6644 Chamber of Commerce (916) 552-6800 Code Enforcement (916) 874-6444 Zoning (916) 874-6141 www.saccounty.net</p>
<p><u>Franchise Tax Board</u> (800) 338-0505 www.fttb.ca.gov</p>	<p><u>Internal Revenue Service (IRS)</u> 4330 Watt Ave Sacramento, CA 95821 (916) 974-5225 www.irs.gov</p>

Fictitious Business Name(DBA)

A fictitious business license is required if your business name is anything other than your legal name. You will need a fictitious business name to open a business bank account and to establish any merchant accounts. A fictitious business name statement must be filed with the **County Assessor/Recorder/Clerk**. Contact your local jurisdiction that your facility is located in to obtain your fictitious business license.

Tax ID Number

You are required to have federal and state employer tax ID numbers if your business will have any employee other than yourself. Contact your local jurisdiction to obtain your tax ID number.

Seller's Permit

You must have a seller's permit or resale permit if your business purchases wholesale items for later resale in your body art business. You can obtain your seller's permit from:

California State Board of Equalization
3321 Power Inn Rd Ste 210
Sacramento
(916) 227-6700

Shop Layout

In general, a body art business will need space for at least four areas: waiting area, front counter, procedure room, decontamination and sterilization area, and restroom. If purchased disposable, single -use, presterilized instruments are used, then a decontamination and sterilization area may not be required.

❖ Waiting Area and Front Counter

This area should provide seating and must be separate from the procedure area.

❖ Procedure Room (Area)

The procedure area must be separated from waiting area and the decontamination and sterilization area. The procedure room must meet the following requirements:

- Adequate lighting
- Be separate from hair/nail activities
- Lined waste containers
- Sharps container labeled "BIOHAZARD" within arm's reach of the practitioner

- Hand sink with containerized liquid soap and a touch-less wall-mounted single dispensing paper towel dispenser. The hand sink must be permanently plumbed with hot and cold water.
- Ultrasonic cleaners must not be used at work stations.
- Floors and walls must be smooth and washable.

❖ Decontamination and Sanitization

The decontamination and sterilization room must be separate from procedure areas by at least 5 feet or by a cleanable barrier and have a hand sink with containerized liquid soap and a touch-less wall-mounted single dispensing paper towel dispenser. The sink must be plumbed with hot and cold water. The room must also have a lined waste container.

The sterilization units must be a steam autoclave and have mechanical indicators for time, temperature, and pressure.

Clean instruments must be stored in a clean, dry, dust/moisture proof storage cabinet.

If no sterilization area is available, the business must use only purchased disposable, single-use, presterilized instruments. Location of required records must be maintained on-site.

❖ Restroom

Restrooms may not be accessible by walking through the decontamination and sterilization room. Restrooms must have a sink with hot and cold running water, a lined waste container, and a containerized liquid soap and wall-mounted touchless single-use paper towel dispenser.

❖ Storage

Adequate storage for supplies, chemicals, and records must be available.

Bloodborne Pathogen Exposure Control Training

All practitioners are required to complete approved bloodborne pathogen exposure control training. An approved provider list can be found on our website www.emd.saccounty.net, under the body art program.

The class must be specific to body art and taken annually.

Records of this training for all current and past employees must be maintained on site for three years.

Infection Prevention and Control Plan (IPCP)

The owner or practitioners must have and follow a written Infection Prevention and Control Plan. This plan must include:

- (1) Procedures for cleaning and decontaminating environmental surfaces.
- (2) Procedures for cleaning, decontaminating, packaging, sterilizing, and storing reusable instruments.
- (3) Procedures for protecting clean instruments and sterile instrument packs from exposure to dust and moisture during storage.
- (4) A setup and teardown procedure for any form of body art performed at the body art facility.
- (5) Techniques to prevent the contamination of instruments or the procedure site during the performance of body art.
- (6) Procedures for safe handling and disposal of sharps waste.

The IPCP shall be revised when changes are made in infection prevention practices, procedures, or tasks. Onsite training on the facility's IPCP shall take place:

- when tasks where occupational exposure may occur are initially assigned
- any time there are changes in the procedures or tasks
- when new technology is adopted for use in the facility, but not less than once each year.

Records of training required pursuant to this section shall be maintained for three years and shall be available for inspection upon request.

Body Artist (Practitioner) Registration

Anyone engaged in the business of tattooing, body piercing, branding and the application of permanent cosmetics must register with the Environmental Management Department (EMD) in Sacramento County prior to conducting business. The artist must have

- proof of current Hepatitis B vaccine or declination
- approved bloodborne pathogen exposure control training certification
- photo I.D. (must be 18 years or older),
- business address
- payment

Practitioner registration must be renewed annually. Registrations must be posted on-site at the business at all times.

* All other permits and licenses to conduct business must be obtained.

Body Art Facility Health Permits

An owner of a body art business (whether performing body art or not) is required to obtain an annual health permit from EMD in Sacramento County. Each location is required to have its own health permit. Permits are not transferrable. The holder of the facility health permit is responsible for ensuring that only registered practitioners with valid health permits are working in the business and all other business aspects related to the Safe Body Art Act.

Any owner who violates this requirement will be subject to closure of the facility by EMD and a penalty not to exceed three times the permit fee will be applied.

Mechanical Stud and Clasp Ear Piercing

Mechanical stud and clasp ear piercing is not considered body art. A health permit is not required. A one-time facility notification fee will apply and must be submitted to EMD. However, any business involved in ear piercing must meet the following requirements:

- Maintain a safe and sanitary facility
- Equipment must be single-use, pre-sterilized, stud and clasp only
- Jewelry must meet code requirements of section 119310
- Piercers must meet the following:
 - Be 18 years or older

Have received a one hour training that covers use of devices, types of bloodborne pathogens, proper hand hygiene, safe and sanitary use of single-use equipment, cartilage ear piercing training (if performed).

Mobile Body Art Facility Business

Contact EMD for information regarding a body art facility in a vehicle.

Temporary Body Art Facilities

A temporary booth operating in Sacramento County for no more than 7 days in a 90-day period must meet the requirements of section 119314.

Application for temporary events is required to be submitted to EMD 30 days or more prior to the event. Contact EMD for more information.

**** THIS DOCUMENT IS INTENDED AS A GUIDELINE. NOT ALL REQUIREMENTS MAY BE SPECIFIED. SEE "SAFE BODY ART ACT" FOR ALL REQUIREMENTS.***