



# OPENING A COSMETOLOGY / BODY ART <u>ESTABLISHMENT</u>

#### **PROCEDURES**

Rev. 02/03/2023

TROCLDORLS
In order to secure a cosmetology / body art license, the applicant must:
Complete and submit the Cosmetology / Body Art Establishment Plan Review Application.
Provide a site plan for a new, a newly renovated, or existing establishment and pay plan review fee if applicable.
Provide Connecticut issued license to perform proposed service(s).
Fill out Cosmetology / Body Art License Application and pay applicable license fee.
Submit for approval from all municipal departments (Building, fire, planning/zoning and water pollution control) and any applicable state agencies. Licensing information can be found at: <a href="https://portal.ct.gov/DPH/Practitioner-LicensingInvestigations/PLIS/Practitioner-LicensingInvestigations-Section">https://portal.ct.gov/DPH/Practitioner-LicensingInvestigations/PLIS/Practitioner-LicensingInvestigations-Section</a>
<ul> <li>Obtain plan review approval from Ledge Light Health District (if applicable).</li> <li>Request a pre-operational inspection to determine what needs to be done prior to opening.</li> <li>Request and pass the initial (opening) inspection and obtain approvals from all applicable municipal and state agencies.</li> <li>Cosmetology file will be established and kept in the District's general files.</li> </ul>
The following shall be provided (attached) and explained to obtain a license from the Ledge Light Health District
1. Cosmetology/ Body Art Establishment Plan Review Application (Page 3-5).
2. Cosmetology/ Body Art License Application (Page 6).
3. Chapter 387 Sections 20-250. Through 20-265i of the Public Health Code (Page 7-21)
4. Ledge Light Health District Cosmetology Regulation (Page 22-30)
5. Ledge Light Health District Body Art Regulation (Page 31-40)
6. Cosmetology Inspection Form (Page 41-42)
7. Body Art Inspection Form (Page 43-44)
<b>Payment:</b> Make checks payable to Ledge Light Health District. (There is a \$25 charge for all returned checks) Fees can also be paid online at <a href="https://llhd.square.site/">https://llhd.square.site/</a> or at our office with a credit card.



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## COSMETOLOGY/ BODY ART ESTABLISHMENT PLAN REVIEW APPLICATION

☐ New Construction ☐ Remodel ☐ Change in Use (Existing Facility)	
Type of Service (Check all that apply):   Tattooing Piercing Permanent Makeup Facials/Waxing/Make  Hairdressing/Cosmetology Nails Lashes Threading Facials/Waxing/Make	
Name of Establishment:	
Address:	
Telephone (if available):	
Name of Owner:	
Mailing Address:	
Telephone:E-Mail Address:	
Applicant's Name:	
Title (owner, manager, architect, etc.):	
Mailing Address:	
Telephone: E-Mail Address:	
Applicant Signature Date	
Please Print Applicant Name	
Office Use Only: Sanitarian Assigned:	
Date Paid:         Check Number:         Cash:         Credit:         Receipt #:	





### **ENCLOSE THE FOLLOWING DOCUMENTS FOR REVIEW:**

Connecticut License for each employee that will be providing services
Manufacturer Specification sheets for each piece of equipment shown on the plan
Plan drawn to scale of cosmetology establishment showing location of equipment,
plumbing, electrical services and mechanical ventilation
Site plan showing location of business in building; location of building on site including
alleys, streets; and location of any outside equipment (dumpsters, well, septic system -
applicable) Payment (\$300)



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### Non-engineered/Non-architectural Design for:

Scale: 1 square = \_\_\_\_\_ ft





### COSMETOLOGY / BODY ART LICENSE APPLICATION

Please review and provide the requested information for your establishment. Incomplete or unpaid applications will delay the issuance of your license. Any license issued pursuant to this application will be subject to applicable State and Ledge Light Health District Regulations. Licenses are not transferrable.

Name of Establishment:		<del></del>
Address of Establishment:		
Phone & E-mail of Establishment:		<del></del>
Name of Manager/Operator*:		
Phone Number for 24-hour Emergency Contact:		
Name of Legal Owner:		· · · · · · · · · · · · · · · · · · ·
Address for Legal Notices:		
License Fee: \$100 per location		
Type of Services Provided:  Barbering Hairdressing/Cosmetology Nails Threading  Tattooing Piercing Permanent Makeup	_	_
Water Supply:  Public Private (well) Sewage Supple	ly: Dublic	Private (septic)
Is food or beverage provided for the public on site?   YES  NO		OF OPERATION
Is food or beverage provided for the public on site?   YES NO If YES, please briefly describe:	SUNDAY	of OPERATION to
If YES, please briefly describe:	SUNDAY MONDAY	
	SUNDAY MONDAY TUESDAY	to to to
If YES, please briefly describe:	SUNDAY MONDAY TUESDAY WEDNESDAY	to to to to
If YES, please briefly describe:  Applicant Signature  Date	SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY	to to to to to
If YES, please briefly describe:  Applicant Signature  Date  Please Print Name  Make checks payable to: Ledge Light Health District (There is a \$25.00 charge for all returned	SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY	to to to to to to
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