



## Eau Claire City-County **Health Department**

### Body Art Facility Plan Review Application

All new or extensively remodeled body art facilities in Eau Claire County must submit one copy of scaled floor plans, an equipment list with specification sheets, and the intended scope of practice for new structures or major remodeling of present structures. These items must be submitted and approved by the Health Department along with the plan review fee as required in section 6-0.070D of this regulation, in advance of construction. Plan review fees will be assessed and if operators have been found to have built new or extensively remodeled without a plan review submission and approval then they shall be subject to a plan review fee as well as a penalty fee equal to that of the plan review fee.

**THE DEPARTMENT WILL NOTIFY THE ESTABLISHMENT'S LOCAL CONTACT WITHIN 10 BUSINESS DAYS OF SUBMITTAL IF THE PLANS ARE INCOMPLETE AND CANNOT BE REVIEWED. THE DEPARTMENT WILL REVIEW APPLICATIONS WITHIN 20 BUSINESS DAYS FROM NOTIFICATION THAT THE APPLICATION IS COMPLETE. IT IS STRONGLY ENCOURAGED THAT ESTABLISHMENTS SCHEDULE A PRE-PLAN REVIEW MEETING BY CALLING 715-839-4718 PRIOR TO SUBMITTAL. BOTH A PRE-INSPECTION AND WRITTEN APPROVAL ARE REQUIRED PRIOR TO THE START OF AN OPERATION AND THE GRANTING OF A LICENSE. BE ADVISED, REGULATIONS ARE SUBJECT TO CHANGE. ANY CHANGES IN PLANS THAT HAVE NOT BEEN REVIEWED MUST BE RESUBMITTED FOR REVIEW AND APPROVAL BY THE HEALTH DEPARTMENT.**

**Provide a floor plan, drawn to scale, that includes the following:**

- Client reception area
- Employee storage/break area
- Restrooms
- Hand wash sinks
- Sinks for cleaning equipment
- Mop sink
- Procedural areas
- Equipment storage areas
- Personal separated living space
- Any separate business space accessible to the establishment

**Required Licensure (Establishment and Practitioner)**

- Health Department Establishment License (issued by the Eau Claire City-County Health Department as an agent of the State – on Health Dept. Letterhead)
- State of Wisconsin Artist License (must be paid to and obtained from the State of Wisconsin)
  - <https://dsps.wi.gov/Credentialing/Health/fm3173.pdf>
- Body art education verification certificate (for new artists)
- All licenses mentioned above must be posted on-site.

**Practitioner License Requirements**

1. Must be 18 years old
2. Pay license fee
3. Provide proof of education (hours of experience and blood-borne pathogen training)
4. Pay education verification fee

**Establishment Information:**

- New Facility                       Existing Facility Remodel (check if a building permit is required)
- City of Eau Claire                       Eau Claire County

Name of Establishment:			
Address:			
City:	State:	Zip Code:	County: Eau Claire
Phone #:	E-mail Address:		

**Operator Information:**

Name:			
Address:			
City:	State:	Zip Code:	County:
Daytime Phone #:	E-mail Address:		

Type of Facility: (check all that apply)

- Tattoo                       Piercing                       Branding
- Scarification                       Permanent Cosmetics                       Other \_\_\_\_\_

How many body artists is this facility being designed for? \_\_\_\_\_

How many body artists will be working in this facility at time of opening? \_\_\_\_\_

What are the scheduled hours of operation at time of opening? \_\_\_\_\_

**Water/Sewer (check all that apply)**

- Private water                       Private sewer
- Municipal water                       Municipal sewer

**Waste Disposal**

Name of trash disposal service: \_\_\_\_\_

Name of sharps/biohazard disposal service/location: \_\_\_\_\_

**How will equipment be sterilized?**

- On-site autoclave                       Pre-sterilized disposable                       Combination of both

**If using pre-sterilized disposable equipment, has a variance from the state been obtained?**

- Yes     No

**How will verification of autoclave functioning be maintained?**

- Health Dept. spore tests (monthly)                       Private testing company (monthly)                       N/A

**Equipment and Supplies: Fill in all that applies to the establishment.**

Equipment	Make/Model	Supplier
Ex. Disposable gloves	Nitrile	Wal-drug
Ex. Autoclave	Sani-clave 4000	Acme distributors
Autoclave		
Ultrasonic		
Disposable gloves		
Tattoo Ink		
Piercing jewelry		
Aftercare dressings		
Disposable equipment (needles, tubes, etc.)		
Chemicals for cleaning		

**Finishes: All finishes in procedural areas must be smooth, durable, and easily cleanable. Carpeting in procedural areas is prohibited. Please list finishes below and provide samples if requested.**

	Example	Reception Area	Procedural Areas
Floors	Linoleum		
Walls	Painted Drywall		
Coving	Rubber base cove		
Ceilings	Smooth Panel		
Workstations in procedural areas	Stainless Steel		

## **Aftercare**

Attach a written sample of aftercare instructions for clients. It must include:

- Proper cleansing of the area
- Consulting a health care provider for any of the following
  - Unexpected redness, tenderness, or swelling at the site of the body art procedure
  - Any rash
  - Any unexpected drainage at or from the site of the body art procedure
- The name, address, and phone number of the establishment

## **Provide Standard Operating Procedures (SOPs) for the following:**

- Sick employee policy
  - How will sick employee issues be addressed?
  
- Alcohol and drug use policy
  - What is the policy for alcohol and drug use for employees and clients?
  
- Proper hand washing and drying
  - How will proper hand washing and drying be ensured?
  
- Good hygienic practices
  - What other steps will the shop take to ensure proper hygienic practices?
  
- Skin prep
  - What is the process for skin prep before a procedure?
  
- Infection control
  - What processes are in place to reduce risk of infection and address infection if one occurs?
  
- Sterilization of equipment
  - How is equipment sterilized and verified? (package labeling, autoclave testing, log books, single use equipment)