



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)
 - [Body Art Establishment Application](#)
- State of Wisconsin Artist License (must be paid to and obtained from the State of Wisconsin)
 - [State Practitioner Application](#)
- Eau Claire City or County Artist License (must be paid to and obtained from the Eau Claire City-County Health Department)
 - [Body Art Practitioner Application](#)
- 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 completion of an approved bloodborne pathogen and infection control training in the last 24 months. Approved training includes American Red Cross or an equivalent training meeting OSHA Bloodborne Pathogens Standards. A certificate of completion must be provided for the training to be approved.

4. Provide an affidavit, signed by the supervising practitioner, of at least 200 hours of experience gained under the direct supervision of a licensed body art practitioner who practices the same skill for which the person seeks licensure

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)