



**Schenectady County
Public Health Services**

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BODY ART

ESTABLISHMENT

PLAN PREPARATION

GUIDE



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BODY ART ESTABLISHMENT PLAN PREPARATION GUIDE

Schenectady County Sanitary Code Body Art Tattoo/Body Piercing Regulations effective October 12, 2021, allows body art practitioners to obtain a permit to operate a Body Art Establishment within Schenectady County.

The Schenectady County Public Health Services Environmental Health Unit has devised this step-by-step guide to assist in the plan development according to the requirements listed within the Schenectady County Sanitary Code to obtain a permit from this office to operate a Body Art Establishment.

Application Requirements

- Schenectady County Public Health Services Plan Review Fee Determination Schedule
- Schenectady County Public Health Services Body Art Application – Studio
- A copy of legal DBA (doing business as)
- Proper Workers Compensation and Disability Benefits Insurance coverage forms effective prior to operation. If owner /operator only, with no other employees, a completed and approved CE-200 – Certificate of Attestation of Exemption from NY Worker’s Compensation and/or Disability Benefits Coverage.
- Plan review fee of one hundred fifty (\$150) dollars must accompany Plan Review Determination Schedule.
- Body Art Studio fee of two hundred (\$200) dollars must accompany Studio Application with Fee Determination Schedule. Checks should be made payable to **County of Schenectady**

Plan Review Requirements

- Plans must be submitted to this office at least 30 days prior to any construction
- All plans must be drawn to scale (minimum ¼ inch =1ft)
- Plans must include all elements with labels and measurements on the schematic drawing
- Plans must include business name, name of owner, mailing address and contact information
- All facilities with private water and/or private sewage must submit schematics of new or existing systems.
- All applicable building, electrical and plumbing permits must be secured and satisfied, and zoning approval granted before issuance of a permit from this office

Submitted Plan

1. Title Block

Name of Body Art Studio
Address
City, Village or Township
Zip Code
Name of Owner
Phone Number
Author of Plan
Date of Completion

2. Floor Plan

Scale: minimum ¼ inch =1 foot
All rooms and stations for intended use
Location of prefabricated and custom-built equipment

3. Specification List of Equipment

Prefabricated: Autoclave – Manufacturer, Model #, Model Year, Serial Number
Custom Built: Description and finish material

4. Finish Schedule

Listing of materials used to finish floors, walls, ceiling, cabinets, counter tops, tables chairs, benches, separation walls/partitions, rolling racks, movable lighting, trash cans

5. Plumbing Schedule

Source of water supply and method of sewage disposal

6. Ventilation Schedule

Listing of method of ventilation for each room

7. Description of Operation

Number of Employees
Number of Body Art Stations
Method of garbage storage and disposal
Method of medical waste storage and disposal/ Regulated Medical Waste Company

ADDITIONAL ITEMS MAY BE REQUIRED BY THIS OFFICE TO INSURE PROPER SANITARY OPERATION OF THE BODY ART ESTABLISHMENT. NO PERMIT WILL BE ISSUED UNLESS ALL THE ABOVE CONDITIONS ARE SATISFIED.

Specifications to be incorporated into the plan as applicable

1. Walls, floors, ceilings, and procedure surfaces shall be smooth, free of open holes or cracks, light colored, washable and in good repair. All procedure surfaces, including but not limited to client chairs and benches, shall be constructed as to be non-porous and easily cleaned and sanitized after each client.
2. Floors of the body art establishment shall be of impervious material.
3. The body art establishment shall have adequate light and ventilation
4. The body art establishment shall be separate from any other room used for human habitation, any food establishment or room where food is prepared, any hair salon, any retail sales or any other such activity that may cause potential contamination of work surfaces.
5. All body art establishments shall be supplied with potable water and no other water source shall be permitted.
6. There shall be a minimum of one toilet facility containing a toilet and sink for clients. At least one covered, foot operated trash receptacle shall be provided in each toilet facility.
7. The establishment shall have adequate facilities for handwashing and separate facilities for washing instruments. All facilities whether for handwashing or equipment cleaning, shall have hot and cold running water.
8. All instruments and supplies, including but not limited to needles, dyes and pigments shall be stored in clean, dry covered containers. Containers shall be kept in a secure area specifically dedicated to the storage of all instruments and supplies.
9. The body art establishment shall have a cleaning area. The cleaning area shall have an area for placement of an autoclave or other sterilization unit located or positioned 36 inches from the required ultrasonic cleaning unit.
10. Solid waste shall be stored in covered leak proof rodent resistant containers At least one covered, foot operated waste receptacle shall be provided in each body art work station
11. The body art establishment shall have a customer waiting area exclusive and separate from any body art work station, instrument storage area, cleaning area or any area in the body art establishment used for body art activity
12. Each body art establishment shall have one (1) or more body art work stations separated by a wall from the waiting room, or any room or rooms used as such. Such wall is not required to be permanent. No work station shall be used as a corridor for access to other rooms.
13. Each body art work station shall have sufficient floor space for each practitioner. Each establishment shall have an area that may be screened from public view for clients requesting privacy. Multiple body art work stations shall be separated by a partition at a minimum.
14. The surface of all work tables shall be constructed of metal or other material, which is smooth, light colored, non-absorbent, corrosive resistant and easily sanitized.