



PLAN CHECK LIST for New Body Art Facility

This plan check list is provided as a guidance to assist the facility owner/operator to open a body art shop that will meet public health and safety requirements established by California's Safe Body Art Act (AB 300).

A new facility can only provide Body Art Services **ONCE** the facility has been inspected, the inspector determined the facility is in compliance with the California Safe Body Art Act and the facility receives a Health Permit.

The applicant must complete Parts A and B and receive approval for the Body Art Application Package from the Environmental Health Department Inspector prior to scheduling the initial Body Art Facility inspection. Submission of the Body Art Facility Application Package will be reviewed by an inspector for compliance with the Safe Body Art Act. The inspector will work with you to address any discrepancies found in the package to ensure compliance.

Part A. To be submitted as part of the **Body Art Facility Application Package**:

1. **Body Art Facility Application Form** (available on San Benito County Body Art Website)
2. **Schematic or drawing map of the shop** showing the location of the procedure area, workstations, hand-washing sinks, bathroom, and the clean room, partitions (walls) (including placement of the sonicator and autoclave if applicable); schematic must identify materials used on the floors, cabinets, counters, etc...(concrete, laminate, tile, etc..). Schematic or drawing map of shop can be hand-drawn.
3. Copy of proposed **Infection Prevention and Control Plan** for the shop.
4. Copy of **Client consent forms**
5. Copy of **Written aftercare (post-procedure) instructions**
6. Proof of compliance with local business and zoning requirements (i.e. **Business License** from the respective city your business is located.)
7. **List of Body Art Operators** anticipated to work in the shop
8. The following items are required if your facility will be sterilizing either purchased unsterilized items or used items (including needles or jewelry).
 - Spore test result showing the autoclave to be used is operational. Spore test must be recent (less than 30 days) and sampled according to manufacturer's recommendation for testing for non-use, re-conditioning, repair, or handling for relocation.
 - Copy of the service agreement with the spore testing laboratory.
 - Copy of the manufacture's specification for the autoclave.

Part B. An inspection of the facility will be performed prior to the business being open. The facility must have the following in place within the shop before the initial inspection and before services can be provided:

1. Hand-washing sink with hot and cold running water in the procedure area. Sink must be plumbed into building. No temporary hand-washing sink is allowed.
2. Soap dispenser with handwashing soap and enclosed single use paper towels dispenser with paper towels at hand washing sink in the procedure area and restroom.
3. Clean room set-up (if applicable)
4. Single use supplies (including tattoo equipment, needles, ink wells, gloves, paper towels, saran wrap or other coverings for chairs, workstations, etc...)
5. Cleaning and disinfecting supplies
6. Sharps container
7. Garbage cans/bins
8. Availability of public restroom with soap and single use towels (see below*)
9. A copy of Infection Prevention and Control Plan with operator(s)' training records, Client consent forms, Written aftercare instructions.
10. Autoclave, spore testing records, copy of service agreement with the spore testing laboratory and manufacture's specification for the autoclave (If applicable, see Part A (8))
11. A record of purchase (receipts) of all single-use instruments (including needles, cartridges, inks, pigments, jewelry, etc.).

Please be aware that local jurisdictions will require separate time considerations to review applicable business and zoning requirements.

*Requirement for availability for a public restroom should be deferred to the local jurisdiction.