



INSTRUCTIONS FOR SUBMISSION OF PLANS FOR REVIEW- Body Art Establishments

Southern Nevada Health District Regulations Governing the Sanitation and Safety of Tattoo Establishments and Body Piercing Establishments stipulate that plans for new establishments or remodels must be submitted at least 30 days prior to beginning construction. **Applications submitted for establishments after construction has begun will be charged “after-the-fact” fees as provided in the approved fee schedule.**

1. **Appointments:** An appointment must be made prior to application and plan submission. Persons scheduling appointments must come prepared to discuss all aspects of the facility design and operations, and must be empowered to make additions, deletions, or corrections to the design. Third-party “plans runners” may not appear in lieu of facility owners/operators. **Both design and operational staff are required to attend the meeting**, which may include the engineer, and architect, as well as the owner, manager, or other persons familiar with the operations of the establishment. All appointments are held at the Southern Nevada Health District, 333 N. Rancho, Ste 450, Las Vegas, NV. Call (702) 759-1258 to schedule.

Appointments cannot be honored unless the minimum required paperwork is provided.

The minimum requirements for an appointment:

- A signed copy of this Instruction Sheet.
- A Change of Permit Holder Application signed by the legal owner of the establishment.
- A signed copy for our files of a lease agreement, deed or other executed legal documents allowing the Permit Holder access to the facility.
- Documentation of spore testing of sterilizer (if applicable) within the past 30 days.
- A written Infection Control Plan
- Copies of the following documents for each operator and technician:
 - o Current tattoo/permanent makeup or body piercing Body Art Card.
 - o Documentation of the required American Red Cross course in Preventing Disease Transmission or documentation of equivalent training within the past two years, and CPR and First Aid (if applicable).
- Patron Documentation as required in the regulations including procedure consent form.
- “Procedure After Care Sheet”

Failure to arrive for the appointment or failure to provide the minimum documentation upon arrival for an appointment constitutes a “missed appointment” and a fee will be charged.

2. **Fees:** Fees are collected at the time of application and appointment and include the fee for plan review as well as the first annual permit fee. SNHD bills all permits on a fiscal-year (July-June), not by anniversary date. **Fees cannot be prorated or adjusted.** The determination of final fees cannot be made until the plans are reviewed, and the type and number of permits is determined by the assigned Plan Reviewer.
Payment of fees does not constitute approval of plans.
Plan review fees are only valid for one year from the date of the original submission. Plan Review applications will be deleted from the system one year and one day from the date of application, unless the responsible party requests an extension, in writing, prior to the application anniversary date.
3. **Plans & Specifications:** Please submit plans in electronic format (PDF) when possible, or one set of paper drawings or plans (minimum 8.5”x11”) for use during the review meeting. Plans must include:
 - a. A floor plan layout showing location(s) and size(s) of procedure booths, employee restrooms, customer restrooms, equipment rooms, etc. Specifications sheets must be provided for custom- built or specialized equipment.
 - b. A plumbing layout showing floor sinks, lavatories, utility sinks and mop sinks. Hot-water generating capacity must be provided. Plans must show all pressure service, waste and drain piping, including sewage and roof drain lines over all permitted areas.
 - c. A schedule of interior finishes or interior drawings indicating floor, base, wall, and ceiling finishes.
 - d. A schedule for lighting, or reflected ceiling plans showing locations and types of lighting fixtures.
 - e. An equipment list showing type, manufacturer, and model numbers.



Undisclosed design or operational characteristics on plans and/or applications do not constitute approval of such mistakes or omissions. Proper development of a project is your responsibility and the various parties concerned.

A signed report will be provided following your meeting to inform you of the approval status of your plans. Assure all contractors, sub-contractors, etc., are made aware of any required corrections and/or stipulations. Failure of the applicant to provide such information noted on paperwork to the building authority or contractor may delay final approval of the project.

Applicants may be required to submit corrected plans. At the discretion of SNHD staff, additional meetings will be required if all aspects of operations and facility design are not adequately described, or if changes requiring review are needed. If you wish to change the design, add or delete equipment, etc. following plan approval, **revised plans must be submitted.** Contact your assigned Plan Reviewer to arrange for submission of plan revisions. Each submittal of revised plans will be charged an additional fee.

You or your representatives must contact any other SNHD programs which may be relevant to your project separately, (e.g., HACCP/Labeling, Individual Sewage Disposal System, Public Water, Underground Storage Tank, Childcare, Schools, etc).

- 4. **Inspections:** Up to two on-site status checks, a “rough plumbing” inspection, and a “pre-final” walkthrough, may be required or requested prior to the final permitting inspection.

Requests for final permitting inspections are taken on a “first come, first served basis” only. Arrangements for final inspections should be made well in advance, at least two weeks prior to your planned opening date. Please plan accordingly. Expedited inspections are made for emergency situations ONLY at the discretion of management and are based on staff availability. Additional fees will apply.

SNHD does not conduct after-hours inspections.

Body Art Establishments must be fully functional, with water, power, gas, hot-water, equipment operational and CO/TCO obtained for the final permitting inspection. Establishments may open for business until after the final permitting inspection has been completed and passed, and the health permit to operate has been issued.

Inspection cancellations must be made prior to inspector arrival at the facility. A re-inspection fee, per permit, will be assessed if the establishment is not ready for a scheduled final inspection, or if the applicant is unable to demonstrate knowledge of safe operations during the inspection. The re-inspection fee must be paid prior to scheduling another final inspection.

I, the undersigned, as a representative of the permit holder/applicant, understand and agree to be held to the conditions/responsibilities as provided in this document:

Signed: _____ Print name _____

Date: _____ Name of Facility: _____