



**Public Health**  
Prevent. Promote. Protect.  
**Greene County**

**TIME-LIMITED EVENT BODY ART**  
**PLAN REVIEW SUBMITTAL PACKET**

Event Plans/Supporting Documentation

**Greene County Public  
Health**

360 Wilson Drive

Xenia, OH 45385

Phone: (937) 374-5607

[www.greenechophoh.gov](http://www.greenechophoh.gov)

## Licensing

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All time-limited body art events where tattooing and/or body piercing is to be performed are required by Ohio law to have a time-limited body art establishment license issued by Greene County Public Health (GCPH). The purpose of this license to permit such body art work to be performed with a specific event such as fairs, festivals, and/or other gatherings of people. The intent of this plan review process is to ensure that the operator of such an event can substantially meet the provisions contained in Chapter 3701-9 (Body Art) of the Ohio Administrative Code.

**NOTE:** You may only perform those body art functions as you are currently licensed by your Board of Health. For example, you can only perform tattooing if that is how you are licensed, you cannot perform piercings.

*If you have any questions regarding the plan review submission process, completion of this application or licensing, please contact the Body Art Establishment Program at (937) 374-5607.*

## Getting Started

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**Step 1: Submittal of Plans** (application must be submitted at least **14 days** prior to the time-limited event. Failure to submit your application sufficiently early could create potential conflicts/delays and not allow for the resolution of issues identified during the review process).

- Complete the attached Plan Review Application. This may be submitted electronically to [ehpermits@greenecophoh.gov](mailto:ehpermits@greenecophoh.gov), however, the front page will need to be included with your payment.
- Submit one (1) complete set of site drawings, set up plan for your booth and other applicable information (e.g. – general materials, layout of fixtures/equipment, handwashing location, lighting requirements, etc.). It is preferred that your plans be submitted digitally using dropbox or other online storage link, or email to [ehpermits@greenecophoh.gov](mailto:ehpermits@greenecophoh.gov) .
- Submit the event application fee of **\$200.00** made payable to Greene County Public Health (GCPH). This must be received before your plans can be reviewed.

**Step 2: Plan Review Process**

- Written approval, disapproval, or a request for additional information will occur within no more than **seven (7) business days** after receipt of your plans, supporting documentation, the application, and plan review fee.

**Step 3: Pre-Licensing Inspection**

- Prior to opening your time-limited body art operation, GCPH shall conduct an inspection of the site where the operator intends to conduct the time-limited business to ensure that all local standards will be met, and pending compliance with all Ohio Body Art regulations.
- The license will be issued during the pre-licensing inspection pending compliance with the previously GCPH-approved plans and with all applicable Ohio Administrative Code regulations governing body art establishments.

## Content & Format Requirements for Submittal

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The facility layout and equipment specifications submitted for review must meet all of the requirements of Chapter 3701-9-02 of the Ohio Administrative Code. The submittal must include a site drawing/set up plan showing the general materials, layout of fixtures/equipment, etc., required proof of current training and other documentation as follows:

1. Proof of current training (*for each artist*):
  - a. Training in tattoo and/or body piercing – records of courses, classes or seminars (written statement(s) of attestation by those offering tattooing and/or body piercing that they have - adequate training to perform such services)
  - b. First aid (e.g. – Red Cross, etc.)
  - c. Infectious disease control
  - d. Bloodborne pathogens
  - e. Aftercare
2. The proposed total area / layout to be used for the time-limited body art event (must be legible and reasonably drawn to scale):
  - a. The individual tattoo/body piercing area(s) must be a minimum of 36 sq. ft. with dimensions of at least 6 x 6 feet
  - b. Be separate from each other and capable of providing compete privacy upon request
  - c. Be protected from the weather/environmental conditions using a tent, covering or building. Protection must be extended over all equipment, procedure areas, hand washing station, and supplies
  - d. All tables/chairs/etc. shall be constructed of easily cleanable material, with a smooth finish
  - e. All surfaces directly under equipment used for body art shall have an impervious, smooth and washable surface (provide description of the finish material for all tables, chairs, floors, etc.)
3. Provide sufficient waste management for disposal of gloves, dressings, etc. **Note:** Each receptacle must have a lid and be kept closed at all times when not in use:
  - a. Biohazard/Infectious solid waste container(s) with lid(s) (**red** bags)
  - b. Sharps container (e.g. – needles, used razors, disposable piercing instruments, etc.)
4. Provide a temporary hand washing station located in the procedure area. Hand washing stations must be equipped with a spigot to allow the free flow of warm water (e.g. – Igloo 5-gallon beverage dispenser, *recommend 100° F*), soap, disposable towels, wash basin for wastewater, and a table for the handwashing station. It is recommended that the water be heated via a coffee urn, then poured into the beverage dispenser.
5. Listing of all equipment/instruments to be used, including the manufacturer, make and model numbers
6. **Written infection prevention and control plan** that includes, but not limited, to the following:
  - a. Decontaminating and disinfecting the environmental surfaces (include names of all disinfectants intended to be utilized during this time-limited event)
  - b. Decontaminating, packaging, sterilizing and storing of reusable equipment and instruments
  - c. Protecting clean and sterile instruments from contamination during storage
  - d. Ensuring that standard precautions and aseptic techniques are utilized during all body art procedures
  - e. Safe handling and disposal of needles
  - f. Aftercare guidelines
  - g. Set up and tear down procedures

7. Unless medically necessary, no food or drink shall be consumed, contact lenses handled, cosmetics applied, personal grooming performed, personal vaporizing devices handled, or other similar activities be conducted in area specifically used for body art or sterilization procedures
8. **Written underage consent form:**
  - a. **NOTE:** Customers aged 18 or older are not required to provide parental permission. Customers under age 18 **must** meet both of the following requirements:
    - i. A legal parent, guardian or custodian **must** sign a document provided by the body art establishment explaining:
      1. How the procedure will be performed
      2. On which part of the body the procedure will be performed, and
      3. Appropriate aftercare instructions
    - ii. A legal parent, guardian or custodian **must** appear in person at the time the procedure is performed
9. Record of all dyes/pigments used, including the color, manufacturer and lot number
10. Record of services to customers (**maintained for 2 years**):
  - a. Name
  - b. Address and phone number
  - c. Date of service
  - d. Colors used in tattoo and ink lot number
  - e. Jewelry used including size, material composition, manufacturer, and placement
  - f. Body location of the tattoo/body piercing
  - g. Records of any infection/injury to employee/customers. These must also be reported to the Health District. This record shall also inquire if the patron is under the influence of drugs/alcohol at the time of service, if he/she knowingly has any communicable, infectious or contagious diseases, parasitic infections, if he/she currently has any lesions or weeping dermatitis, any conditions/medications that may affect healing.
11. Must ensure that you will have a generator of sufficient size to adequately provide enough electricity to run all needed equipment.

## **Minimum Procedures for Tattooing**

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- Ask customer about health conditions that may affect the healing process
- Thoroughly wash, rinse and dry hands using warm running water, antibacterial soap, and single-use disposable paper towels
- Put on single-use disposable gloves (**NOTE:** Do not use latex gloves)
- Wash the customer's "target" skin with antibacterial soap
- Apply approved antiseptic to customer's target skin with a clean/sterile disposable gauze/cotton pad
- If used, petroleum jelly from a collapsible tube should be applied via a clean/sterile gauze/cotton pad
- Use an approved dye in single-use containers
- Use clean and sterile gauze to adsorb excess dye
- Wash completed tattoo with an antibacterial solution and clean and sterile gauze
- Apply GCPH-approved antiseptic with a clean and sterile gauze. If a customer is sensitive to the antiseptic, you may use antibacterial soap
- Apply a non-adherent sterile dressing and/or secure it with non-allergenic tape as needed
- Provide the customer with oral and written aftercare instructions
- Please note that only single-use pre-sterilized equipment/instruments are permitted to be used at a time-limited body art establishment event
- Discard of all sharps including razor into an approved sharps container

## Minimum Procedures for Body Piercing

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- Ask customer about health conditions that may affect the healing process
- Thoroughly wash, rinse and dry hands using warm running water, antibacterial soap, and single-use disposable paper towels
- Put on single-use disposable gloves (**NOTE:** Do not use latex gloves)
- Clean the customer's "target" skin with a GCPH-approved antiseptic. If the customer is skin-sensitive, allergic reactions, etc. you may use antibacterial soap with gauze
- Rinse the "target" skin with GCPH-approved antiseptic. You may **not** use 70% isopropyl alcohol after cleaning the area
- For oral piercings, you must provide the customer with antibacterial mouthwash in a single-use disposable cup
- Use single-use pre-sterilized needles for each piercing
- Use only approved pre-sterilized jewelry
- Provide the customer with oral and written aftercare instructions
- Please note that only single-use pre-sterilized instruments are permitted to be used at a time-limited body art establishment event
- Discard of all sharps including razor into an approved sharps container

## Remember...

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- This document is designed to be a summary of the most common issues for planning a time-limited tattoo or body piercing event. The complete set of laws and rules for body art establishments may be found at: <https://odh.ohio.gov/know-our-programs/body-art-program/laws-and-rules>
- All employees' nails must be kept clean and short at all times
- You may **not** attempt to remove tattoo marks at any time
- You may **not** use styptic pencils, solid styptics, or alum blocks to check for blood flow
- You must inform GCPH immediately of any injury or infection of employees or customers

## Time-Limited Plan Submission Checklist

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Please verify each of the following are included with your Plan Submission Package:

Plan Review Application Fee / Time-Limited License: **\$200.00**. Checks must be made to Greene County Public Health

Completed Plan Review Application Notice of Intent and Employee Information with all required information as stipulated above. Failure to provide all required information could delay the approval of your plans and possibly impact your ability to participate in your requested time-limited event

Manufacturer's name, make and model number for equipment illustrated on your proposed site drawing

Site Drawing:

- The location and layout of all pieces of equipment, hand washing/equipment washing areas, procedure area, etc. and all required information associated with designated area
- Lighting to be utilized

Required documentation as stipulated above

Completed Letter of Intent

Completed Employee Information



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## Greene County Public Health

*Melissa Howell MS, MBA, MPH, RN, RS, Health Commissioner  
Kevin L. Sharrett, MD, Medical Director*

### Notice of Intent

Type of Time-Limited Event:  Tattoo  Tattoo & Piercing  Body Piercing Only

Event: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_

Location: \_\_\_\_\_

1. Is the event inside or outside? \_\_\_\_\_

2. If outdoors, how do you plan to protect the procedure area from the elements? \_\_\_\_\_

\_\_\_\_\_

3. How will the artists wash their hands? \_\_\_\_\_

\_\_\_\_\_

4. How do you plan to transport and store your pre-sterilized equipment until needed, or will you use sterilized disposable equipment? \_\_\_\_\_

\_\_\_\_\_

5. How do you plan to dispose of your waste? \_\_\_\_\_

\_\_\_\_\_

Please provide a basic floor plan and other required information as stipulated above.



## Greene County Public Health

*Melissa Howell MS, MBA, MPH, RN, RS, Health Commissioner*

*Kevin L. Sharrett, MD, Medical Director*

## Employee Information

(Complete a separate sheet for each individual owner and employee – you may copy this sheet as needed)

### ARTIST:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### BUSINESS:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## Required Evidence of Training

(You must provide documented evidence of training for the following items – attach each document to this sheet)

- First Aid
- Body Piercing (if applicable)
- Tattooing (if applicable)
- Infection Diseases
- Bloodborne Pathogens
- Consent Form
- Aftercare Instructions
- Proof of Current Body Art/Piercing License

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **Temporary Tattoo or Body Piercing Establishment**

## **A TEMPORARY TATTOO OR BODY PIERCING ESTABLISHMENT MUST MEET ALL OF THE APPLICABLE RULES AND REGULATIONS IN THE STATE OF OHIO TATTOO & BODY PIERCING LAW AND RULES**

- Plans for the temporary establishment must be submitted to this office at least **14 days** prior to the event. Plans must include the following:
  - a. Diagram of all equipment used in the establishment
  - b. List of all equipment to be used
  - c. Location of hand-washing station
  - d. Method of disposal for needles and other sharps
  - e. List of first-aid procedures
  - f. Copy of the Permission or Request for Tattoo or Body Piercing Form
  - g. Copy of the aftercare information
- **ALL** tattoo and body piercing artists at this temporary establishment **must** have a current State of Ohio Tattoo and/or Body Piercing License.

*A copy of your license must be provided to this office at least **7 days** prior to the event.*

- The plans for this temporary establishment must be approved before this establishment will be considered eligible for a license.
- Once the plans have been approved, the application for the temporary establishment can be submitted along with the appropriate fee.

## **CONTACT GREENE COUNTY PUBLIC HEALTH FOR MORE INFORMATION**

**(937) 374-5607**