

## BODY ART BUSINESS PLAN REVIEW GUIDE

This document is a guide of requirements to open a body art business.

You may need construction or other permits. The permits must be approved before construction begins. You also need to apply for a business license.

You cannot open your business until you have:

- A final inspection by the Health Department, and
- Your business license.

[Minneapolis Business Licensing](#) gives final permission to open.

### A. Contact

If you plan to start a new business or want to remodel, alter, expand or upgrade an existing business in the City of Minneapolis, contact [Minneapolis Development Review](#) by calling 311 or visiting the office located in the Public Service Center, 250 South 4<sup>th</sup> Street, Room 300. At [Minneapolis Development Review](#) you will discuss your plans with a Development Review Coordinator.

For questions about body art plan review, please contact the Health Department at 612-673-2301. Ask for a health inspector on the body art team.

### B. Requirements

#### 1. Submit completed Body Art Plan Review Application and Plan Review fee

Submit payment when plans and specifications are submitted. Make checks payable to the City of Minneapolis Finance Department. The [fee schedule](#) is on the city's website.

#### 2. Plans

Plans must be complete and legible to be reviewed. Plans will be reviewed on a first-come, first-served basis. Incomplete plan additions or plan revisions will be evaluated in the order they are received.

#### 3. The following items must be submitted for plan review:

- a. Body Art Establishment - [Plan Review Application Form](#)
- b. Body Art Establishment - Plan Review Fee. Find the amount on the [fee schedule](#) using **Food Establishment Plan Review Fees, Remodel Risk 3 Establishment**.
- c. **Submit two sets of plans** to: Minneapolis Development Review – Food Review, Public Service Center Building, 250 South 4<sup>th</sup> Street, Room 300, Minneapolis, MN 55415.
- d. Floor plans (blue prints of facility or a drawing to scale indicating facility layout, restrooms, mop sinks, location of all equipment, and “clean room”, if applicable). Also, in general, a handsink is required at each work station.
- e. Room Finish Schedule – this describes what you are using for the finishes on floors, walls, ceilings and base coving in all areas including the bathroom and mop sink areas.
- f. If you are using any non-disposable equipment, you will need a “clean room” with its own handsink for handwashing, a scrub sink for cleaning equipment and an autoclave.
- g. Copy of your release form and aftercare information sheet.

- i. Information required on the release form:**
    - Date of the procedure.
    - Info from the picture ID (name, age, address).
    - Design and location of tattoo.
    - Name of tattoo or piercer and MN technician number.
  - ii. The form must include the following and the client must be able to indicate whether they have:**
    - Diabetes
    - A history of hemophilia
    - A history of epilepsy, seizures, fainting, or narcolepsy
    - Any condition that requires the client to take medications such as anticoagulants that thin the blood or interfere with blood clotting; or
    - Any other information that would aid the technician in the body art procedure process evaluation.
  - iii. Text required on the release form:**
    - “A tattoo should be considered permanent, it may be removed only with a surgical procedure, any effective removal may leave scarring.”
    - If conducting body piercing, this must also include the statement “Body piercing may leave scarring.”
    - “The technician shall not perform a body art procedure if the client fails to complete or sign the disclosure and authorization form, and the technician may decline to perform a body art procedure if the client has any identified health conditions.”
  - iv. Required wording for the aftercare information sheet:**
    - “Consult a health care professional at the first sign of infection.”
- h. Information on how sharps will be handled.
- 4. Information on your business**

Provide a complete list of services offered i.e. tattooing, body piercing, cosmetic tattooing, microblading, etc. and whether or not all body art equipment is disposable.
- 5. Minnesota body art technician licensure**

Provide proof of Minnesota Department of Health (MDH) Body Art Technician licensure for all Technicians. A Body Art Technician license is required by Minnesota State Body Art Code. Find [Body Art Technician requirements on the MDH website](#).
- 6. Plan revisions**

Any revisions after plans have been approved must be submitted for re-evaluation. Approved plans are valid for one year.
- 7. Plans at construction site**

A set of the stamped approved body art review plans must be available on location. Starting construction before your plans are approved may result in costly corrections and delayed openings.
- 8. Body art final inspection**

Call your health inspector at least 72 hours in advance for an appointment for a final inspection.

### **C. Body art code and MDH business information**

Find the [Minneapolis Body Art code](#) and the [Minnesota Department of Health Body Art business information](#).

### **D. Permission to open**

The Health Department will do a final inspection. Your final inspection is not permission to open. [Minneapolis Business Licensing](#) gives final permission to open. Contact Business Licensing at 612-673-2080 or by calling 311.

### **E. License requirement**

Sixty (60) days before opening, apply for your body art license from [Minneapolis Business Licensing](#). Contact [Minneapolis Business Licensing](#) at 612-673-2080, by calling 311 or at City Hall, 350 South 5th Street, Room 1C, Minneapolis MN 55415

**Before you open for business, your license application must be approved and your final inspection must be conducted.**

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-2301 or [health@minneapolismn.gov](mailto:health@minneapolismn.gov).

People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000.

TTY users call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadio aad Caawimaad u baahantahay 612-673-3500.