



Facility and Practitioner Guidance

NEW APPLICANTS

If you do not have a body art facility permit, please begin by reviewing building requirements before you apply on the following webpages:

- **Body Art Program:** smchealth.org/bodyart
- **Permanent Body Art Facility Information** (including the application templates and forms): smchealth.org/general-information/permanent-body-art-facility-information
- **Practitioner Registration Application:** smchealth.org/general-information/body-art-practitioner-registration-information

BEFORE APPLYING WITH SAN MATEO COUNTY

1. Review the general inspector information on the [Body Art Program Webpage](#).
2. Structural requirements can be found on the [Permanent Body Art Facility Information webpage](#), under the sub-section “New Body Art Facility Application Packet.”

Please note that a new facility application fee is listed as “NEW BODY ART ESTABLISHMENT APPLICATION FEE” on smchealth.org/ehfees.

NOTE: The fee must be paid in full before the department starts its review for new application packets.

3. File for a Fictitious Business Name (FBN) with the County, and a Business License from the city where the business is located; obtain a hard copy of the license.



APPLY FOR A NEW BODY ART FACILITY PERMIT WITH SAN MATEO COUNTY

1. Go to the [Permanent Body Art Facility Information webpage](#) and download the “New Body Art Facility Application” and “Infection Prevention and Control Plan” templates. Fill out the documents and include a schematic drawing of the facility, and submit to envhealth@smcgov.org.
2. Admin staff will contact the applicant for payment within 72 hours. The payment can also be [made online](#).
3. The applicant will receive an email from the county that indicates the process step for the application review (a generic email via Salesforce will be used for these notifications).
4. Await the response from the inspector within seven calendar days; if no response is obtained, contact the Environmental Health Services administration to confirm receipt of the application and payment by calling (650) 372-6200.
5. Following the review, an opening inspection is required and will be scheduled by the inspector.
6. The inspector will review and approve the facility application at the opening inspection. A second fee is applied to the account for the permit itself; the permit fee is an annual fee listed as “BODY ART ESTABLISHMENT – ANNUAL PERMIT”. The fee can be found at smchealth.org/ehfees.

PRACTITIONER REGISTRATION PROCESS

1. Go to the [Practitioner Registration Application webpage](#) and download the registration application, Hep B declination, and the approved BBP vendor list. Fill out the templates and take a BBP course from an approved vendor; submit all parts to the department via email at envhealth@smcgov.org.
2. Environmental Health Services administration staff will contact the applicant for payment within 72 hours. The payment can also be [made online](#).
3. For first-time applicants, the inspector will contact the applicant and schedule a practitioner registration inspection onsite at the facility.