



BODY ART FACILITY PERMIT STEPS

PRE-APPLICATION STEPS

1. Contact and obtain initial approval from appropriate city/county department(s) (e.g. building and planning) for compliance with zoning and any other appropriate local codes and ordinance/regulations.
2. File for a [Fictitious Business Name \(FBN\)](#) with the County, and a Business License from the city where the business is located.
Business licenses for businesses located in the unincorporated areas of San Mateo County are issued by the San Mateo County Treasurer's Office.
3. Obtain a [Seller's Permit](#) if: (1) renting the space, or (2) selling retail goods associated to the business.
4. Review the Body Art Facility Application Checklist and associated structural requirements.
5. Submit ONLY: Memorandum, Body Art Facility Application (with payment), Infection Prevention and Control Plan (IPCP), and a scaled schematical drawing to the Division.

By Mail: 2000 Alameda de las Pulgas, #100, San Mateo, CA 94403

By Email: envhealth@smcgov.org

6. DO NOT SUBMIT THE **PRACTITIONER** REGISTRATION APPLICATION AT THIS TIME.

POST FACILITY APPLICATION SUBMITTAL STEPS

Submit revisions requested by the Inspector.

Schedule an on-site inspection by phone at **(650) 372-6200**, or email bodyart@smcgov.org to contact the Body Art Program inspector.

Upon approval made with conditions (if any), respond and concurrently proceed with the process below.

POST FACILITY APPLICATION APPROVAL

Proceed to the Practitioner Application Guide and complete the Practitioner Registration Application.