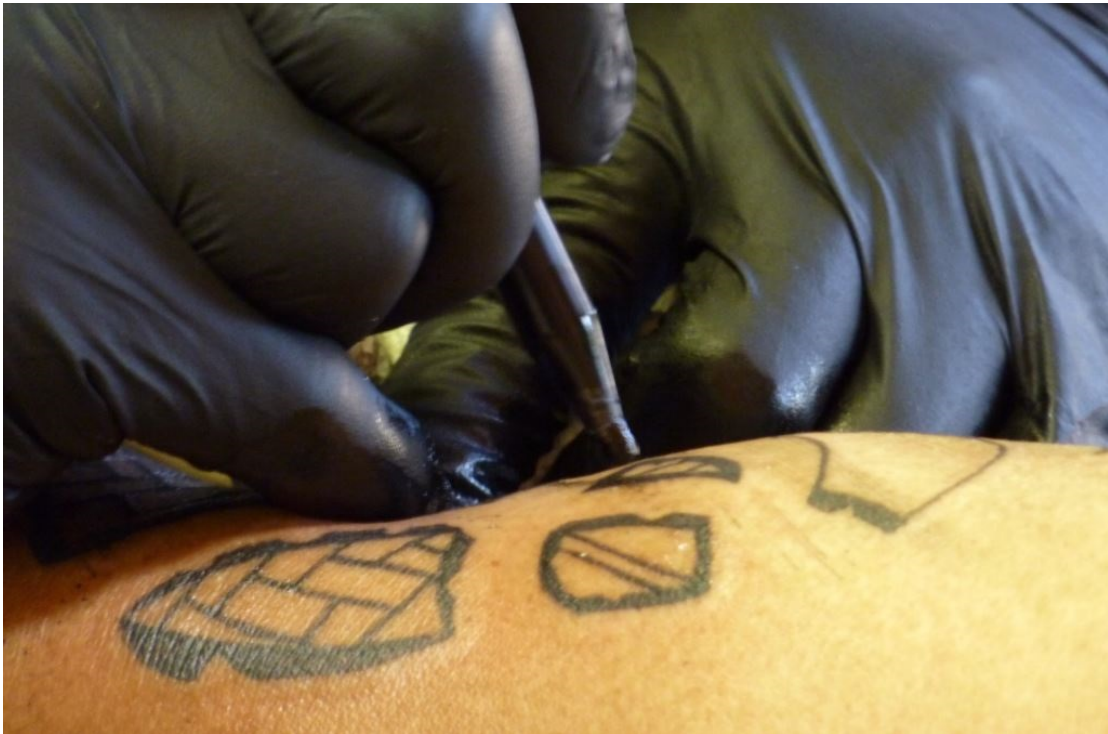


Body Art Facility Plan Check Guidelines



**Santa Clara County
Department of Environmental Health**

GENERAL REVIEW

1. When a tattoo, permanent cosmetic, branding or piercing business is constructed or remodeled, plans and specifications for such construction, remodel or alteration shall be submitted to Santa Clara County Department of Environmental Health (DEH) for review and approval.
 - A. Scaled drawing shall include a floor plan indicating the layout of procedure areas, cleaning and sterilization area, sink counters, storage areas, equipment and reception areas shall be submitted for review. **See attached example floor plan.**
 - B. Plan submissions shall include a finish schedule for sanitary walls, floors and ceiling as approved by the DEH. **See attached example finish schedule.**
 - C. Any new or remodeled facility shall obtain approval from DEH and the appropriate planning and building permits from the local building authority prior to commencing work.

FACILITY CONSTRUCTION

1. General Premises
 - A. Floors in the work areas and restroom shall be constructed of materials that are smooth, free of open holes and washable. CHSC §119314(a)(1)
 - B. The walls and ceilings in work areas shall be smooth, free of open holes and washable. CHSC §119314(a)(1)
 - C. The premises shall be constructed and maintained to be free from insect or rodent infestation. CHSC §119314(a)(2)
2. Procedure Areas
 - A. The procedure area(s) shall be separated by a wall or ceiling-to-floor partition, from retail sales area, nail and hair activities, or any other area in such a manner as to prevent contact with irritants that may cause potential cross-contamination, including but not limited to, hair spray, nail dust, or any other contaminant. An alternative method of compliance that adequately controls irritants may be submitted to and approved by DEH. There shall be no less than 45 square feet of floor space for each procedure area. Body art can only be performed in the procedure area of the facility. CHSC §119314(b)(2); SCC Ord. No. NS-517.82 Sec. B11-507.7 (m)
 - B. Hand-washing sinks shall be located in each workstation. Hand-washing sinks shall be supplied with wall mounted antimicrobial liquid hand soap and single use paper towels from sanitary dispensers. If there are two or more workstations within a room, all may share the hand-washing sink. A workstation in a separate room shall include a hand washing sink. There must be unimpeded access to a hand-washing sink at all times. SCC Ord. No. NS-517.82 Sec. B11-507.7 (c)

- C. Potable hot and cold running water shall be provided to all hand washing sinks and cleaning area sinks required in the facility. Hot water supplied to each required sink shall be at least 105° Fahrenheit (F). SCC Ord. No. NS-517.82 Sec. B11-507.7 (d)
- D. Lined and lidded waste containers shall be available in the procedure area at each workstation for disposal at the end of each day. CHSC §119314(d)
- E. The procedure area must be equipped with a light source that provides adequate light for procedures. CHSC §119314(b)(1)
- F. A sealable, rigid and puncture proof 'sharps container' must be provided at each workstation for the disposal of single-use sharp objects that come in contact with blood and/or body fluids that is labeled with the words "Sharps Waste" or the international biohazard symbol and the word "BIOHAZARD". CHSC §119314(e) & (e)(2)
- G. Every area including, but not limited to workstation(s), cleaning area(s), instrument storage area(s), restroom(s), walls and floors shall be constructed and maintained to an acceptable manner so as to provide a durable, smooth, nonabsorbent surface that is easily washable using a disinfectant to clean and disinfect any surface contaminated with bodily fluids. Concrete blocks or other masonry used in wall construction shall be covered to be made smooth and sealed for a non-absorbent washable surface. SCC Ord.No. NS-517.82 Sec. B11-507.7 (h)
- H. Adequate toilet facilities in accordance with the specifications of the Uniform Plumbing Code, local building codes and any other local ordinances shall be provided. This includes toilet paper. A hand-washing sink shall be located inside the restroom and shall be supplied with antimicrobial liquid hand soap in a wall-mounted pump dispenser and single use paper towels or other approved hand drying device. SCC Ord. No. NS-517.82 Sec. B11-507.7 (b)

3. Decontamination and Sterilization Areas:

- A. Unless all equipment and supplies used in the course of a body art procedure are single-use, purchased as pre-packaged and pre-sterilized, the body art facility shall have a decontamination room or area for cleaning instruments and equipment. §119315(f)
 - 1) The decontamination and sanitization area shall be separated from any other area in the facility, by a room wall or other barrier, such as a screen, extending from the floor to a minimum height of eight feet. SCC Ord. No. NS-517.82 Sec. B11-507.7; (i) CHSC §119314(c)(1)
 - 2) The decontamination and sanitization area shall have a separate sink reserved only for instrument disinfectant activities. The sink must have hot (105° F) and cold running water liquid soap in a wall-mounted dispenser, and single-use paper towels dispensed from a wall-mounted, touchless dispenser that is readily

accessible to the practitioner. CHSC §119314(c)(2) SCC Ord. No. NS-517.82 Sec. B11-507.7 (d, i)

- 3) Lined and lidded waste containers shall be available in the decontamination and sterilization area for disposal at the end of each day. CHSC §119314(d)
- 4) The decontamination and sanitization area shall have an approved ultrasonic cleaning unit and an autoclave. The ultrasonic cleaning unit and autoclave shall be separated by a minimum distance of 36 inches from each other. Chemical and dry heat sterilizers are not accepted. SCC Ord. No. NS-517.82 Sec. B11-507.7 (i) CHSC §119315(b)(1), 119309(e)

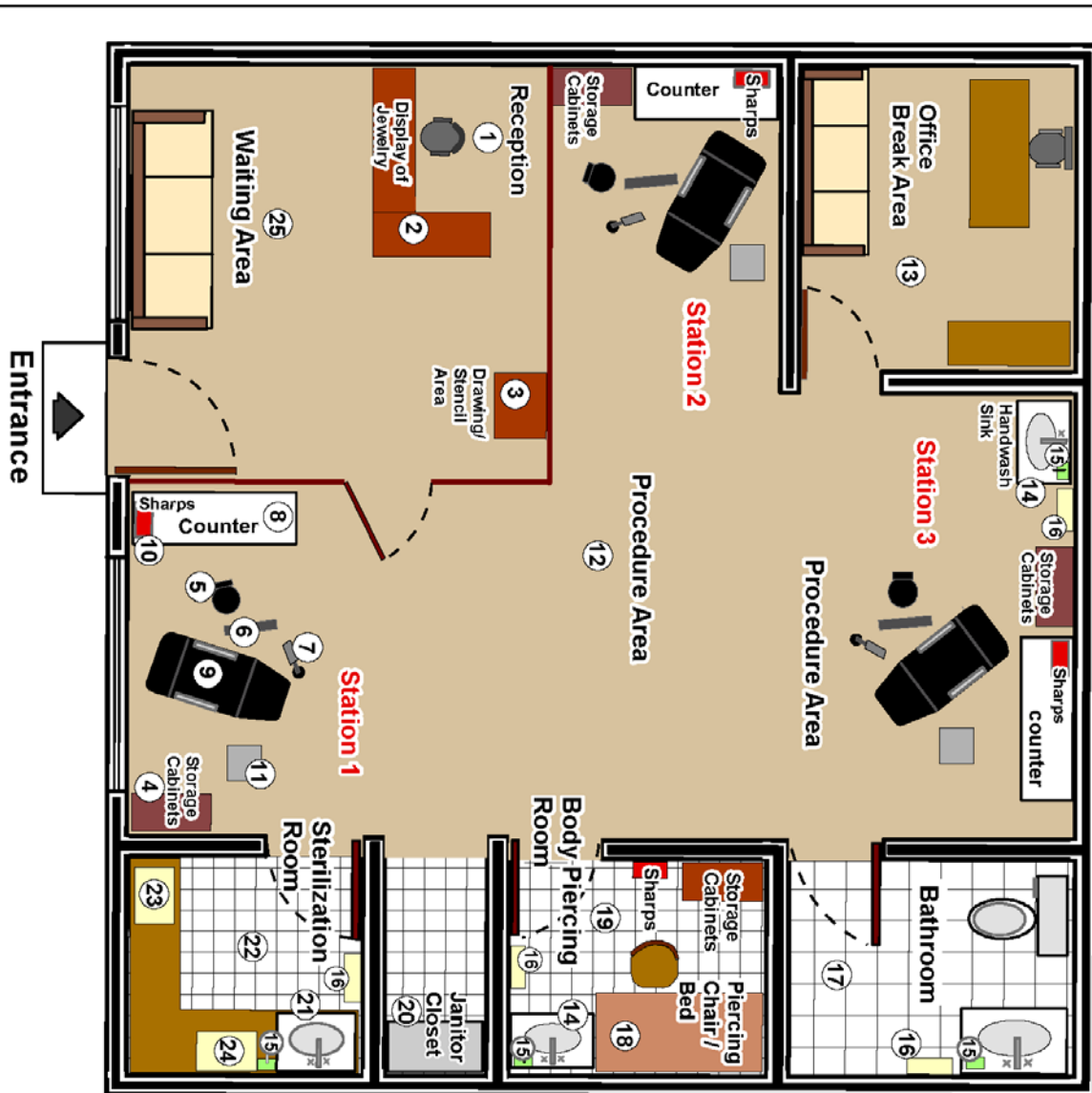
OPERATION

1. Documents, including the Infection Prevention and Control Plan (IPCP), client consent forms, client history forms and aftercare instructions or any record, file, paper, process, invoice, or receipt for the purpose of determining compliance shall be available and maintained on-site for 3 years. CHSC§119313(a)(e)
2. Pets or other animals shall not be permitted in the procedure area of the business, except for trained service dogs for disabled clients or practitioners. CHSC §119314(f)
3. No food, drink, tobacco product or personal effects shall be permitted in the procedure or decontamination and cleaning area. CHSC §119309(i)
4. Clean instruments and sterilized instrument packs shall be placed in clean, dry, labeled containers or stored in a labeled cabinet that is protected from dust and moisture. CHSC §119315(c)
5. Check with the local city zoning authority for other conditions or restrictions that may apply to the operation of a body arts facility.

For more information reference:

- [Santa Clara County Body Art Ordinance](#):
- [California Safe Body Art Act, California Health and Safety Code, Part 15, Chapter 7 – Body Art](#)
- [Santa Clara County Body Art Website](#)

Example Site Plan



1	Reception Desk
2	Display Case
3	Drawing / Stencil Area
4	Storage Cabinets *
5	Chair
6	Armrest
7	Lamp
8	Counter *
9	Procedure Area Bed / Chair
10	Sharps Containers
11	Work Station Tray
12	Procedure Area *
13	Office / Break Room
14	Handwash Sink *
15	Liquid Soap *
16	Single - Use Paper Towel Dispenser *
17	Bathroom *
18	Piercing Chair / Bed
19	Body Piercing Room *
20	Janitor Closet
21	Bio Sink *
22	Sterilization Room *
23	Autoclave *
24	Ultrasonic Machine
25	Waiting Room *

* Items containing this asterisk are required to be shown on the scaled plans.

Room/Area Materials and Finishes

ROOM OR AREA	FLOOR	WALLS
Example: Restroom	Smooth quarry tile	Gypsum board; smooth; semi-gloss paint Swiss coffee
Restroom		
Procedure Areas		
Decontamination and Sterilization Room		
Body Piercing Room		
Drawing/Stencil Area		
Reception and Waiting Area		

Equipment Information – Part One

ROOM OR AREA	LOCATION	MANUFACTURER	MODEL NUMBER
Example:			
Autoclave			
Ultrasonic Machine			
Permanent Cosmetic Machine			
Water Heater Capacity: gal.			

Note: Please provide specification sheets for all equipment.

Equipment Information – Part Two

ROOM OR AREA	DESCRIPTION OF MATERIAL
Example: Restroom	
Practitioner Chair	
Client Chair	
Piercing Table	
Stool	
Arm Rest	
Mayo Trays	
Counters	
Storage Cabinets	
Disposable Instruments	