



BODY ART FACILITIES PLAN CHECK GUIDE



Contra Costa County Environmental Health, 2120 Diamond Blvd, Suite 100, Concord, CA 94520
Phone: (925) 608-5500; Fax: (925) 608-5502

When a tattoo, permanent cosmetic, branding, or piercing business is constructed or remodeled, plans and specifications for such construction, remodel or alteration must be submitted to Contra Costa Environmental Health (CCEH). The local building official may require plans as well. *Contra Costa Environmental Health must approve all plans prior to issuance of a building, plumbing, or electrical permit.*

Contra Costa Environmental Health requires all plans to be submitted in **quadruplicate** and the following information to be included in the plans submitted for a body art permit.

Plan Layout

- Scaled drawing must include a floor plan indicating the layout of the procedure areas, sterilization/decontamination area, sink, counters, storage areas, restroom, equipment placement, and reception areas. A sample layout is provided at the end of this guide.
- Plans are to be accurate and clearly drawn to scale.
- Plans are to be a minimum size of 11" x 17" and a scale of $\frac{1}{4}" = 1'$.

Finish Schedule

- Plan submissions must include a finish schedule for sanitary walls, floors, and ceilings as approved by the CCEH. A sample finish schedule is provided at the end of this guide.

Facility Construction

General Premises

- All construction is to be done in accordance with approved plans and permits from building and fire departments. Approval by the CCEH and all applicable permits must be obtained before commencing work.
- Floors in the work areas and restroom must be smooth, free of holes, washable, and nonabsorbent. All floor surfaces must be capable of being maintained in a sanitary manner.
- The walls and ceilings in work areas must be smooth, free of holes, washable, and nonabsorbent. Concrete blocks or other masonry used in wall construction must be made smooth and sealed for a washable surface. No acoustical ceiling panels.
- The premises must be constructed and maintained to be free from vermin or rodent infestation and excessive dust, dirt, and debris.
- A facility associated with a residential dwelling must be separate from any residential areas used for sleeping, bathing, or meal preparation; have a separate entrance and toilet facility; and must

not have a door allowing direct access to the residential dwelling.

Procedure Areas

- The procedure areas must be separated by a wall or ceiling-to-floor partition from nail, hair, and other activities. Body art can only be performed in the procedure area of the facility.
- Procedure areas separated by solid, anchored, partial walls are treated as if the wall is floor-to-ceiling, thereby creating separate procedure areas that each require a separate handsink.
- Each procedure area must be equipped with an accessible hand sink hard plumbed to a sewer system that is supplied with hot and cold running water, containerized liquid soap, and single-use paper towels that are dispensed from a wall-mounted, touchless dispenser.
- For a large room, containing multiple procedure tables and/or chairs, the hand sink must be located no more than 8 feet travel distance from the procedure table and/or chair and be in the same room.
- The procedure area must be equipped with a light source that provides adequate light for procedures.
- Lined waste containers must be available in the procedure area.
- A sealable, rigid and puncture proof sharps container must be provided at each work station for the disposal of single-use sharp objects that come in contact with blood and/or body fluids. The containers must be labeled as “sharps waste” or with the international biohazard symbol and the word “BIOHAZARD”.

Decontamination/Sterilization Areas

- 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 must have a decontamination room or area for cleaning instruments and equipment.
- The decontamination and sanitization area must be separated from the procedure area by a space of at least five feet or by a cleanable barrier.
- This area must be equipped with a “dirty” or “biohazard” sink with hot 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. The sink must be hard plumbed to a sewer system.
- The LEA recommends that this area be equipped with an accessible hand sink supplied with hot and cold running water, containerized liquid soap, and single-use paper towels that are dispensed from a wall-mounted, touchless dispenser.
- A two compartment sink with a splash guard between the two compartments is acceptable as long as one side is clearly marked “Handwash Sink” and the other side is clearly marked “Biohazard Sink”.

- The “biohazard” sink is not to be used as a mop sink. Any waste water from cleaning and mopping floors is to be disposed to the sewer system.
- Lined waste containers must be available.
- This area must be equipped with an approved steam autoclave. Chemical and dry heat sterilizers are not accepted.
- Check with the local city zoning authority for other conditions or restrictions that may apply to the operation of a body arts facility.

Restroom

- Restrooms may not be accessible by walking through the decontamination/sterilization areas. Restrooms must have a sink with hot and cold running water, a lined waste container, and a wall mounted liquid soap and touchless single-use paper towel dispenser.

