



**Addendum A, B & C (Initial Application Only)
To Application For License - Tattoo Facility
Division of Health Licensing
(803) 545-4370**

**Addendum A
Tattoo Facility (Initial) License Application**

ALL ITEMS ON THIS ADDENDUM NEED TO BE SUBMITTED TOGETHER TO THE DEPARTMENT FOR REVIEW AND APPROVAL PRIOR TO INITIAL LICENSING. EVERYTHING ON THIS ADDENDUM MUST BE IN TOTAL COMPLIANCE.

1. **Acknowledgement of Receipt/Possession of Regulation 61-111 (Addendum B)** – complete the information requested, must be signed. (§201.C.)
2. **Completed Application For License – Tattoo Facility (DHEC Form 0234)** available from SCDHEC website (www.scdhec.gov). Include proof of ownership or a copy of the facility rental agreement signed and dated by the landlord and the tenant. (§201.F.1.a.)
3. **Copies of Certificates of successful completion of training courses in:**
 - a. Bloodborne Pathogens;
 - b. Tattoo Infection Control;
 - c. First-Aid;
 - d. Adult CPR.

All training courses are for all artists working in the facility and shall only be those training courses approved by the Department. Contact the Department or visit the SCDHEC website (www.scdhec.gov) for a list of approved training courses. (§201.F.1.f.)

4. **Payment to the Department** of the appropriate certifying measurement/ licensing/inspection fees - \$625.00 for 8 stations or less. Make checks and money orders payable to DHEC. (§201.F.1.c.)
5. **A Letter**, signed by the city/county manager or administrator or other authorized person in the zoning authority, certifying that the ‘named’ tattoo facility location is properly authorized by the zoning ordinance. In addition, submit a certified copy of the zoning ordinance or ensure that the attached letter indicates that the zoning ordinance is a certified copy. In locations that do not require zoning, a letter stating that zoning is not required for a tattoo facility at that specific location is acceptable. (§201.F.1.b.)
6. **A Copy of the Business License.** If the governing body, *e.g.*, county, does not require a business license, provide a letter from the governing body stating that a business license is not required. (§201.F.1.d.)
7. **A description of how dyes, inks, and pigments** will be disposed of in the tattoo facility. Will any dyes, inks, or pigments go down the sink drain during the washing process? Describe your procedures should any dyes, inks, or pigments accidentally spill on the floor, go down the sink drain, *etc.* (§201.F.1.h.) Pertaining to the disposal, as appropriate:
 - a. **A letter of acceptance** of the disposal of dyes, inks, or pigments from the local wastewater treatment plant is acceptable;
 - b. **A statement from the landfill authority** to include the specific items that they will accept for disposal and a description of how those items will be disposed (include bloodstained paper towels).
8. **A copy of a contract from a biohazard waste company** to include the disposal of waste (including all needles and sharps containers), as appropriate. (§1206.)
9. **A letter from a newspaper (major publication) in your area with a copy of an advertisement** published at least once a week for three (3) consecutive weeks confirming your intention to open a tattoo facility (at a specific address). (§201.F.1.c.) The advertisement must meet the following requirements (S.C. Code Ann. §44-34-110(C)) :
 - a. Printed in **large type**;
 - b. Cover a space **one (1) column wide** and not less **than two (2) inches deep**;
 - c. State the type of license you are applying for (in this case, a Tattoo Facility);
 - d. State the **exact location** the proposed tattoo facility is to be operated

Addendum A (Continued)

Tattoo Facility (Initial) License Application

10. **A letter for each tattoo artist** specifically stating that each has a minimum of one thousand (1,000) hours of tattooing experience within the last three years and signed by the owner of the tattoo facility where each tattoo artist earned the hours to include the time period worked. Note: A letter stating only that the tattoo artist ‘worked’ there for a period of time, without specifically mentioning ‘tattooing experience’ is not acceptable. (§201.F.1.g.)
11. **A letter from the nearest fire department** stating they will respond to your facility in the event a fire should occur if the tattoo facility is located outside of a service area or range of a public fire department. (§201.F.1.i.)
12. **A legible floor plan**, drawn to scale of the entire tattoo facility. (§201.F.1.j.) The plan should specifically indicate, include, and show:
 - a. Dimensions of each procedure room (length and width);
 - b. Dimensions of restroom(s);
 - c. Location of sterilization room;
 - d. Location of autoclave and ultrasonic equipment within the sterilization room;
 - e. Location of all sinks;
 - f. Doors and dividers.
13. **A current, complete, and signed fire inspection report** performed by either the fire marshal or fire inspector. (§1402.)
14. **A letter stating that the ‘facility structure’** has been approved by either the local zoning or building official. A letter from the landlord, if the tattoo facility is leased, is not acceptable. (§1502.)
15. **A letter or document showing that the corporation or limited partnership is registered** with the South Carolina Office of the Secretary of State if the proposed licensee of the tattoo facility is a corporation or limited partnership. (§201.F.1.a.)
16. **The Tattoo Facility will not be issued a license and cannot conduct tattooing operations within 1,000 feet of a church, school, or playground.** The distance measured is the shortest route of ordinary pedestrian or vehicular travel along the public roads from the front door of the tattoo facility to the nearest point of the grounds or property in use as part of the church, school, or playground. (§201.F.2.)

Additional measurement guidance is provided as follows:

 - A Department representative will measure and certify these distances. Distance certification from sources other than the Department will not be accepted.
 - Measurement shall be calculated from the front door of the proposed tattoo facility to the first door of common usage encountered at the church or school. A door of common usage does not necessarily mean the main entrance, but is one that is customarily used for entrance and exit from the church or school.
 - During the process of measuring, if the Department representative encounters a fence or other barrier around the grounds of the church, school, or playground, the measurement shall end at the gate or other entrance in the fence or barrier.
 - Where a church or school parking lot is bordering the church or school building, the measurement will be to the entrance of that parking lot. The parking lot will not be considered bordering the church or school building where there is a public street or other intervening property running between the church or school parking lot and the church or school building.
 - Since certification by the Department that appropriate distances have been met is a prerequisite to licensing, it is recommended that final selection of a site occur subsequent to receipt of such certification.
17. **Prior to the scheduling of a certification measurement** by a Department representative, a completed application, zoning letter (see #5) and a certification fee of \$50.00 must be submitted to the Department.



Addendum B Tattoo Facility (Initial) License Application

ACKNOWLEDGEMENT OF RECEIPT/POSSESSION OF REGULATION 61-111 STANDARDS FOR LICENSING TATTOO FACILITIES

In compliance with §44-34-20(B)(1) of the South Carolina Code Ann. (Suppl. 2001), I acknowledge that I have received a copy of DHEC Regulation 61-111, *Standards for Licensing Tattoo Facilities*.

(Signature)

(Printed Name)

(Name of Facility)

(Address of Facility)

(City and Zip Code)

Prior to, or at the time of applying for a tattoo facility license, please forward this completed form to:

Division of Health Licensing
DHEC
2600 Bull Street
Columbia, SC 29201-1708
(803) 545-4370



Addendum C

Tattoo Facility (Initial) License Application

Division of Health Licensing

(803) 545-4370

Physical Requirements for tattoo facilities (section number is from Regulation 61-111):

- (1) 201.F.1.j. A legible facility floor plan, drawn to scale. The floor plan shall include location of the work station(s) and the identification of sterilization equipment.
- (2) 201.F.2. A license shall not be granted nor issued to a tattooing business, nor shall a business conduct tattooing operations within 1,000 feet of a church, school, or playground.
- (3) 1502. Buildings shall meet requirements for "Business Occupancy", and shall comply with State Fire Marshal regulations and pertinent local and state laws, codes, ordinances, and standards with reference to design and construction.
- (4) 1601.A. A facility shall include an area for the purpose of disinfecting and sterilization of equipment that shall be physically separate from the area used for tattoo procedures to avoid cross-contamination of equipment. These areas shall be separated from each other and from waiting clients by a door, divider, curtain, wall or partition. The workstation shall be sized to accommodate necessary equipment or supplies, staff, and procedure table, but not less than 64 square feet of floor space, exclusive of fixed cabinets or shelves. The workstation shall be utilized exclusively for tattooing. Multiple tattoo workstations shall be separated by dividers, curtains, walls or partitions.
- (5) 1601.A.2. A separate, properly identified sink (with hot and cold running water), used for disinfection practices only, shall be located in the disinfection/sterilization area.
- (6) 1601.A.3. At least one sink (with hot and cold running water) shall be provided for every five work stations for hand washing. Restroom sinks are included in this one-to-five ratio.
- (7) 1601.E. Lighting in the procedure and disinfect/sterilization area shall not be less than 100 foot-candles.
- (8) 1601.F. Emergency electric services shall be provided for work station illumination, corridor egress, and exit sign lighting.
- (9) 1601. Adequate potable water for the needs of the facility shall be provided from an approved source and shall be available and accessible to clients
- (10) 1601.H. All rooms shall have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes.
- (11) 1602.A. One toilet fixture for every five tattoo stations.
- (12) 1602.D. Restroom floor areas shall not be less than 15 square feet.
- (13) 1602.E. There shall be at least one sink per every two toilet fixtures located within a restroom.
- (14) 1602.G. Facilities (restrooms) for persons with disabilities shall be provided as required by codes whether or not any of the staff or clients are classified as disabled.
- (15) 1701. Firefighting equipment such as fire extinguishers, standpipes and automatic sprinklers shall be provided as required by the State Fire Marshal.
- (16) 1703.B. No portable electric or un-vented fuel heaters shall be permitted at the facility location except as permitted by the State Fire Marshal Regulations.

**Instructions for Completing DHEC Form 0234A
Addendum A, B & C (Initial Application Only)
To Application For License-Tattoo Facility**

ADDENDUM A

- PURPOSE:** To identify items to be submitted to the Department prior to an initial licensing inspection.
- INSTRUCTIONS:** Attach items 1 – 17 to completed Application for License-Tattoo Facility (DHEC Form 0234) and return to: SCDHEC, Division of Health Licensing, 2600 Bull Street, Columbia, South Carolina, 29201.

ADDENDUM B

- PURPOSE:** To obtain an acknowledged receipt from the licensee that they are in possession of SCDHEC Regulation 61-111, *Standards for Licensing Tattoo Facilities*.
- INSTRUCTIONS:** Self-explanatory. If you need assistance, please contact the Division of Health Licensing at (803) 545-4370.

ADDENDUM C

- PURPOSE:** To provide information to the licensee of the specific physical requirements of a tattoo facilities as contained in SCDHEC Regulation 61-111, *Standards for Licensing Tattoo Facilities* that must be met prior to the initial inspection.
- INSTRUCTIONS:** Licensee shall ensure that that the facility complies with items 1 – 16.

OFFICE MECHANICS AND FILING: The original shall be placed in the Master File of the activity in the Division of Health Licensing and kept there in accordance with the most restrictive retention schedule assigned to this document or other documents contained in the file. The most restrictive retention schedule in our Master Files is SBH-F&S-17, which requires documents to be kept for 6 years within Health Licensing. Records are then shipped to the Consolidated Storage Center for retention of not less than twenty-four years before destroying. **Note: Addendum C is provided to the licensee and a copy is not required to be kept by the Department files.**