



## POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

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### SECTION: ENVIRONMENTAL HEALTH

#### POLICY #: 504 NEW BODY ART FACILITY

**POLICY:** Central Valley Health District has a Memorandum of Understanding with the Division of Food and Lodging of the North Dakota Department of Health that includes the licensing and inspection of Body Art Facilities. Central Valley Health District has adopted by reference the North Dakota Century Code chapters 12.1-31-13 and 23-01-35 as well as North Dakota Administrative Code article 33-41 pertaining to tattoo and body art facilities. Except that “Department” shall refer to Central Valley Health District (CVHD).

#### PROCEDURE:

1. When a request to open a new body art facility is made, the Environmental Health Division informs the interested parties of the license requirements.
  - a. A link to these requirements can be found on CVHD’s website, or a paper copy is available through the Environmental Health Division.  
<http://www.centralvalleyhealth.org/Media/EH/CVHDRequirementsforBodyArtFacilities.pdf>
  - b. The Body Art License Application Form is available on CVHD’s website, or by contacting the Environmental Health Division.
  - c. Additionally inform the applicant that other city departments such as Inspection and Fire have standards which must be met.
2. Review the application and discuss the findings with applicant.
3. Conduct pre-operational inspection to determine compliance with health standards using the Body Art Preoperational Inspection Form.
  - a. Utilize proper equipment to aid in the inspection process.
  - b. Discuss the findings and provide a copy of the form to the applicant.
  - c. If necessary multiple pre-operation inspections may be required.
4. Upon approval and license fee payment, issue a Body Art Facility License.
  - a. Include with the license the Public Notice disclosure statements and client health status form.
5. Similar procedures may also be used for the remodeling of a body art facility.
6. Log appropriate information into EH Inspections Database located under Environmental Health on the CVHD shared drive.
7. Retain original copy of the inspection form for CVHD Environmental Health Records.