



POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

SECTION: ENVIRONMENTAL HEALTH

POLICY #: 504a 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 following:

- North Dakota Century Code (NDCC) Chapter 12.1-31-13
- NDCC Chapter 23-01-35
- North Dakota Administrative Code article 33-41

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.
www.centralvalleyhealth.org/EHSubpages/BodyArt.html
 - 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 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 statement(s).
5. Similar procedures may also be used for the remodeling of a body art facility, noting:
 - a. Facility Plan Review –Facility shall submit drawing of proposed changes to facility and any changes to facility use.
 - b. Submission of Facility Plan Review & Preoperational fee.
6. Log appropriate information into EH Electronic Records.

Adopted: 2/07

Revised: 2/11, 8/11, 12/17