



Building a Healthy Boston

**BOSTON PUBLIC HEALTH COMMISSION – ENVIRONMENTAL HEALTH OFFICE
BODY ART PRACTITIONER LICENSE AND ESTABLISHMENT PERMIT
APPLICATION INSTRUCTIONS**

Anyone wishing to operate a body art establishment or work as a body art practitioner in the city of Boston must maintain a valid permit or license for these activities. The permit for the operation of a body art establishment must be renewed yearly. The body art practitioner license is valid for two years and must only be renewed when it is about to expire or the artist wishes to add to the types of arts he/she can provide – for example, a tattoo artist who wishes to begin piercing as well must apply for a new license with the expanded list of activities. This document provides basic instructions and guidelines for the completion of the license or permits application forms it is not a substitute for the Boston Public Health Commission Body Art Regulations. Any prospective practitioner or establishment owner should obtain a copy of those regulations and thoroughly familiarize him/herself with their requirements as meeting the requirements of the regulations is a necessary part of the application process.

Body Art Establishment Permit Application Form

1. In the first box, check off the type of application that is being submitted – new, renewal, etc.
2. In the second section, please provide the name, contact information, and social security number of the owner of the establishment. If the establishment is owned by a corporation or partnership of several individuals please provide the contact information as indicated. If you need additional space, please attach an addition page to insure that you provide full name and contact information for all owners or principals in the partnership.
3. The third section of the application is an area to provide information about the establishment to be permitted. Please provide the name, address, telephone number, and hours of operation of the body art establishment here. You must also specify which types of body art (tattooing, piercing, etc.) you propose to offer at the establishment. Finally, make sure that you attach a copy of the establishment's Use and Occupancy Certificate to the application and note the number of the certificate and its date in this section. The Environmental Health Office will complete the area requesting the date of the site inspection.
4. The fourth box is a checklist of required documents that must be attached to the application in order for it to be complete. Please use this list to make sure that you have attached copies of each of the required documents. The physical floor plan can be a clean and accurate sketch (it does not have to be an architect's drawing or complete set of blueprints) of the establishment's layout including locations of plumbing fixtures, exits, sanitary facilities, work areas, equipment storage, and sterilization equipment. Evidence of a contract with a hazardous waste hauler could be as simple as a copy of a signed contract.
5. The next box is for internal use of the Environmental Health Office. Skip this section and move on to the last. Read the consent statement. Sign and date the statement. Print your full name below the signature. Include additional copies of this statement page, signed by each member, if the establishment is owned by a partnership or other multiple owner arrangement.

6. Make sure to include a business check, bank check, or money order (the Environmental Health Office cannot accept cash, credit cards, or personal checks) in the amount of \$250 for the application processing fee. This should be made out to The Environmental Health Office, Boston Public Health Commission.

Body Art Practitioner License Application

1. In the first box, check off the type of application as well as the type of body art you are applying for a license to practice.
2. In the second box, provide your (the applicant's) contact information including name, home address, telephone number, social security number, and date of birth.
3. In the third box, please supply the requested information about the body art establishment at which you will be working. **NO APPLICANT WILL BE ISSUED A LICENSE UNLESS HE/SHE IS ASSOCIATED WITH A LEGALLY PERMITTED BODY ART ESTABLISHMENT.**
4. In the fourth box, check off the type of identification for which you are providing a copy. A copy of at least one type of ID must be included with the application.
5. In the fifth box, you must provide information on your previous training, experience and skills. All body art practitioners are required to have current training in CPR/First Aid and prevention of disease transmission and blood borne pathogens. Check off the appropriate boxes and note the dates of completion of these trainings. You must also attach with the application a copy of your certificates of completion of these trainings. If this is a renewal application, please indicate by checking the box that you have an existing Boston Body Art Practitioner License and note the number and expiration date of that license. If this is a new application, you will be required to provide documentation of previous training and experience in performing your chosen body art in either Massachusetts or out of state. Please note the relevant experience here and attach documentation to the application. If you wish to practice piercing or any other non-tattoo body art, you must also indicate the date that you completed a training course in anatomy and physiology and attach documentation that you completed that training to the application.
6. In the sixth box, please supply the office with the requested information about your current state of health and immunization.
7. The seventh box is for office use only, please skip this section.
8. Please read the consent statement. Sign and date the statement. Print your full name below the signature.
9. Make sure to include a blank check, or money order (the Environmental Health Office cannot accept cash, credit cards, or personal checks) in the amount of \$200 for the application processing fee. This should be made out to The Environmental Health Office, Boston Public Health Commission. If you have any questions about the application process or require assistance with these forms, please contact the Environmental Health Office weekdays between 9AM and 5PM at 617-534-5966.