



WEST HAVEN HEALTH DEPARTMENT
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Tattoo Establishment Plan Review

Welcome to the West Haven Health Department!

All tattoo and/or body art establishments in the City of West Haven are required to have a tattoo permit issued by the West Haven Health Department (WHHD).

The plan review process consists of the approval of the establishment layout and equipment. You must contact the following departments: Health Department, Planning & Zoning, Building Department, Fire Marshal and the Tax Assessor to find out their requirements for your establishment.

Getting Started

All new and existing tattoo and or body art establishments must apply for a permit with the West Haven Health Department. Tattoo shops performing alteration, renovation/remodeling must complete a plan review process and be approved by the West Haven Health Department.

The following are the necessary steps to obtain a tattoo and or body art permit from the West Haven Health Department:

Step 1: Submit Floor Plan

Include the following:

1. One copy of the entire establishment layout drawn to scale (1/4" = 1 foot)
 - The floor plan must contain the location of the work areas/stations, hand sink in each work areas, equipment, counters, storage areas, toilet facilities, fixtures, waiting areas and mop sink in the establishment.
 - The manufacturers' specification sheets shall be included in the plan submissions

- With the numbers on the specification sheets to correspond with numbers on the plan. The equipment model numbers must be identified on the specification sheet.
- The plan must contain the finish schedule for the floors, walls and ceilings

Proposed changes in the design layout or equipment must be approved by the Health Department prior to making the changes.

Incomplete applications will be returned to the applicant

Step 2: Plan Review Process

Within 10 days after plan are submitted, WHHD will review the plan.

Plan approvals not acted upon expire in one (1) year, unless the establishment is under construction.

Step 3: Plan Approval Process

- The health department will sign off on the building permit application when **Step 1** is completed and approved.
- The applicant will be notified when the plans have been approved.

Step 4: Construction

Ensure that all contractors and sub-contractors including plumbing, HVAC and electrical, are licensed.

Step 5: Inspections

Obtain all applicable signatures from all city departments including Building, Fire, Tax Assessor, and Planning and Zoning prior to contacting West Haven Health Department for an inspection. WHHD requires a minimum of 3 business days notice to schedule an inspection. Though we will attempt to accommodate your schedule, please call early to avoid scheduling conflicts and time for re- inspection, if necessary. Please call 203-937-3660 to schedule the inspection

Once approval is made from the pre-licensing inspection, an application to operate a tattoo establishment must be completed and submitted with a permit/license fees to be able to open for business.

Please remove this page for your future reference before submitting the Application.

PART 2

TATTOO ESTABLISHMENT PLAN REVIEW APPLICATION / CHECKLIST

FEE: \$175

Type of Application: New Establishment_____ Remodel_____ Change of Owner_____

Establishment Name: _____

Establishment Address: _____

City: _____ State: _____ Zip Code: _____

Establishment Phone: _____

Establishment Fax: _____

Name of Operator (Owner) _____

Owner's Home Address: _____ Phone _____

E- Mail Address: _____

Manager's Name _____

Name of contact for plans: _____

Person filling out this application _____

Title: _____

Contact Phone _____

Hours of Operation: _____

Estimated date construction will begin: _____ Estimated opening Date: _____

New Building: _____ Remodel: _____

Water Supply:

Municipal: _____ Well: _____

Sewage Disposal Sanitary Sewers: _____ Septic System: _____

Provide the following to the Health Department prior to licensure:

1. List of all employees, including address and phone number and their job description
2. List of inventory used in tattooing including manufacturer or supplier.
3. Record of current blood borne pathogens training for all technicians.
4. Copy of Tattoo Technician License from the State of Connecticut Department of Public Health.
5. Written procedures acceptable to the Health Department ensuring that persons performing tattoo services on the premises of the business shall disinfect and sterilized all non- disposable equipment, or parts of equipment used in performing procedures, by utilizing methods meeting disinfecting and sterilization requirements in accordance with the West Haven Tattoo Code for cleaning and sanitizing implements, work stations, linens, beds and another devices.
6. Copy of the First Aid Safety certificate
7. Written plan of disposal for regulated and infectious waste
8. Safety data sheet for all chemicals used in the establishment
9. Parental consent form
10. Material list (Ink, needles, etc.)
11. Written protocol for needles sticks
12. A list of information that will be gathered on each client, which will be kept as a permanent record in your files (ex. Name, tattoo location, aftercare instructions, etc).
13. Documentation that the Hepatitis B vaccine is offered to employees and names of employees who completed series of Hepatitis B vaccination. A signed form must be submitted by employees refusing the Hepatitis B vaccine; records must be maintained for two years and are to be made available to the Department upon request.

Sanitarian in charge of plan review _____

Date Paid: _____ Date Plan Approved: _____

Sanitarian Signature _____