

Environmental Health Department
1314 Avenue K, 4th Floor
P.O. Box 2000
Lubbock, TX 79457
806 775 2928 806 775 3281 FAX
www.MyLubbock.us/EH
EnvironmentalHealth@mylubbock.us

**PLAN REVIEW FOR TATTOO AND BODY PIERCING ESTABLISHMENTS
TO BE COMPLETED BY THE OWNER/OPERATOR**

FEE: \$300.00

Date: _____

A plan review fee of \$300.00 must be paid when completed application is submitted. This application, fully completed, and one set of plans must be submitted before Environmental Health staff will approve or disapprove. Failure to include all requested material will delay the processing of your request. After application and plans are submitted and deemed complete, Environmental Health staff will respond within 10 working days.

FACILITY INFORMATION

Facility Name _____

Address _____ Planning Unit # _____

_____ Phone _____

_____ Emergency _____

_____ Contact Phone _____

Facility Web Site _____

Facility email _____

The plan review packet must include the following:

Floor plan of facility locating all walls, handwash facilities, electrical outlets, lighting, work surfaces and work stations. Floor plans shall also include areas of the facility that are not used for tattooing or body piercing.

- Copy of all artist's state tattoo and body piercing licenses.
- Proof of annual blood borne pathogen training.
- Copy of written care instructions for tattooing or body piercing.
- Written copy of the informed risks of tattooing and/or body piercing.
- Blank copy of client records, including consent forms for minors.
- Description of the sterilization techniques to be used.
- Description of the facility's proper disposal of infectious waste.
- Copy of the USDA approval for any equipment used for the purpose of sterilization.
- Copy of the manufacturer's recommended procedures for operation of the sterilization unit.

STERILIZATION

Will disposable equipment be used exclusively? Yes No

How will reusable instruments be cleaned?

How will sterilized instruments be packaged?

Will an autoclave be used? Yes No

If yes, monthly spore test documents must be kept on site.

Please describe the procedure used.

How will sterilized items be stored?

INSTRUMENTS AND JEWELRY

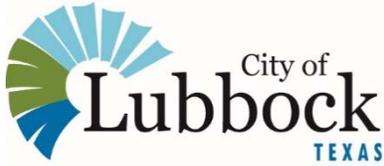
How will instruments that contact broken skin, blood, or body fluids be sterilized?

Are all dyes and pigments non-toxic and free from adulteration? Yes No

How are dyes and pigments used, stored, and dispensed?

I have submitted plans/applications to the following (where applicable) on the dates listed:

Authority / Department	Contact	Date Submitted
<input type="checkbox"/> City Secretary	(806) 775-2028	_____
<input type="checkbox"/> Planning/Zoning	(806) 775-2109	_____
<input type="checkbox"/> Building Inspections	(806) 775-2087	_____
<input type="checkbox"/> Environmental Health	(806) 775-2928	_____
<input type="checkbox"/> Code Enforcement	(806) 775-2123	_____
<input type="checkbox"/> Solid Waste	(806) 775-2482	_____
<input type="checkbox"/> Fire Marshal	(806) 775-2646	_____
<input type="checkbox"/> Police Department	(806) 775-2809	_____



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PERMIT INFORMATION

DATE: _____ PROPOSED OPENING DATE: _____ CHANGE OF OWNERSHIP

****IN ORDER TO APPROVE YOUR PLAN REVIEW ALL INFORMATION MUST BE COMPLETED****

FACILITY INFORMATION

Facility Name: Facility Phone:
 Address: Facility email:
 Website:

Emergency Contact information; must be answered 24 / 7

Name/Title: Phone:

BILLING INFORMATION

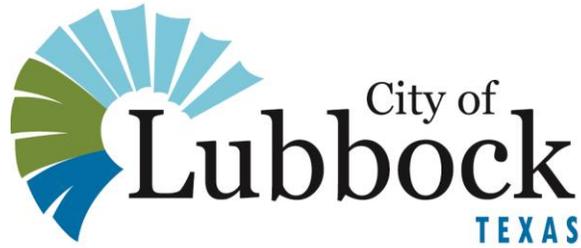
****This will be the address your invoice will be mailed to****

Billing Name: Billing Phone:
 Address: Billing email:
 Website:
 Contact Name:

OWNER INFORMATION

Owner Name: Owner Phone:
 Address: Owner email:
 Website:
 Owns/has owned additional COL permitted facilities

ADDITIONAL INFORMATION



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STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the City of Lubbock Environmental Health may delay final approval.

Signature _____
Owner or Responsible Representative

Printed Name _____

Date _____

Approval of these plans and specifications by the City of Lubbock Environmental Health Department does not indicate compliance with any other code, law or regulation that may be required - federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A preopening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the local and state laws governing tattoo and body piercing establishments.