



Ventura County Environmental Health Division
800 S. Victoria Ave., Ventura CA 93009-1730
TELEPHONE: 805/654-5007 or FAX: 805/477-1595
Internet Web Site Address: <https://vcrma.org/body-art-program>

How to Obtain a Body Art Facility Permit to Operate in Ventura County

All body art facilities (permanent cosmetics, tattooing, branding, and/or piercing) facilities located in Ventura County are required to possess a valid business license from the city where the facility is operating, and a valid permit to operate from the Ventura County Environmental Health Division. All body art facilities are required to comply with the structural and operation requirements set forth in the Safe Body Art Act. **The facility's permit to operate is separate from the body art practitioner's registration. Both are required to perform body art in Ventura County.** If a facility has not been previously permitted as a body art facility, it will be required to go through the plan check process. Facility owners must submit the following to this division to begin the plan check process:

1. Obtain a business license first. Plans will not be accepted with out a copy of the facilities current business license.
2. Complete the [Body Art Client Consent form](#), [Body Art Medical History Questionnaire](#), and [Body Art After Care Directions](#) with the required wording. The attached template forms contain the required wording and may be used. Personalized forms may be used provided they contain the required wording set forth in section 119303 of the Safe Body Art Act.
3. Complete the [Body Art Infection Prevention Control Plan \(IPCP\)](#).
4. Complete the [Body Art Facility Plan Check Application](#).
5. Complete a [Body Art Facility Site Map](#) of the facility with a [Body Art Facility Finish Schedule](#). See the [Body Art Facility Plan Check Guide](#) for guidance
6. Submit the [Body Art Facility Plan Check Application](#), a copy of the plans with finish schedule, [Body Art Client Consent form](#), [Body Art Medical History Questionnaire](#), and [Body Art After Care Directions](#), a copy of the facilities business license, a copy of the [Body Art Infection Prevention Control Plan \(IPCP\)](#), and the plan check fee (\$935.40) to this division.
**Contacting the Ventura County Body Art Program Inspectors, Glenn Austin (Glenn.Austin@Ventura.org, (805) 477-7110) or Candice Kretschmer (Candice.Kretschmer@Ventura.org, (805) 654-5007) to schedule an appointment to submit the plans will expedite the process.
**Payment can be made in the form of a check payable to the Ventura County Environmental Health Division (VC EHD). Cash and Credit Card payments are only accepted at the Ventura County Environmental Health Office counter. There is a service fee for credit card payments.
7. The plans will be reviewed within 4-6 weeks of the submission.

8. The facility owner will be contacted and advised of any deficiencies or requirements not met by the plans submitted.
9. Once the plans meet the requirements of the Safe Body Art Act, they will be approved and returned to the facility owner.
10. Construct the facility per the approved plans.
11. Contact this division to schedule a final plan check inspection to verify that the facility has been built per the approved plans.
12. Complete a [Ventura County Application for a Body Art Facility Health Permit for Tattooing, Body Piercing, Branding, and Permanent Cosmetics](#), and submit a copy to this division at the time of the final inspection.
13. Provided the facility meets all of the requirements, the permit to operate will be issued at the time of the final inspection.

NOTE: The above is only for the plan check process for the facility. Once plan check is completed the facility will be eligible for a permit to operate and will be invoiced for the fee portion of the permit (\$467.70/year). This is in addition to the \$935.40 plan check fee. Once the invoice has been paid, the permit to operate will be issued.