

**TOWN OF DUDLEY, MASSACHUSETTS
OFFICE OF THE BOARD OF HEALTH
71 West Main Street; Dudley, MA 01571
Telephone: 508-949-8017 Fax: 508-949-8031
Nail Salon Permitting Application Checklist
*Do not submit this Checklist with your application**

APPROVED

✓ JLC
✓ [Signature]
✓ RJ

PRACTITIONER LICENSURE

- Copies of Massachusetts State Board of Cosmetology licenses and photo ID's of all manicurists and nail technicians providing services in the salon will be submitted at the time of application.
- Licensed practitioner will be present at the compliance inspection
- Practitioner's wall license will be posted in the establishment at the time of the compliance inspection
- Practitioner photo identification will be provided at the time of inspection.

DISINFECTANT

- Bleach may be used for all disinfecting purposes in the salon. You may also use EPA-registered disinfectants.
- Bactericidal, fungicidal and virucidal disinfectant or bleach
- Tuberculocidal, bactericidal, fungicidal and virucidal disinfectant or bleach

DISINFECTANT SOLUTION

- Containers covered and labeled "disinfectant"
- Measuring Cups
- A bleach solution or bactericidal, fungicidal and virucidal disinfectant must be prepared at the time of inspection

INSTRUMENTS

"Instruments" are all items used on a client that can be sterilized and reused. Instruments include tweezers, nippers, etc.

Clean Instruments

- Stored in labeled, clean, covered drawer, container or cabinet, separated from other items with bins/dividers.

Used Instruments

- Labeled, covered container for storage of used instruments, separated from clean instruments.

PRODUCT

- Labeled and stored in a closed container
- Poisonous/caustic products distinctly marked and stored in area not open to public (may not be stored in the restroom unless in a locked cabinet.)

TOWELS AND LINENS

- Closed and labeled container for dirty linens
- Closed and labeled cabinet or container for clean linens
- Washer set to "hot" (Min. 140°F)

SINK

Nail technology salons must have a sink. The sink must be located in the premises licensed by the Board

- Hot and cold water
- Clean and free of hair, debris and product

ESTABLISHMENT

- Back bar, workstations, treatment & manicure tables and service chairs are clean
- Salon is clean and free of dust, hair and nail clippings
- Well lighted and properly ventilated(source capture)
- Trash cans in work areas are covered

RESTROOM

The restroom may be located in the same building as the salon and does not have to be located in the area licensed by the Board

- Clean
- Working sink and toilet
- Liquid soap dispenser
- Disposable paper towels or air dryer only
- Chemicals, including cleaning supplies, are not stored in the restroom or they are kept in a locked cabinet

PROHIBITED ITEMS WHERE CLIENTS RECEIVE SERVICES

- Food preparation
- Animals
- Eating
- Alcohol
- Smoking
- Nail dusters
- Razor devices that remove calluses/skin blemishes

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**Nail Salon Permitting Application
FEE: \$100.00**

Applies to all Salons within the town of Dudley, Massachusetts where any form of nail services are performed.

APPLICATION DATE _____ NEW PERMIT RENEWAL

Check One:

- Sole Proprietor Partnership Corporation

Check One:

- Sole Service Provider Multiple Service Providers

If multiple service providers, are they Employed by the salon Self-Employed/Booth Renters

Business Name: _____

Business Address: _____

Business Telephone: _____

Owner(s) / Corporation Name(s): _____

Owner or Corporation Address: _____

Telephone: _____

Secondary Contact Number: _____

State BOC License #, if Applicable: _____

Total Square Footage of Salon: _____ Total Number of Manicure Stations: _____

Total Number of Pedicure Stations: _____

Are any other services provided in this facility? YES NO If yes, please describe briefly: _____

Attach Copies of the Following Required Documents:

- Salon license from Board of Cosmetology
- Copies of cosmetology licenses and photo identification for all persons working in the salon this year
- Salon Use and Occupancy Permit from Building Dept. (new application only)

Nail Salon Permitting Application (cont.)

Salon Ventilation System (Check all that apply. Attach written description on a separate page if needed)

Ventilation that complies with the minimum ventilation rate specifications set forth in the current version of the International Mechanical Code as incorporated into the State Building Code. Include a report from a duly licensed engineer or contractor showing that the ventilation system in use meets these requirements. This is required for all NEW salons on or after January 1, 2017. Existing salons applying for permit prior to Jan. 1, 2017 must meet this requirement on or before July 1, 2018.

The salon does not have a ventilation system meeting these requirements, but I/We:
___ Have received an estimate from a licensed ventilation contractor to install a compliant system.
___ Have applied for financing, or have prepared a plan to finance the installation.
___ Have not taken any action yet.

The salon does not have a ventilation system meeting these requirements. I/We would like assistance from the Dudley Board of Health to improve my ventilation system.

Please check off each of the regulatory requirements that your salon meets:

- ___ All flammable chemicals are kept away from heat and stored in a flammable storage cabinet in compliance with applicable law and approved fire reference standards when not in use. I have applied for all necessary permits from the Dudley Fire Department for the storage of flammable chemicals.

- ___ A fully stocked first aid kit is kept in the salon and accessible to salon staff.

- ___ The salon has at least one functioning eye wash station located outside the bathroom and within easy access of customer service stations.

- ___ NO razor-type callus shavers, skin graters, credo blades, formalin, or MMA are present in the shop.

- ___ Any substance that comes into contact with a client, including wax used for removal of body hair, is free and clear from contaminants. Any such substance is poured into containers used only for a single customer or applied with tools that are discarded/sanitized between each use to avoid "double dipping"

- ___ The salon has a properly functioning and verified autoclave meeting the standards of the Dudley Board of Health regulation and guidelines that is used for the sanitization of all multi-use tools

- ___ The salon does not yet have an autoclave but has other acceptable interim sanitization procedures (Regulation Section 2.6) in place and has a plan to acquire an autoclave prior to July 1, 2018.

As a business offering cosmetic nail services in the Town of Dudley, I agree to operate in accordance with the Dudley Board of Health Nail Salon Regulations and other applicable local, state, and federal laws including, but not limited to, the State Building Code, the Dudley Fire Prevention Code, and the regulations of the Massachusetts Division of Professional Licensure Board of Cosmetology. Copies of the Board of Health regulations, guidelines, and educational and assistance documents, are available at The Board of Health Office and on our web site at www.dudleyma.gov. I certify that all information contained in this application is true and accurate to the best of my knowledge.

SALON OWNER - PRINT

DATE

SALON OWNER - SIGNATURE

DATE