

Important Information for Shop Applicants

- All shop owners and managers are expected to know and adhere to the Rules and Laws and have them available to everyone working in the shop. <https://www.tn.gov/commerce/regboards/cosmo/rules-and-laws.html>
- Current inspection sheet must be conspicuously posted for the public to see.
- Current shop license must be conspicuously posted for the public to see.
- Shop and individual licenses must be current in order to provide service to the public.
- All licenses must be posted by each workstation.
- The Board has authorization to write violations to the shop, owner, manager on duty, and individual licensees, if applicable.
- Violations could result in civil penalties and possible revocation or suspension of your license.
- Shop applications and application fees are only valid for ninety (90) days. If your shop is not ready for inspection within that time it will be necessary to reapply and pay a new application fee.

Full-Service Cosmetology Shop Applicants

To submit an initial shop application or change of ownership application, please apply online at www.core.tn.gov. You will be required to register for an account, if you have not already done so, and pay a fee of one hundred fifty dollars (\$150.00). For all initial shop applications, please complete the online application and pay the corresponding fee at least three (3) weeks before you wish to open your shop for business. All full service shops must have a licensed cosmetologist, manicurist, aesthetician, or natural hair stylist over the age of eighteen (18) acting in the role of manager at all times the shop is open. The owner may occupy the role of manager if properly licensed.

Required attachments:

- Business license obtained through your local county or city tax agent (i.e. County Clerk's Office) varies by area.
- Completed eligibility for entitlements verification form for **EACH** owner(s). **If** the business is an LLC or incorporated through the Secretary of State's Office, you only need to mark the box on page one (1) of the document.
<https://www.tn.gov/content/dam/tn/commerce/documents/regboards/cosmo/forms/EligibilityVerificationForEntitlementsAct.pdf>
- Proof of identity for **EACH** owner(s) in the form of valid driver's license or social security card. This is not required if the business structure is an LLC or incorporated through the Secretary of State's Office.

Inspection: The initial inspection will be made within ten (10) days upon receipt of the online application by the board office. The Inspector will call you directly to schedule an inspection. Please provide a valid telephone number at which the inspector can contact you. The Board office does not schedule or coordinate shop inspections. **IMPORTANT NOTE: ALL NEW SHOPS OR CHANGE OF LOCATION MUST BE INSPECTED AND APPROVED BY AN INSPECTOR OF THE BOARD BEFORE OPENING FOR BUSINESS.**

A **Full Service Cosmetology** shop must meet the following requirements before it can be inspected:

- a) One (1) shampoo bowl with hot and cold running water and chair in work area;
- b) One (1) enclosed and labeled storage area for clean towels;
- c) One (1) covered and labeled container for soiled towels;
- d) One (1) covered and labeled trash container maintained in a sanitary condition;
- e) One (1) dry sanitary compartment;
- f) One (1) wet disinfectant;
- g) One (1) workstation (standard size) for each operator;
- h) One (1) ultraviolet sanitizer;
- i) One (1) blood exposure kit;
- j) A minimum of one (1) working restroom; and
- k) One (1) labeled sharps container for biohazard material removal at each station.

Manicure Shop Applicants

To submit an initial shop application or change of ownership application, please apply online at www.core.tn.gov. You will be required to register for an account, if you have not already done so, and pay a fee of one hundred fifty dollars (\$150.00). For all initial shop applications, please complete the online application and pay the corresponding fee at least three (3) weeks before you wish to open your shop for business. All manicure shops must have a licensed manicurist or cosmetologist over the age of eighteen (18) acting in the role of manager at all times the shop is open. The owner may occupy the role of manager if properly licensed.

Required attachments:

- Business license obtained through your local county or city tax agent (i.e. County Clerk's Office) varies by area.
- Completed eligibility for entitlements verification form for **EACH** owner(s). **If** the business is an LLC or incorporated through the Secretary of State's Office, you only need to mark the box on page one (1) of the document.
<https://www.tn.gov/content/dam/tn/commerce/documents/regboards/cosmo/forms/EligibilityVerificationForEntitlementsAct.pdf>
- Proof of identity for **EACH** owner(s) in the form of valid driver's license or social security card. This is not required if the business structure is an LLC or incorporated through the Secretary of State's Office.

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A **Manicure** shop must meet the following requirements before it can be inspected:

- a) One (1) manicure table with stool or chair, per manicurist;
- b) One (1) patron chair;
- c) One (1) wet disinfectant;
- d) One (1) ultraviolet sanitizer;
- e) One (1) enclosed and labeled storage area for clean towels;
- f) One (1) covered and labeled container for soiled towels;
- g) One (1) covered and labeled trash container maintained in a sanitary condition;
- h) One (1) sink which provides hot and cold running water in the work area, excluding the bathroom;
- i) One (1) finger bowl per table;
- j) One (1) covered container per table for cotton balls and swabs;

- k) One (1) foot bath if pedicures are offered;
- l) One (1) blood exposure kit;
- m) A minimum of one (1) working restroom;
- n) Sign prominently posted stating that the customer has the right not to have drills used on his or her nails;
and
- o) One (1) labeled sharps container for biohazard material removal at each station.

Skin Care Shop Applicants

To submit an initial shop application or change of ownership application, please apply online at www.core.tn.gov. You will be required to register for an account, if you have not already done so, and pay a fee of one hundred fifty dollars (\$150.00). For all initial shop applications, please complete the online application and pay the corresponding fee at least three (3) weeks before you wish to open your shop for business. All skin care shops must have a licensed aesthetician or cosmetologist over the age of eighteen (18) acting in the role of manager at all times the shop is open. The owner may occupy the role of manager if properly licensed.

Required attachments:

- Business license obtained through your local county or city tax agent (i.e. County Clerk's Office) varies by area.
- Completed eligibility for entitlements verification form for **EACH** owner(s). If the business is an LLC or incorporated through the Secretary of State's Office, you only need to mark the box on page one (1) of the document.
<https://www.tn.gov/content/dam/tn/commerce/documents/regboards/cosmo/forms/EligibilityVerificationForEntitlementsAct.pdf>
- Proof of identity for **EACH** owner(s) in the form of valid driver's license or social security card. This is not required if the business structure is an LLC or incorporated through the Secretary of State's Office.

Inspection: The initial inspection will be made within ten (10) days upon receipt of the online application by the board office. The Inspector will call you directly to schedule an inspection. Please provide a valid telephone number at which the inspector can contact you. The Board office does not schedule or coordinate shop inspections. **IMPORTANT NOTE: ALL NEW SHOPS OR CHANGE OF LOCATION MUST BE INSPECTED AND APPROVED BY AN INSPECTOR OF THE BOARD BEFORE OPENING FOR BUSINESS.**

A **Skin Care** shop must meet the following requirements before it can be inspected:

- a) One (1) sink which provides hot and cold running water in the work area, excluding the bathroom;
- b) One (1) hands free magnifying lamp;
- c) One (1) enclosed and labeled storage area for clean towels;
- d) One (1) covered and labeled container for soiled towels;
- e) One (1) covered and labeled trash container maintained in a sanitary condition;
- f) One (1) reclining facial chair/table;

- g) One (1) wet disinfectant;
- h) One (1) ultraviolet sanitizer;
- i) One (1) blood exposure kit;
- j) A minimum of one (1) working restroom;
- k) One (1) sharps container for biohazard material removal at each station;
- l) One (1) electric hot towel cabin;
- m) One (1) facial steamer; and
- n) One (1) wax depilatory heater pot with manufacturer's intended commercial use statement.

Manicure/Skin Care Shop Applicants

To submit an initial shop application or change of ownership application, please apply online at www.core.tn.gov. You will be required to register for an account, if you have not already done so, and pay a fee of one hundred fifty dollars (\$150.00). For all initial shop applications, please complete the online application and pay the corresponding fee at least three (3) weeks before you wish to open your shop for business. All manicure/skin shops must have a licensed manicurist, aesthetician, or cosmetologist over the age of eighteen (18) acting in the role of manager at all times the shop is open. The owner may occupy the role of manager if properly licensed.

Required attachments:

- Business license obtained through your local county or city tax agent (i.e. County Clerk's Office) varies by area.
- Completed eligibility for entitlements verification form for **EACH** owner(s). **If** the business is an LLC or incorporated through the Secretary of State's Office, you only need to mark the box on page one (1) of the document.
<https://www.tn.gov/content/dam/tn/commerce/documents/regboards/cosmo/forms/EligibilityVerificationForEntitlementsAct.pdf>
- Proof of identity for **EACH** owner(s) in the form of valid driver's license or social security card. This is not required if the business structure is an LLC or incorporated through the Secretary of State's Office.

Inspection: The initial inspection will be made within ten (10) days upon receipt of the online application by the board office. The Inspector will call you directly to schedule an inspection. Please provide a valid telephone number at which the inspector can contact you. The Board office does not schedule or coordinate shop inspections. **IMPORTANT NOTE: ALL NEW SHOPS OR CHANGE OF LOCATION MUST BE INSPECTED AND APPROVED BY AN INSPECTOR OF THE BOARD BEFORE OPENING FOR BUSINESS.**

A **Manicure/Skin Care** shop must meet the following requirements before it can be inspected:

- a) One (1) sink which provides hot and cold running water in the work area, excluding the bathroom;
- b) One (1) hands free magnifying lamp;
- c) One (1) enclosed and labeled storage area for clean towels;
- d) One (1) covered and labeled container for soiled towels;
- e) One (1) covered and labeled trash container maintained in a sanitary condition;
- f) One (1) reclining facial chair/table;
- g) One (1) wet disinfectant;
- h) One (1) ultraviolet sanitizer;
- i) One (1) blood exposure kit;
- j) One (1) sharps container for biohazard material removal at each station;
- k) One (1) electric hot towel cabin;
- l) One (1) facial steamer;
- m) One (1) wax depilatory heater pot with manufacturer's intended commercial use statement;
- n) One (1) manicure table with stool or chair, per manicurist;

- o) One (1) patron chair;
- p) One (1) finger bowl per manicure table;
- q) One (1) covered container per table for cotton balls and swabs;
- r) One (1) foot bath if pedicures are offered;
- s) A minimum of one (1) working restroom;
- t) All containers for cosmetic products must be properly labeled; and
- u) Sign prominently posted stating that the customer has the right not to have drills used on his or her nails.

Natural Hair Stylist Shop Applicants

To submit an initial shop application or change of ownership application, please apply online at www.core.tn.gov. You will be required to register for an account, if you have not already done so, and pay a fee of one hundred fifty dollars (\$150.00). For all initial shop applications, please complete the online application and pay the corresponding fee at least three (3) weeks before you wish to open your shop for business. All natural hair shops must have a licensed natural hair stylist or cosmetologist over the age of eighteen (18) acting in the role of manager at all times the shop is open. The owner may occupy the role of manager if properly licensed.

Required attachments:

- Business license obtained through your local county or city tax agent (i.e. County Clerk's Office) varies by area.
- Completed eligibility for entitlements verification form for **EACH** owner(s). **If** the business is an LLC or incorporated through the Secretary of State's Office, you only need to mark the box on page one (1) of the document.
<https://www.tn.gov/content/dam/tn/commerce/documents/regboards/cosmo/forms/EligibilityVerificationForEntitlementsAct.pdf>
- Proof of identity for **EACH** owner(s) in the form of valid driver's license or social security card. This is not required if the business structure is an LLC or incorporated through the Secretary of State's Office.

Inspection: The initial inspection will be made within ten (10) days upon receipt of the online application by the board office. The Inspector will call you directly to schedule an inspection. Please provide a valid telephone number at which the inspector can contact you. The Board office does not schedule or coordinate shop inspections. **IMPORTANT NOTE: ALL NEW SHOPS OR CHANGE OF LOCATION MUST BE INSPECTED AND APPROVED BY AN INSPECTOR OF THE BOARD BEFORE OPENING FOR BUSINESS.**

A **Natural Hair Stylist** shop must meet the following requirements before it can be inspected:

- One (1) shampoo bowl with hot and cold running water and chair in work area;
- One (1) enclosed and labeled storage area for clean towels;
- One (1) covered and labeled container for soiled towels;
- One (1) covered and labeled trash container maintained in a sanitary condition;
- One (1) dry sanitary compartment;
- One (1) wet disinfectant;
- One (1) work station (standard size) for each operator;
- One (1) ultraviolet sanitizer;
- One (1) blood exposure kit;
- A minimum of one (1) working restroom; and
- One (1) labeled sharps container for biohazard material removal at each station.

SANITATION INFORMATION

- No Methel Methacrylate (MMA) is to be used in a shop.
- Tennessee neither requires nor prohibits the use of formalin as a disinfectant.
- All tools and implements which have come in contact with blood or body fluids must be cleaned in soap and water and disinfected by complete immersion in an EPA registered bactericidal, virucidal or fungicidal disinfectant that is effective against HIV-1 and human Hepatitis B Virus and is mixed according to the manufacturer's direction, then rinsed, dried, and stored in clean closed containers or UV sanitizer.

RESIDENTIAL SHOPS

Residential shops must maintain a separate entrance without requiring passage through any portion of a private residence. Separate restroom facilities must be provided apart from the living quarters. All shops, including ones located in a private residence, shall display a sign of sufficient size as to be clearly visible from the street, indicating that it is a shop. Check with local zoning/codes enforcement and HOA, if applicable, to determine if residential shops are permitted.

Important Information on New Construction and Alterations

THE FOLLOWING INFORMATION IS PROVIDED ON BEHALF OF THE U.S. DEPARTMENT OF JUSTICE, CIVIL RIGHTS DIVISION, OFFICE ON THE AMERICANS WITH DISABILITIES ACT (Title II, U.S. Code)

- ❖ Public Entities must ensure that newly constructed buildings and facilities are free of architectural and communication barriers that restrict access or use by individuals with disabilities.
- ❖ When a public entity undertakes alterations to an existing building, it must also ensure that the altered portions are accessible.
- ❖ The ADA does not require retrofitting of existing buildings to eliminate barriers, but does establish a high standard of accessibility for new buildings.

Public entities may choose between **two (2)** technical standards for accessible design: ***The Uniform Federal Accessibility Standard (UFAS)***, established under the Architectural Barriers Act, or the ***Americans with Disabilities Act Accessibility Guidelines***, adopted by the Department of Justice for places of public accommodation and commercial facilities covered by Title III of the ADA.

The elevator exemption for small buildings under ADA Accessibility Guidelines would not apply to public entities covered by Title II.

For information concerning the requirements of The Americans with Disabilities Act, contact your local building codes office.