

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 an account, if you haven't already done so, and pay a fee of one hundred dollars (\$150.00). For all initial shop applications, please complete the online application and pay corresponding fees at least three (3) weeks before you wish to open your shop for business.

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 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. **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 in work area and chair;
- b) One (1) enclosed 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 sterilizer, or sanitary compartment;
- f) One (1) wet sterilizer;
- g) One (1) work station (standard size) for each operator;
- h) One (1) ultra violet sanitizer;
- i) One (1) blood spill kit;
- j) Adequate restroom facilities;
- k) Laundry facilities may not be visible to the public;
- l) All containers for cosmetic products must be properly labeled; and
- m) Sign prominently posted stating that the customer has the right not to have drills used on his or her nails.
- n) All shops must have a licensed cosmetologist, manicurist, aesthetician, or natural hair stylist over the age of eighteen (18) acting in the role of manager (the owner may occupy this role if properly licensed) at all times the shop is open.**

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 an account, if you haven't already done so, and pay a fee of one hundred dollars (\$150.00). For all initial shop applications, please complete the online application and pay corresponding fees at least three (3) weeks before you wish to open your shop for business.

Required attachments:

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- 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 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. **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** 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 sterilizer;
- d) One (1) ultra violet sanitizer for equipment used;
- e) One (1) enclosed 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 are, excluding the bathroom;
- i) One (1) fingerbowl 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 spill kit;
 - m) Adequate restroom facilities;
 - n) Laundry facilities may not be visible to the public;
 - o) All containers for cosmetic products must be properly labeled; and
 - p) **Sign prominently posted stating that the customer has the right not to have drills used on his or her nails.**
 - q) **All shops must have a licensed manicurist or cosmetologist over the age of eighteen (18) acting in the role of manager (the owner may occupy this role if properly licensed) at all times the shop is open.**
- No Methel Methacrylate (MMA) is to be used in a shop.

FOR ALL SHOPS OFFERING MANICURING SERVICES

- **All tools and Implements must be cleaned with soap and water and disinfected by complete immersion in an EPA (Formulated for Hospitals) disinfectant. This is to be mixed and used according to the manufacturer's directions, then rinsed, dried, and stored in clean closed containers or UV sanitizers.**

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 an account, if you haven't already done so, and pay a fee of one hundred dollars (\$150.00). For all initial shop applications, please complete the online application and pay corresponding fees at least three (3) weeks before you wish to open your shop for business.

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 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. **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 are, excluding the bathroom;
- b) One (1) hands free magnifying lamp;
- c) One (1) enclosed 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 sterilizer;
- h) One (1) ultra violet sanitizer;
- i) One (1) blood spill kit;
- j) Adequate restroom facilities with hot and cold water;
- k) One (1) sharp container for biohazard material removal;

- l) One (1) electric hot towel cabin;
- m) One (1) facial steamer;
- n) One (1) wax depilatory heater pot with manufacturer's intended commercial use statement;
- o) Laundry facilities may not be visible to the public
- p) All containers for cosmetic products must be properly labeled
- q) **All shops must have a licensed aesthetician or cosmetologist over the age of eighteen (18) acting in the role of manager (the owner may occupy this role if properly licensed) at all times the shop is open.**

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 an account, if you haven't already done so, and pay a fee of one hundred dollars (\$150.00). For all initial shop applications, please complete the online application and pay corresponding fees at least three (3) weeks before you wish to open your shop for business.

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 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. **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 are, excluding the bathroom;
- b) One (1) hands free magnifying lamp;
- c) One (1) enclosed storage area for clean towels;
- d) One (1) covered and labeled container for soiled towels;
- e) One (1) covered trash container maintained in a sanitary condition;
- f) One (1) reclining facial chair/table;
- g) One (1) wet sterilizer;
- h) One (1) ultra violet sanitizer;
- i) One (1) blood spill kit;
- j) One (1) sharp container for biohazard material removal;
- 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) fingerbowl per manicure table;
- q) One (1) covered container per table for cotton balls and swabs;
- r) One (1) foot bath if pedicures are offered; and
- s) Adequate restroom facilities with hot and cold water;
- t) Laundry facilities may not be visible to the public

- u) All containers for cosmetic products must be properly labeled; and
- v) Sign prominently posted stating that the customer has the right not to have drills used on his or her nails.
- w) **All shops must have a licensed manicurist, aesthetician, or cosmetologist over the age of eighteen (18) who will serve as managers of the shop (an owner may occupy one of these roles if properly licensed) at all times the shop is open.**

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 an account, if you haven't already done so, and pay a fee of one hundred dollars (\$150.00). For all initial shop applications, please complete the online application and pay corresponding fees at least three (3) weeks before you wish to open your shop for business.

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 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. **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 in work area and chair;
- One (1) enclosed 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 sterilizer, or sanitary compartment;
- One (1) wet sterilizer;
- One (1) work station (standard size) for each operator;
- One (1) ultra violet sanitizer;
- One (1) blood spill kit;
- Adequate restroom facilities;
- Laundry facilities may not be visible to the public;
- All containers for cosmetic products must be properly labeled; and
- **All shops must have a licensed natural hair stylist or cosmetologist over the age of eighteen (18) acting in the role of manager (the owner may occupy this role if properly licensed) at all times the shop is open.**

Policy 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.

LICENSE SEARCH

To search for an individual or shop license, please visit: <https://apps.tn.gov/licenses/>

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.

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 must be cleaned with soap and water and disinfected by complete immersion in an EPA (Formulated for Hospitals) disinfectant. This is to be mixed and used according to the manufacturer's directions, then rinsed, dried, and stored in clean closed containers or UV sanitizers.