

NEW SALON APPLICATION CHECKLIST

Please use the following information as a guide when preparing to open a New Salon. Contact your State Cosmetology Inspector to set up your final inspection after you have completely filled out the application and you have obtained all the required signatures. Your Salon Inspectors name and number can be found on the upper left hand corner of the New Salon Application. **Print all information that is required & write distinctly in the spaces provided; do NOT leave any blank spaces.**

Payment for license with debit or credit will be accepted ONLY with Internet service available at the time of inspection. Applications mailed in to the state board must be accompanied with the correct fee in the form of a cashiers check or money order to the address on the New Salon Application.

All unlicensed owners must have a licensed cosmetologist, nail tech or Esthetician as manager on file at all times, you will be given 10 days to make a manager change, after that time you can be subject to penalties and fines. Below you will find several Regulations, visit WWW.KBHC.KY.GOV to view state board laws.

**317A.050 4(A) Fees & Qualifications for license
201 KAR 12:100 Sanitation Standards
Sec 9 (2) Less than "A" failure to comply
201 KAR 12:060 Inspections
Sec 4 (2) O/M responsible for compliance**

BEAUTY & NAIL SALONS

Wet & Dry Sterilization
Plumbing installed (Beauty Salon) Shampoo bowls require Vacuum Breaker
Plumbing installed (Nail Salon) Separate Basin besides Bathroom
Covered Waste Containers
Closed Container for Clean & Dirty Towels
Salon set up and ready to open

ESTHETIC SALON

Sharps Container
Hospital grade Disinfectant
70 % Alcohol for EVERY Station
Gloves, Disposable Applicators, Antiseptic
Privacy for Changing
Steamer for Towels
Covered Waste Containers
Closed Container for Clean & Dirty Towels & Linens
Plumbing Installed – One (1) Sink for each Work Area
Salon set up and ready to open

GENERAL INFORMATION

- Acquire Occupation or Business License from City or County your salon is located in.
- Owner and Manager must sign New Salon application.
- Planning and Zoning must sign the New Salon application.
- State plumber must sign the New Salon application.

**SALONS CANNOT OPEN FOR BUSINESS UNTIL THE INSPECTION IS PASSED;
INSPECTION SHEET POSTED & SALON LICENSE HAS BEEN PAID IN FULL.**