



SALON LICENSE APPLICATION
 NORTH DAKOTA STATE BOARD OF COSMETOLOGY
 SFN 11795 (09-2021)

ND State Board of Cosmetology
 4719 Shelburne St, Suite 1
 Bismarck, ND 58503

- The original application must be notarized and submitted **two weeks** prior to the Salon opening date.
 - A fee of \$80.00 must be submitted with application.
- **No payment will be accepted without a complete application.****

COSMETOLOGY ESTABLISHMENT DETAILS

Business Name of Salon*

*Business names must be registered as a trade name with the Secretary of State's office. For questions, call 701-328-2900 or visit their website at <https://sos.nd.gov/>.

Street Address	City	State	ZIP Code
Master Cosmetologist, Esthetician, or Manicurist of the Salon	Master Licensee Number		
Owner of Salon	Salon Telephone Number	Personal Telephone Number	
Opening Date	Email Address		

CHANGE IN SALON, LOCATION or OWNER

New Salon <input type="checkbox"/> Yes <input type="checkbox"/> No	Change of Location <input type="checkbox"/> Yes <input type="checkbox"/> No	Owner Change (if yes, complete fields below) <input type="checkbox"/> Yes <input type="checkbox"/> No
List Former Salon Name	Former Owner Name	

ESTABLISHMENT CHECKLIST

Requirements	Yes	No	Requirements (cont'd)	Yes	No
Sign visible from street			Exhaust fan in work area		
Separate entrance and exit for public			Covered waste containers		
Separate living/sleeping quarters			Wet sanitizer		
Adequate work space			First aid kit		
Carpet in work area					
Restrooms are in a convenient location and have a sink, liquid soap, and disposable towels or air dryer					
Separate supply area (i.e. cabinet/storage) that is not accessible to public					
Separate dispensing area is not accessible to the public					
Enclosed cabinet/container for clean cloth/linen items					
Has salon met local or state building codes <i>(provide a copy of all building inspection reports to the Board)</i>					
Has salon complied with local and state plumbing and electrical codes					
Plumbing Certificate Number		Electrical Certificate Number			

Salon Located in		
<input type="checkbox"/> Commercial/Public Building	<input type="checkbox"/> Hotel/Apartment Home	<input type="checkbox"/> Private Residence
Is salon connected with a residence? <i>(If yes, indicate position on floor plan below)</i>		
Is salon connected with another business? <i>(If yes, indicate position on floor plan below)</i>		

PROVIDE A DRAWING OF SALON FLOOR PLAN

Floor plan MUST show:	
<ul style="list-style-type: none"> Entrances and exits (label main entrance with "M") Reception area Restroom(s) Locations of workstations, suites and chairs 	<ul style="list-style-type: none"> Locations of supply and dispensing areas Location of exhaust fan Location(s) of dryers Location(s) of sinks
Provide drawing in space below. If more space is needed, attach a separate sheet.	

As the holder of the salon license, you are responsible for the sanitation of the salon premises. If a renter does not have a valid, current Independent Licensee license, that suite or chair falls under the salon license and you would therefore be responsible for the sanitation of that space.

CERTIFICATION/NOTARY SECTION

<input type="checkbox"/>	I hereby certify under penalty of perjury under the laws of the State of North Dakota that the information stated is true and correct to the best of my knowledge.
<input type="checkbox"/>	I hereby certify that if a license to operate a cosmetology establishment is issued to me, said establishment will be conducted to in accordance with chapter 43-11 North Dakota statues and the rules and regulations of the North Dakota State Board of Cosmetology.

Signature of Applicant (Salon Owner) <i>(must sign in front of notary)</i>
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Signed and sworn to before me this	Date	Affix Notary Stamp
Signature of Notary Public or Other Authorized Officer		
Commission Expiration Date		

Submit complete application and \$80 fee to:

ND State Board of Cosmetology
4719 Shelburne St Suite 1
Bismarck, ND 58503

Questions:

Email: bocinfo@nd.gov
Call: (701) 224-9800
www.ndcosmetology.com