



**REQUIREMENTS AND RULES
OF OPENING A SALON**
NORTH DAKOTA BOARD OF COSMETOLOGY
(04-2017)

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

- To apply for a salon license, complete and submit the following Salon License Application along with the fee of \$80.00 to the board office at least two weeks prior to your opening date. You must submit the original, notarized application.
- You must provide proof that you are authorized to do business in the state of North Dakota. Contact the Secretary of State office at (701) 328-4145 to register the trade name of your business.
- Once the application is received, we will notify the inspector to contact you to set up an inspection time. Contact the board office one week prior to opening if you have not already been contacted by the inspector.
- At the time of the inspection, your salon should be set up and equipped for business.
- A copy of approved inspection reports by local, county or state authorities governing plumbing, electrical, and building codes are required prior to final inspection.
- A licensed plumber must do all the plumbing if it's hooked on to the public water system. You may call the North Dakota Plumbing Board at 701-328-9979.
- N.D.A.C. 32-02-01-15 states that "All salon premises must be open for inspection during normal business hours." Therefore, it is the salon owner's responsibility to keep the entire salon premise open for inspection, including booth spaces. This includes all drawers and spaces that are partitioned. It is the salon owner's responsibility to have keys to open any locked spaces on the premises for inspection and you cannot deny an inspector access to any such space.
- If your salon also has booth rentals, you cannot deny our inspectors access to any booth space. N.D.A.C. 32-03-01-10 states that "Booth rental salons are subject to inspections during the operation whether or not a booth operator is available. The owner of the cosmetology salon shall be responsible for keeping the entire salon open for inspection by the board or board inspectors, and the board shall examine and inspect the entire salon premises regardless of any booth space allotments."
- After inspection and approval, the board will issue a salon license.
- You may not start doing business until you have received and displayed the license in your salon. Please allow adequate time for the license to be processed and mailed before accepting clients.
- You must notify the office if you close your salon or move to a new location. Salon licenses are not transferrable to a new location therefore you must apply for a new salon license.
- You must renew your salon license by December 31st of each year along with your master license.



SALON LICENSE APPLICATION
 NORTH DAKOTA BOARD OF COSMETOLOGY
 SFN 11795 (04-2017)

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

- The original application must be notarized and submitted to the board office **TWO WEEKS** prior to the Salon opening date.
- A fee of **\$80.00** must be submitted with this application.
- All building inspection reports are required before a Salon License will be granted.

| APPLICATION FOR LICENSE TO OPERATE A COSMETOLOGY ESTABLISHMENT | | | |
|---|--|-------------------------------------|--|
| Business Name of Salon | | | |
| Business names must be registered as a trade name with the Secretary of State office. For questions, call 701-328-4145. | | | |
| Street Address | | City | ZIP Code |
| Master Cosmetologist of Salon | | Master License Number | |
| Owner of Salon (if different from Master Cosmetologist) | | | |
| Salon Telephone Number | | Personal Telephone Number | |
| Opening Date | | Email Address | |
| Is this a new salon? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Is this a change of location? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is this a change of owner? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, former salon name and owner | |
| Visible sign from the street? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Carpet in the work area? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Exhaust fan in working area? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Covered waste containers? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Separate entrance and exit? | <input type="checkbox"/> Yes <input type="checkbox"/> No | First aid kit? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Adequate work space? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Wet sanitizer? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Toilet facilities are conveniently located and have a sink, liquid soap, and disposable towels or air dryer? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Separate cabinet/storage area for supplies is not accessible to clients or public? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Enclosed cabinet/container for clean cloth and linen items? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Dispensing and supply area is not accessible to the public? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Living/sleeping quarters are separate? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Has salon met all local or state building codes? <i>*Must attach a copy of all building inspection reports.</i> | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Has salon complied with local and state plumbing and electrical codes? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Plumbing Certificate Number | | Electrical Certificate Number | |

DRAW A FLOOR PLAN OF THE SALON IN THE SPACE BELOW

FLOOR PLAN MUST SHOW THE FOLLOWING

- | | |
|----|---|
| A. | Location of booths, sinks, and dryers. |
| B. | Entrances and exits. Label main entrance with "M" |
| C. | Toilet facilities |
| D. | Reception area |
| E. | Location of equipment <ul style="list-style-type: none"> • Sinks • Workstations • Dryers |
| F. | Exhaust fan |
| G. | Supply and dispensing areas |

Commercial/Public Building
 Hotel/Apartment Home
 Private Residence

Is salon connected with a residence?
 No Yes, indicate position on floor plan below:

Is salon connected with another business?
 No Yes, indicate position on floor plan below:

*Attach a separate sheet if space is too small.

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.

I hereby certify that if a license to operate a cosmetology establishment is issued to me, said establishment will be conducted in accordance with chapter 43-11 North Dakota statues and the rules and regulations of the North Dakota State Board of Cosmetology.

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 booth license, that space falls under the salon license and you would therefore be responsible for the sanitation of that space.

| | |
|------------------------------------|--------------------|
| Signature of Applicant | Date |
| Signed and sworn to before me this | Affix Notary Stamp |
| Signature of Notary Public | |
| Commission Expiration Date | |

Questions?

Email: bocinfo@nd.gov

Call: (701) 224-9800

Fax: (701) 222-8756

www.ndcosmetology.com