



APPROVAL REVIEW PROCEDURES FOR TEMPORARY EVENTS

Complete the body art time limited event application.

A current copy of certifications for first aid and blood borne pathogens must be provided for all artists. Do not submit copies of expired certifications.

Provide records of completion of courses or seminars in body art or written statements of attestation by individuals offering body art apprenticeships that all artists has received sufficient training of adequate duration to completely perform body art services. (A copy of apprenticeship certificate for all artists)

Provide a copy of your aftercare guidelines for each provided service.

Provide a copy of your customer record sheet (must include the patron's name; address; date of the service; colors and manufacturer of all inks, dyes, or pigments used; jewelry used, including size, material composition, and manufacturer; and placement of the procedure).

REQUIRED FOR ALL OPERATORS (checking the box means you will have these items at the event)

- ☐ Sharps container
- ☐ EPA registered disinfectant
- ☐ Gloves (nitrile preferred)
- ☐ Trash can with covered lid
- ☐ Single use razors for shaving
- ☐ Single use marking instruments
- ☐ Soap, water, and antiseptic solution for cleaning procedure area
- ☐ Permanent or temporary hand washing facility must be present in the booth
- ☐ Single-use gauze squares, cotton ball or square or cotton swab for washing completed area must be available
- ☐ All equipment (needles, needle bars, cartridges, clamps, tubes, etc.) must be disposable or pre-sterilized/pre-packaged
On-site autoclaving will not be permitted.

FOR TATTOO ARTISTS

- ☐ Sterile, non-occlusive, single use dressing and non-allergenic tape for covering completed tattoo
- ☐ All inks/pigments must be commercial and not out of date

FOR BODY PIERCERS

- ☐ Alcohol-free, antiseptic mouthwash for oral piercings
- ☐ All jewelry must be pre-sterilized, pre-packaged and dated
- ☐ All jewelry used for new piercings must be made of compliant titanium, steel, solid 14/18 karat white or yellow gold, niobium, or platinum and mill certificates provided for all jewelry

All equipment and procedures must comply with OAC 3701-9



1867 West Market St. | Akron, OH 44313-6901 | P: (330) 926.5600 | TF: (877) 687.0002 | F: (330) 923.6436

Environmental Health Division

scph.org

BODY ART TIME LIMITED EVENT APPLICATION

INSTRUCTIONS: If this application is for a tattoo convention, contact the event organizer for application instructions

1. Complete the application.
2. Fee is \$80. Payment must be made in the form of cash, credit card, money order or cashier check (no personal checks accepted):
3. Return signed application and fee payment to:

Summit County Public Health
1867 W Market Street
Akron, OH 44313
Attn: Environmental Health Division

Time-Limited Event Information

Event Name		Start Date- End Date and Operating Hours Of Event	
Event Address			
City	State	Zip Code	
Event Contact Name		Event Contact Phone Number	

Body Art Business Information

Name of Body Art Business		Business Phone Number	
Business Address			
City	State	Zip Code	
Owner/Operator Name		Owner/Operator Phone Number	
Name Of Artist Attending	Service Offered Tattooing [] Body Piercing []		
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**List additional artists with services on the reverse side*

Authorization

I hereby certify that I am the operator, owner or authorized representative of the above tattoo and/or body piercing establishment and intend to comply with all requirements established by Sections 3730.01-3730.11 of the Ohio Revised Code and Chapter 3701-9 of the Ohio Administrative Code.	
Name	
Signature	Date



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PLANNED LAYOUT OF THE TIME LIMITED EVENT

Provide a floor plan drawing (to scale) showing the total area to be used for the event including location of entrances/exits, hand washing sinks and restroom facilities. Include in the area used for Body Art services a layout of all equipment with light fixtures. **If this is part of a convention, provide a detailed drawing of your booth only.**



Summit County Public Health

1867 West Market Street ☐ Akron, Ohio 44313-6901

Phone: (330) 923-4891 ☐ Toll-free: 1 (877) 687-0002 ☐ Fax: (330) 923-6436

www.scphoh.org

Credit Card Payment Instructions

Summit County Public Health accepts major credit cards for payment of your body art time limited event license fee. Please be advised that a new process went into effect starting May 1, 2026. Credit card payments must now be submitted through our new portal at: <https://myhealthdepartment.com/scph>

All credit card payments must be made through the portal, as we can no longer accept payments over the phone. Please note there is an additional service charge to pay via credit card.

Once we receive your application, you can request your invoice number to pay online using the portal.

To use the portal:

1. Create a login at <https://myhealthdepartment.com/scph>
2. Once your account is created, click on "Pay Invoice" at the top of the screen.
3. Type the invoice number you were provided and click "Search," then add to cart.
4. Input your information for payment.

Please call 330-926-5600 if you have any questions.

Example HANDWASHING STATION

*Use it **OFTEN!***

Use **CLEAN** water jugs:

1. **SANITIZE** with 2 tbsp unscented bleach in 1 gallon of water – **SLOSH** to cover all surfaces.
2. Let **STAND** 5 minutes and **DRAIN**. **DO NOT RINSE!**
3. **FILL** with approved drinking water

