



TATTOO STUDIO PERMIT PROCESS

- All Tattoo Studios are required to obtain a Permit to Operate.
- You must complete an Application for a Permit to Operate. Please read the below instructions carefully.

Permit Application Requirements

New Construction or Remodeling: Plan reviews are **due at least 45-days prior to construction start date.**

New Establishment - in an existing structure: Plan reviews are **due at least 45-days prior to desired opening date.**

Prior Permitted Establishment with a permit that has been expired for more than 6 months: Plan reviews are **due at least 45-days prior to desired opening date.**

Website

Required form can be found at the following link:

<https://www.jchdww.org/environmentalhealth/>

Application for a Permit to Operate (SG-49)

You will need to complete an Application for a Permit to Operate.

Permit to Operate Fees

The Permit fees are prorated, if needed, for the term remaining in the permit period. The fee for the full term is \$200.00. Once your application has been received, you will receive an emailed invoice with all permit fees that are due. We cannot begin the permitting process until this invoice is paid in full.

Permit to Operate (SG-49) Submission -Checklist

Please use the checklist below to ensure your submission is complete.

- Download** the **Tattoo Studio Permit Application** from our website under Body Piercing & Tattoo.

<https://www.jchdw.org/environmentalhealth/>
- Include** your email address on the form.
- Submit** this form via email to: Patti.J.Richardson@wv.gov or see page 3 for other submission options.
- Watch your email** for the permit fee(s) invoice. We cannot begin the permitting process until this invoice is paid in full. You may use the Pay Online option once you receive this invoice. (see page 3)



Payment Options and Submission

Check Payments:

Please make checks **payable to Jefferson County Health Department** and **include a phone number on the top of the check**. Mail to the address above or drop in the lock box outside our back door marked Environmental.

Credit Card Payments: 3.99% Fee applies to all Credit Card Transactions

Pay Via Form Below: Complete the credit card section below and submit along with your application via email, fax, mail or drop in the lock box outside our back door marked Environmental.

Pay Online: To use this option.

- You MUST submit your application(s) along with this payment form.
- Do not try to pay with the pay online button on our website as it will not work. You must receive a payment link to pay online.

I AM REQUESTING A PAYMENT LINK (check here): _____

Email all permit applications and payments to: Patti.J.Richardson@wv.gov

PLEASE NOTE:

We are unable to accept credit card payments over the phone.

Credit Card Payment:

There is a 3.99% fee on all credit card payments.

Card Holder Name: _____

Account # _____

Expiration Date: _____ Security Code: _____ Amount: _____

Signature: _____