



**East Shore District Health Department**

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**BARBERING, HAIRDRESSING, OR COSMETOLOGY ESTABLISHMENT  
PLAN REVIEW GUIDE**

**Checklist:**

- \_\_\_\_\_ 1. Water Supply Safe/Adequate
- \_\_\_\_\_ 2. Sewage Disposal Approved
- \_\_\_\_\_ 3a. Utility Sink/All Purpose
- \_\_\_\_\_ 3b. Mop Sink
- \_\_\_\_\_ 3c. Other Sinks & Backflow Prevention on Plumbing Equipment
- \_\_\_\_\_ 4. Handwash Sinks & Toilet Facilities
- \_\_\_\_\_ 5. Garbage/Waste Disposal
- \_\_\_\_\_ 6. Floors, Walls & Ceiling Schedules
- \_\_\_\_\_ 7. Lighting
- \_\_\_\_\_ 8. Ventilation Requirements
- \_\_\_\_\_ 9. Laundry/ Storage
- \_\_\_\_\_ 10. Utensils/Equipment Handling
- \_\_\_\_\_ 11. Personnel, Licensed Professionals
- \_\_\_\_\_ 12. Sanitizing/Disinfection/Procedures
- \_\_\_\_\_ 13. Floor Plan Workstations, Requirements
- \_\_\_\_\_ 14. Fixed Equipment Specification List
- \_\_\_\_\_ 15. Cleaning Equipment Storage/Mop Sink
- \_\_\_\_\_ 16. Waiting Area
- \_\_\_\_\_ 17. Employee Area
- \_\_\_\_\_ 18. Foods and Beverages
- \_\_\_\_\_ 19. Employee Area Establishments in Residences

**BARBERING, HAIRDRESSING, OR COSMETOLOGY ESTABLISHMENT  
PLAN REVIEW GUIDE****1. Water Supply**

There must be an adequate supply of pressurized potable water to the establishment. There also needs to be sufficient hot water generating capacity to properly disinfect, handwash and maintain sanitary practices.

Adequate source of Hot/Cold water under pressure?    Y\_\_\_    N\_\_\_  
Properly Sized Hot Water Heater?                    Y\_\_\_    N\_\_\_  
Public Water Supply\_\_\_                    Well\_\_\_

If the establishment is served by a well, then documentation that the well is registered as a Transient Non-Community Water Supply must be submitted with the plan review. If not registered, please request a registration form from the health district. **A copy of the most recent well water test report must be submitted with the plan review.**

**2. Sewage Disposal**

Municipal\_\_\_    Septic System\_\_\_    Tank Size\_\_\_\_\_    Leaching area (ft<sup>2</sup>)\_\_\_\_\_

If the establishment is served by an on-site sewage disposal system, you will need to submit a copy of the as-built drawing of the system and/or a permit to discharge. We will also require a copy of the latest septic tank pump out (pump out date must not be more than 12 months old)

Please list the current use of the salon space \_\_\_\_\_

If your proposal for a cosmetology establishment constitutes a change of use per Section 19-13-B100(a) of the CT Public Health Code, then a review of the discharge capacity of the existing sewage disposal system will be required by the ESDHD. Please consult with the ESDHD on whether your proposal constitutes a change of use.

We require that, to the best of your ability, your establishment discharge liquid wastes in accordance with the most up to date recommendations of best practices as outlined in the document: **Best Management Practices for the Protection of Ground Water, printed by the Connecticut Dept. of Environmental Protection. (Copies available at ESDHD office)**

**3. Sinks**

All sinks must be of sound construction and the surfaces must be non-porous and easily cleanable. **Each type of fixture below must be a dedicated sink for that purpose only.**

Sinks nonporous and easily cleanable?    Y\_\_\_    N\_\_\_

- a. *Utility/All Purpose* – Convenient & Accessible for proper cleaning of surfaces & equipment, dedicated use.

Sink Provided            Y\_\_\_    N\_\_\_

- b. *Mop Sink* – Proper mop water disposal area. Mops must be hung to dry, dedicated use.

Sink Provided            Y\_\_\_    N\_\_\_

- c. *Hair Washing Sinks* – All wands and extensions must have backsiphon prevention devices, dedicated use.

Number of Sinks\_\_\_                    Backsiphon Prevention Devices?            Y\_\_\_    N\_\_\_

- d. *Pedicure Stations* – Must have backsiphon prevention device, dedicated use.

Number of Stations\_\_\_                    Backflow Prevention Device?    Y\_\_\_    N\_\_\_

**4. Handwashing & Toilet Facilities**

At least one handwash sink must be convenient & accessible to each private room & work area. If you are unsure about this requirement, ask your ESDHD inspector.

\_\_\_ Number of workstations    \_\_\_ Number of handwash sinks

Each handwash sink equipped with pump soap and single use hand towels?    Y\_\_\_    N\_\_\_

**Toilet Facilities must be in compliance with all applicable State & Local Codes & Regulations. Please consult with your local building official.**

\_\_\_ Number of Bathrooms

\_\_\_ Adequate Pump Soap, Paper Towels & Covered Receptacle per bathroom?

Doors Self-Closing?    Y\_\_\_    N\_\_\_    Adequate exhaust ventilation?    Y\_\_\_    N\_\_\_

**5. Garbage Disposal**

Tightly covered containers must be supplied for workstations, toilet rooms, and exterior storage areas.

Solid waste disposal:

\_\_\_ Dumpster    \_\_\_ Garbage cans    \_\_\_ pick up frequency/week

**6. Floors, Walls, Ceilings**

All walls and floors must be durable, impervious and easily cleanable and preferably of light color. No carpeting is allowed in work/treatment areas. Carpeting used in non-workspace areas must be of commercial grade.

**Floor Material:**    \_\_\_ Bathroom    \_\_\_ Utility/Storage Areas  
                             \_\_\_ Work Areas    \_\_\_ Waiting Areas

**Wall Materials:**    \_\_\_ Bathroom    \_\_\_ Utility/Storage Areas  
                             \_\_\_ Work Areas    \_\_\_ Waiting Areas

**Ceiling Material:** \_\_\_\_\_

**7. Lighting**

Adequate Lighting provided in all work areas?    Y\_\_\_    N\_\_\_

**8. Ventilation**

Ventilation must be capable of effectively removing excess heat, vapors & odors. External discharge of vented air must not create a nuisance condition to anyone outside of the premises. Vapor Barrier must be installed to a height of the full partition in establishments that share walls with an adjacent use. The local building official must approve the adequacy of exhaust ventilation.

Adequate Ventilation?    Y\_\_\_    N\_\_\_

9. **Storage/Laundry Facilities**

All laundered items must be properly disinfected. Clothes dryers must be adequately exhaust vented to the exterior, and in compliance with building and fire codes.

On-site laundry  Off-site laundry service

Type of Disinfection: \_\_\_\_\_ Colors \_\_\_\_\_ Whites

Clothes dryer on premises properly exhaust vented? Y\_\_\_\_ N\_\_\_\_

Linen Storage

Covered bin for soiled linens  Cabinet for clean linens

Proper storage for:  Cleaning Supplies  Chemical/Sanitizer Storage

Service Item/Equipment  First Aid Kit Provided

10. **Utensils/Equipment Handling**

All equipment and general areas must be cleaned on a regular basis, and be free of visible dirt, hair, clippings etc. This includes all floors, counters, drawers, bathroom fixtures, sinks, cabinets, tables, chairs, containers, etc. A written cleaning schedule should be strictly adhered to and enforced by the management. The cleaning schedule should be made available to the cosmetology inspector upon request. Multi-use utensils, once disinfected between uses, should be properly stored to prevent contamination during storage.

11. **Personnel, Licensed Professionals**

Professional licensing: All individuals performing barbering, hairdressing or cosmetology services must be in possession of a valid license from the State of Connecticut. The State of Connecticut passed public act 04-221 in 2004, which suspends the requirement for technicians performing pedicures to be a licensed individual, however that individual must be working under the supervision of a licensed professional. Permanent make-up constitutes a form of body tattoo. In order to perform this service, technicians must meet specific physician oversight requirements outlined in Connecticut General Statute section 19a-92a-1.

In addition to performing facials, eyebrow arching, manicuring fingernails and braiding hair, unlicensed persons may, for cosmetic purposes only, trim, file, and paint healthy toenails, **excluding** cutting nailbeds, corns and calluses or other medical treatment involving the foot or ankle.

Number of licensed Hairdressers, Barbers, or cosmeticians employed \_\_\_\_\_

(Provide the ESDHD with photocopies of valid and current CT licenses)

Establishment permit: A valid permit to operate, issued by the ESDHD, per local ordinance, must be prominently displayed within the establishment.

Independent operators who are not employees of a salon or shop must individually obtain a permit from the health district. Permits are not transferable from person to person or from location to location. For more information, contact your cosmetology inspector at the health district.

**12. Sanitizing/Disinfection/Procedures**

Specify products and procedures for sanitizing or disinfecting the following equipment:

Hairdressing  
Combs and Brushes \_\_\_\_\_  
Scissors \_\_\_\_\_  
Clippers \_\_\_\_\_

Manicure  
Nippers/Metal Implements \_\_\_\_\_  
Files/Buffering Blocks \_\_\_\_\_  
Tables/Handrests \_\_\_\_\_

Pedicure  
Clippers/Metal Implements \_\_\_\_\_  
Files/Buffering Blocks \_\_\_\_\_  
Spa/Water Baths \_\_\_\_\_

Waxing  
Tweezers/Metal Implements \_\_\_\_\_

**13. Work Stations**

The spatial arrangement of each work station must adhere to the following minimum standards: At least sixty (60) inches apart center to center, minimum thirty-six (36) inches from the wall. Two (2) foot wide work space behind chair for operator. Three (3) foot wide aisles separate and distinct from workstation space must be maintained at all times. Mobile workstations must comply with spatial requirements of fixed equipment. No equipment should be located in waiting rooms or aisle space.

\_\_\_ Number of Chairs

**14. Fixed Equipment Specification List**

All cabinetry, drawers and shelving shall be of durable easily cleaned and washable material.

Fixed equipment details: Provided \_\_\_\_\_ Not Provided \_\_\_\_\_

Work counters must be smooth, durable, nonporous and easily cleanable.

**15. Cleaning Equipment Storage**

Dedicated storage area for Mops and Brooms and cleaning chemicals.

Cleaning equipment storage area provided: \_\_\_\_\_ Yes \_\_\_\_\_ No

**16. Waiting Area**

All customer/client waiting areas must be shown on plan. No hairdryers shall be placed in any waiting room.

\_\_\_ Provided  
\_\_\_ Not Provided

17. **Employee Lounge Area**

Designated for storage of personal items, clothing, food consumption.

Provided  
 Not Provided

18. **Foods and Beverages**

Provided  
 Not Provided

Type of service provided \_\_\_\_\_

If the serving of any food or beverages is planned for the establishment, you should immediately consult with your cosmetology inspector for any additional health requirements.

19. **Barbershops/Hairdressing and/or Cosmetology Shop in Residence**

A barbershop or hairdressing and/or cosmetology practice located in a residence must be separated from the residence with ceiling high partitions and provided with a door to be closed at all times.

Separation:  Yes  No

The area within a home operated as a barbershop or hairdressing and/or cosmetology shop must fully comply with all codes and ordinances as required of any commercial establishment.

7/09