



**Secretary of State
Office of Professional Regulation**

**TATTOO AND BODY PIERCING
Application Instructions for Tattoo and Body Piercing Shops**

1. Complete Online Application and Pay Application Fee (Non-Refundable Processing Fee)
2. Submit a floor plan.
 - a. Draw the floor plan of your shop. Include dimensions of all rooms and areas of the shop.
Give the scale, for example ½ inch equals one foot.
 - b. Label the floor plan with your name.
 - c. Name of the shop.
 - d. Label the Type of shop.
 - e. Keep a copy of the floor plan on the premises;
3. Submit a copy of Trade Name Registration.

NOTES

Your shop cannot be registered or opened without an inspection. An inspector will contact you to schedule an inspection.