



**Secretary of State
Office of Professional Regulation**

**TATTOO AND BODY PIERCING SHOPS
Instructions for Change in Shop Location**

Your new location MAY NOT open for business until your shop has been updated by OPR.

CHANGE IN LOCATION:

Change in location applies to shops which are moving and the owner and name of the Shop are the same. This does NOT include shops that are changing ownership or have had a name change. Those changes require a new application.

The new location must submit the following items listed below using the “update license” feature of your online dashboard for the existing shop.

1. Upload a written explanation of the change with the shops new physical address.
2. A new detailed scaled drawing (on 8 ½ by 11inch paper) of your shop’s floor plan. Your floor plan drawing must include your shop’s name, owner’s name, type(s) of services to be offered at this shop, dimensions of all rooms, location of stations, access, restroom facilities, storage areas, etc. You must indicate the scale used for your drawing (e.g., ½ inch equals one foot). Keep one copy of your floor plan on the premises for the inspector.
3. Upload a copy of your registration of the Name of Your Business (i.e., Trade Name; Certificate of Incorporation, Vermont domestic Corporation; Certificate of Authority, foreign non-Vermont; Partnership, or LLC). **Trade name must match the name that was submitted with the application.** This can be obtained from the Corporations Division Office of the Secretary of State. Telephone number (802) 828-2386 or <https://bizfilings.vermont.gov/online/BusinessInquire/>
4. **Complete an OPR inspection.** Once the above items are received, you will be contacted by an OPR inspector. Your new location cannot open until it has been inspected.