



City of West Haven Health Department  
355 Main Street  
West Haven, CT 06516

## **COSMETOLOGY ESTABLISHMENT PLAN REVIEW APPLICATION AND GUIDELINES**

All new and existing Cosmetology Shops performing alteration and/or renovation/remodeling must complete the Health Department plan review process, which includes approval of the layout and equipment.

The following documents and materials must be submitted in order to obtain Health Department approval for new construction, remodeling/renovation, alteration and change of ownership and must be approved by the Health Department prior to the start of any construction:

### **Step 1: Submit Floor Plan**

Include the following:

1. One copy of the entire establishment layout drawn to scale (1/4" = 1 foot). Architectural drawings are not usually required; however, the plans must be of professional rendering.
- The floor plan must contain the location of the work stations, shampoo sinks, hand sink (in each work area and treatment room), utility sink(chemical sink), counters, storage areas, toilet facilities, fixtures, cabinets, waiting areas and mop sink in the establishment.
  - A numbered equipment schedule list on prints. The manufacturers' specification sheets, numbered to correspond to the equipment schedule for all equipment. The plan must contain the finish schedule for the floors, walls and ceilings including the description.
  - Ventilation must exhaust to outside and not impact adjoining units/ businesses or community.
  - Proposed list of services to be offered
  - Applicable Professional Licenses from the State of Connecticut.
  - Written Procedure for cleaning and sanitizing implements and equipment
  - Linen service information
  - Garbage contract information

**Any** proposed changes in the design layout or equipment must be approved by the Health Department prior to making the changes during construction.

**An incomplete application may delay the plan approval process.**

### **Step 2: Plan Review Process**

All submitted plans will be reviewed within 10 days of submission.

### **Step 3: Plan Approval Process**

- The health department will sign off on the Building Permit Application when **Step 1** is completed and approved.
- The applicant will be notified when the plans have been approved.

### **Step 4: Construction**

Ensure that all contractors and subcontractors, including plumbing, HVAC and electrical, are licensed.

### **Step 5: Inspections**

Obtain signatures and inspections from all applicable departments including Building, Fire Marshal, Tax Assessor, and Planning and Zoning prior to contacting the Health Department for an inspection. WHHD requires a minimum of 3 business days notice to schedule an inspection. Though we will attempt to accommodate your schedule, please call early to avoid scheduling conflicts and time for re-inspection, if necessary. Please call **203-937-3660** to schedule the inspection.

Once approval is made from the pre-licensing inspection, an application to operate a cosmetology establishment must be completed and submitted with a permit/license fees to be able to open for business.

Below is a list of city departments which must be contacted prior to opening.

#### **West Haven Fire Marshals**

**Allingtown-** (203) 933-2541

**West Shore FD** (203) 933-8420

**West Haven 1<sup>st</sup> / Fire District** (203) 937-3710

#### **City Departments**

**Health Department** (203) 937-3660

**Planning & Zoning** (203) 937-3580

**Building Department** (203) 937-3590

**Assessor:** (203) 937-3515

**Tax Collector:** (203) 937-3525

**Water Pollution Control Authority** (203) 937-3637

**COSMETOLOGY ESTABLISHMENT PLAN REVIEW APPLICATION**

**FEE: \$100**

Date Submitted: \_\_\_\_\_

Type of Application: New Establishment \_\_\_\_\_ Remodel \_\_\_\_\_ Change of Owner \_\_\_\_\_

Establishment Name: \_\_\_\_\_

Establishment Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Establishment Phone: \_\_\_\_\_ Establishment Fax: \_\_\_\_\_

Name of Operator (Owner) \_\_\_\_\_

Owner's Home Address: \_\_\_\_\_ Phone \_\_\_\_\_

E- Mail Address: \_\_\_\_\_

Manager's Name \_\_\_\_\_

Name of Contact for Plans: \_\_\_\_\_

Person filling out this application \_\_\_\_\_

Title: \_\_\_\_\_

Contact Phone \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

**Type of Business:**

Barbershop  Cosmetology Salon  Hairdressing Salon  Nail Salon

Eyelash Studio  Esthetician  Braiding  Facial  Other: \_\_\_\_\_

Sanitarian in charge of plan review \_\_\_\_\_

Date Paid: \_\_\_\_\_ Date Plan Approved: \_\_\_\_\_

Sanitarian Signature \_\_\_\_\_

## **Guidelines for the Establishment of Hair, Nails, Cosmetology Shop, Barbershop, Estheticians and Eyelash Technicians**

### **Section I. Equipment and Facilities**

#### **Water Supply**

A water supply must be from an approved source and shall provide hot and cold running water for public use, for the cleanliness of employees, and for washing floors, walls, ceilings, and equipment. Hot water at any faucet shall not exceed 110 degrees F.

#### **Toilet Facilities**

Adequate toilet facilities and hand wash sinks must be provided for employees. One unisex toilet may be provided within the facility unless that is services that require the use of two separate toilet facilities. Fixtures must be kept clean and in good working order.

**Locker/Dressing Rooms:** Locker and dressing rooms may be required for males and females depending on the services provided and the layout of the facility.

#### **Plumbing Fixtures**

Plumbing fixtures shall be of impervious material, capable of being cleaned and free of cracks, and of the type that does not constitute a hazard to the public water supply through back siphonage or cross connection. All plumbing installation and fixtures shall conform to applicable building and plumbing codes.

**Waste Disposal:** Waste water from all plumbing fixtures shall be discharged into sanitary sewers where available. Otherwise, suitable facilities shall be installed for the absorption of the wastes by the soil in subsurface sewage disposal systems in accordance with provisions of the Public Health Code of the State of Connecticut.

#### **Floors, Walls, Ceilings, Fixtures, and Counter Surfaces**

Floors shall be nonporous and of such construction as to be easily cleaned. Floors where tinting or shampooing are done, or where chemicals for bleaching hair are used, shall have hard and washable surfaces. Floors shall be kept clean and in good repair. If carpeting or similar material is used for floor covering, it shall be of a light color with a single loop pile of not more than one-fourth (1/4) inch in height. Such floor covering shall be kept clean by vacuuming at least daily and shampooing at least once annually and more frequently if the covering is not clean. Walls shall be kept in good repair at all times. In areas around sinks, walls shall be moisture proof. Counter surfaces shall be covered with smooth, non-porous material, which can be kept clean, and in good repair.

#### **Sinks**

Hand sinks must be readily accessible in procedure areas. Janitorial sink(s) must be provided when necessary for cleaning, disinfecting and sanitizing equipment.

#### **Appliances, Equipment, and Instruments**

All appliances must be commercial grade, in good repair, and kept in a clean and sanitary condition. They must be used according to manufacturer's guidelines and/or specifications. Cleaning procedures shall be written and made available for all appliances. Cleaning procedures shall be written and made available for each piece of equipment. Only equipment needed for the operation of

the establishment shall be kept on the premises. Disposable instruments shall be used when available. Non-disposal instruments shall be cleaned and disinfected.

### **Facility Location / Space**

Each facility space and location must be approved by the following Town Departments: Planning and Zoning, Building, Fire, as well as any other applicable Town agencies as directed by the Director of Health.

### **Cabinets/Storage/Supplies**

Adequate space shall be provided for the storage of supplies (e.g. clean linen, towels, blankets, and gowns). All supplies shall be kept clean and protected from contamination. Fitted doors shall be equipped on all cabinets to protect supplies from dust and dirt or supplies must be kept in closed containers.

### **Lighting, Ventilation and Electrical Outlets**

Lighting fixtures and electrical outlets shall be sufficient in number to support adequate illumination and electrical supply throughout the facility. The facility shall be properly and adequately ventilated so as to remove excess heat and odors. Salon ventilation shall comply with state and local building codes and ordinances.

### **Receptacles**

A covered receptacle shall be provided and regularly emptied and cleaned.

### **Refuse Storage.**

An adequate number of covered containers must be provided for waste material. Refuse area shall be kept clean at all times. Refuse must be picked up frequently, so as to prevent overflow, odors, and vermin.

## **Section II. Maintenance and Operations**

### **General Cleanliness**

The licensed owner of everybody care facility shall be responsible for keeping the premises in a clean and sanitary condition at all times. All equipment and facilities within the establishment shall be properly maintained and kept clean at all times.

### **Linens/Towels**

Linens and towels must be cleaned and sanitized after each use. Otherwise, disposable onetime use cloths can be used.

### **Hand Washing**

Adequate and conveniently located hand washing facilities shall be provided with hot and cold running water, a sanitary soap dispenser, and service towels for customers and employees. Hand washing shall be performed before, during and after service to each customer. Liquid soap and paper towels shall be provided for at each hand sink. The use of bar soap and shared linen towels for hand washing is not allowed.

### **Food and Beverages**

Food and beverages are not to be prepared, stored, or sold on the premises unless the Department licenses the facility for Food Service. Coffee and tea may be prepared and kept for the convenience of employees and patrons, but no charge is to be made to patrons who are served.

### **Animals, Pets or Live Birds**

No animals, pets or live birds shall be kept in any barbershop, hairdressing and or cosmetology shop. This prohibition does not apply to trained guide dogs for the disable, sightless or hearing impaired.

### **Facility Space**

The facility space shall be constructed and limited to the services listed in the application. Sleeping on the commercial premises is prohibited. A barbershop or hairdressing and/or cosmetology shop located in a residence must be confined to a separate room, separated with ceiling-high partitions and provided with a door to be closed at all times. The area within a home operated as a body care facility must be equipped with the same facilities and instruments required in such establishments.

### **Personal Belongings**

Personal belongings of each employee may be kept on the premises in a cabinet or locker designed for employee use only. Personal belonging such as shoes, clothing, and accessories may not be kept on counter tops or in cabinets where supplies and equipment are stored.

### **Section III. Practitioners or Technicians**

No person known to be affected with any communicable disease in an infectious stage shall engage in body care of a patron and no person affected shall be employed as a practitioner or technician.

### **Section IV.**

**General Establishment Standards In addition to the guidelines listed above for all Body Care establishment including those offering barbering, hairdressing, nail, braiding and cosmetology must comply with the following additional standards.**

### **Sinks**

A hand sink must be located in each work area and in each treatment room. A utility sink and a mop sink must be provided in every establishment.

### **Floors**

Floors where tinting and shampooing are done, or where chemicals for bleaching hair are used, shall have hard and washable surfaces.

### **Ventilation**

The shop shall be properly and adequately ventilated so as to remove excess heat and odors. Salon ventilation shall comply with state and local building codes and ordinances.

### **Workstations**

- (1) All products not stored in the original container must be clearly labeled at all stations.
- (2) A container with a sufficient amount of disinfectant, such as Barbicide, shall be located within easy access of all nail and pedicure stations. Hair salons must keep a container of disinfectant for brushes or combs at their stations or near the utility sink.

### **Cleanliness**

No hair droppings shall be allowed to accumulate on floors. Hair droppings shall be removed as soon as possible.

## **Sanitary Services**

A sanitary or paper strip or clean towel shall be placed completely around the neck of each customer before an apron or other protective device is fastened around the neck. Clean towels shall be delivered in closed container and kept in a clean, closed cabinet or closet. A sanitizing agent shall be used when washing towels and linens on the premises.

## **Sanitation of Equipment and Instruments**

Hair brushes, combs and all other instruments used on a customer shall be kept clean and sanitary at all times and shall undergo a thorough cleansing and sanitizing after serving each customer or single-service disposable implements shall be used. Cleansed and sanitized instruments shall be stored in sanitary-covered containers which shall contain a disinfectant, or in a clean drawer. After handling a customer affected with an eruption or whose skin is broken out or is inflamed or contains pus, the instruments shall be effectively cleaned, washed with soap or a detergent and water, then rinsed with water having a temperature of at least one hundred seventy degrees Fahrenheit (170 degrees F) or allowed to remain for five (5) minutes in alcohol (70%-80%) or some other equally efficient disinfectant or sanitizing process. Shaker-top containers must be provided for dispensing lotions and powders. Single-service

## **Detachable Head-Type (Sanitary Design)**

Detach blades. Clean thoroughly. Immerse in effective sanitizer for required time.

## **Non-detachable Head-Type:**

Place covered shallow glass jar at work shelf opposite every barber chair. After use, brush out excess hair and grease; wipe cutting blades clean. Immerse blade in combination lubricant-sanitizer, run clipper while immersed for ten (10) seconds. Remove clipper and allow blades to drain ten (blades clean with a fresh disposable tissue.10) minutes on a clean towel or tissue, preferable in a cabinet reserved for tools already in use.

## **Foot Spas- Sanitizing pedicure basins even when using plastic liners.**

After each customer, the pedicure basins shall be cleaned in the following manner:

- (1) Remove screen and all debris trapped behind screen (each establishment must have the proper tool to remove the screen).
- (2) Scrub screen with a brush using warm water and detergent or soap, then immerse screen in an EPA approved disinfectant with demonstrated bactericidal, fungicidal and virucidal activity.
- (3) Wash and scrub pedicure basin with warm water and detergent or soap; then rinse.
- (4) Fill pedicure bowl with warm water and add two (2) ounces of Barbicide for each gallon of water that the pedicure bowl holds, or one (1) teaspoon 5.25% bleach per gallon of water. Example: 3 gallons of water + 6 ounces of Barbicide.
- (5) Turn on pedicure whirlpool jets.
- (6) Let whirlpool jets run for a minimum of ten (10) minutes.
- (7) Then drain water for the next customer to use.

## **RECOMMENDED SANITIZERS**

The following chemical methods constitute satisfactory sanitization of implements. No method is considered effective without prior thorough cleaning with detergent (soap, trisodium phosphate, etc.). The disinfectant must be hospital grade

1. Quaternary ammonium compounds 1:16 dilution x 10 min. Ex. Barbicide
2. Alcohol (3 minutes) 70% alcohol or 99% isopropyl 20-30 minutes
3. Lubricant sanitizer (10 second contact time, 10 minute drain time) Recommended for electric clippers.
4. Bleach 1:10 dilution x 10 min. or ¼ cup per gal. of water
5. Lysol, compound cresol solution, phenol compound (5% solution for 3 minutes or 2% solution for 10 minutes)
6. Anti-microbial additive (see manufacturer's instructions)
7. Boiling water (5 minutes)
8. Autoclave (see manufacturer's instructions)

## **Prohibited Equipment and Products**

- A lancet or any other device used to break the skin.
- A razor blade (Credo blade) callous shaver.
- Shaving brushes, shaving mugs, and brush neck dusters.
- Any substance banned by the Food and Drug Administration, including liquid methyl methacrylate monomer (MMA) and methylene chloride.
- Ultraviolet disinfection.
- Formalin sanitizers.

**Please review this document along with the West Haven Health Department Ordinance Chapter 79 as well for Barbershop, Hair and Nail Salons and Cosmetology Shops.**