STATE BOARD OF COSMETOLOGY

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2601 North Third Street
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SALON CHANGE APPLICATION

Instructions and Requirements

PLEASE NOTE: this application is active for six months from the date of receipt in the Board office. If the application has not been successfully processed by that time, it will be necessary to re-apply with a new fee.

This application is used ONLY for making changes to an existing salon (full service or limited license service) remaining at the same physical location. For initial licensure of a salon, change of physical location or a complete change of ownership, you must complete and submit application 45-CB100.

PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS. AN INCOMPLETE OR INCORRECT APPLICATION OR APPLICATIONS PRESENTED TO THE BOARD FOR CONSIDERATION OF A VARIANCE WILL DELAY THE LICENSURE OF YOUR SALON. IF A VARIANCE IS BEING REQUESTED, INCLUDE A SKETCH OF YOUR SALON AND AN EXPLANATION FOR THE VARIANCE YOU ARE REQUESTING.

YOU MUST KEEP A COPY OF THIS APPLICATION AND ALL ATTACHMENTS SUBMITTED WITH YOUR APPLICATION, TO INCLUDE THE SALON LICENSE IF APPLICABLE.

YOU MUST ALLOW AT LEAST FOUR WEEKS FOR PROCESSING.

1. **You MUST attach your current salon license to this application.**
If the license is not available, you must provide a signed statement from the current owner indicating the license number of the salon and the reason why the salon license is not available to return. **Exception: If changing square footage only, the license should not be returned.** ***(Until you receive your permanent license reflecting the change(s), you should display a COPY of your existing salon license with a copy of this completed application in your salon)***

2. **FEE:**
Include the required fee as shown. If an inspection is required as a result of your change, the required fee due is $55.00. For changes not requiring an inspection, the fee is $15.00. If making multiple changes, submit only one fee in the highest amount for the changes you are making. For example, if you are changing trade name ($15.00 fee required) and at the same time, changing square footage, ($55.00 fee required), submit ONLY the $55.00 fee.

Make your check or money order payable to "Commonwealth of PA". DO NOT SEND CASH! The required fee is a processing fee only and is required regardless of the issuance of a license.

A processing fee of $20.00 will be assessed for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.

3. **APPROPRIATE LICENSEE REQUIRED:**
To be given the authority to practice, a salon must be ready to operate at the time of inspection. This includes the requirement that each salon must have at least one licensee who is either an owner or employee of the salon licensed to perform the services specific to the type of salon license to be issued. For example, a cosmetology salon requires a cosmetologist licensee (barbers may also work with cosmetologists), a nail technology salon requires a cosmetologist or nail technician licensee, and an esthetician salon requires a cosmetologist or esthetician licensee. Without an appropriate licensee, authority to practice at the time of inspection cannot be provided and a re-inspection will be necessary to determine compliance.

4. **SALON ADDRESS:**
Licenses must be issued to the salon's physical address. Licenses will not be issued solely to a post office box number; however, a post office box number may be included along with the physical location. The post office box number must be from the same post office area of the salon location.

5. **SALON MANAGEMENT:**
Every cosmetology, esthetician and nail technician salon owner must designate a licensed person in charge of the salon in the owner's absence. This person must be appropriately licensed by the Cosmetology Board. The name of the owner or designated licensed person in charge must be posted in a conspicuous place in the salon. The owner or designated licensed person in charge of the salon must be readily available during regular business hours to bureau inspectors.

6. **SALON LAVATORY REQUIREMENT:**
The Board regulation at 49 PA Code §7.79 requires that all salons have adequate lavatories on the premises. The Board has interpreted this regulation to require that the lavatory must be located within the square footage of the salon and exclusively for the use of salon patrons. This requirement applies to all salons, including existing salons changing ownership or existing salons changing location. If the lavatory is not located within the square footage of the salon, you may request a lavatory variance. The Board will consider any reasonable variance request. For information on requesting a variance, refer to INSTRUCTION "How to Request Variance."

7. **SALON SPACE REQUIREMENTS:**
If a salon does not meet the minimum space requirements, a space variance may be requested. The Board will consider any reasonable variance request. For information on requesting a variance, refer to INSTRUCTION "How to Request Variance." ***All salons must be separated from any other businesses by permanent walls or partitions and the entire salon area must be adjoining.***

MINIMUM WIDTH REQUIREMENT FOR ALL SALONS = 10 FEET

NUMBER OF LICENSEES:	1	2	3	4	5	6	7	8	9	10	11	12
REQUIRED SQUARE FEET:	180	240	300	360	420	480	540	600	660	720	780	840

For each additional licensee, an additional 60 square feet is required.

8. **ZONING:**
You are not required to submit zoning approval with this application; however, you should check with the zoning board in your area to be sure you are permitted to operate your salon. Zoning approval is a matter between you and your zoning board.

9. **CORPORATE APPLICANTS:**
If applicant is a corporation, include a copy of the certificate of incorporation from the Pennsylvania Corporation Bureau. Be sure that the corporation is authorized to conduct business within Pennsylvania. To register the corporation, contact the Pennsylvania Corporation Bureau at 717-787-1057.

10. **FICTITIOUS NAME (TRADE NAME) REGISTRATION:**
If you will be using a first name or any other name than your own last name (surname), it would be considered a fictitious name and should be registered with the Corporation Bureau as a fictitious name. You may contact the Corporation Bureau at 717-787-1057. While the proof of registration of a fictitious name need not be submitted with this application, it is the salon owner's responsibility to ensure that a fictitious name is properly registered.

11. HOW TO REQUEST A LAVATORY OR SPACE VARIANCE:

If your salon does not comply with the required width or total square footage, or if the lavatory is not located within the salons square footage or is not exclusively for use of the salon patrons, you may request a variance. To request a variance, you must:

- **A.** A written request for a variance – please explain why you are requesting the variance and the particular information requested below.
- **B.** The sketch must be on 8½ " x 11" paper.
- **C.** For ***Lavatory variance:*** a revised sketch showing the location of the lavatory in relation to your salon. This sketch must include the distance, in feet and inches, to the lavatory.
- **D.** Written directions from the shop to the lavatory. You must identify all rooms through which they must pass.
- **E.** Indicate whether the lavatory is for the exclusive use of salon patrons.
- **F.** If the lavatory is not exclusively for use by the salon patrons, indicate the number of businesses sharing the lavatory, the approximate number of employees and patrons from those businesses who will be using the lavatory on a daily basis and the nature [i.e. type] of business.
- **G.** For ***Space variance*****:** a revised sketch showing the dimensions of your salon for every wall. The sketch should include doors, windows, stations and lavatory.
- **H.** If the salon is to have room(s) exempt from licensure (such as for massage), indicate on a sketch the entire facility and the rooms to be exempt. These areas must have doors that close and are clearly labeled for the public and bureau inspectors.

12. SALON EQUIPMENT REQUIREMENTS:

All salons must meet the following minimum equipment requirements. For each additional licensee, supplies and equipment must be increased so that each licensee can practice in a safe and efficient manner.

COSMETOLOGY SALONS	NAIL TECHNOLOGY SALONS	ESTHETICIAN SALONS
1 adjustable chair	1 chair for use in manicure/pedicure	1 adjustable chair
1 dresserette with mirror	1 manicure table with light, chair & stool	1 dresserette with mirror
1 first aid kit	1 pedicure basin and stand (if applicable)	1 first aid kit
1 dryer or blow dryer	1 first aid kit	1 covered waste container
1 shampoo tray or basin	1 covered waste container	1 closed storage area for soiled linen
12 combs and 12 brushes	1 closed storage area for soiled linen	1 closed towel cabinet for clean linen
1 covered waste container	1 closed towel cabinet for clean linen	1 timer clock
1 container for hair pins or clips	Clean linen	1 wet sterilizer
1 neck strip dispenser	1 wet sterilizer	1 disinfected, dry and covered container for disinfected implements
1 closed storage area for soiled linens	1 disinfected, dry and covered container for disinfected implements	1 magnifying lamp
1 timer clock	Reception area	Reception area
1 closed towel container for clean linen		
1 wet sterilizer	NO RAZOR TOOLS PERMITTED	NO RAZOR TOOLS PERMITTED
1 disinfected, dry and covered container for disinfected implements		
Reception area		

13. DELETING PARTNERS AND MOVING THE SALON:

If any partners are being deleted and the salon is also changing location, a statement from the deleted partner(s) must accompany your application in order for it to be considered a change of location. If you are unable to obtain the signature of the deleted partner(s), you must apply for an initial (new) salon license. Be sure to return the existing current salon license with a notarized statement indicating that you are unable to obtain the required deleted partner(s) signature. ***If applying for initial (new) salon licensure, the salon cannot be open/operating prior to inspection***.

BOARD INTERPRETATIONS

Prohibited vs. Permitted Salon Activities

COSMETOLOGY & ESTHETICIAN SALON ADJUSTABLE CHAIR, NAIL SALON MANICURE/PEDICURE CHAIR & SALON SQUARE FOOTAGE REQUIREMENTS PER LICENSEE:

Section 7.71(a) of the Board's regulations, 49 PA Code §7.71(a), lists equipment and supplies required for a cosmetology salon *(Sections 7.71a(a) and 7.71b(a) list required equipment and supplies for esthetician and nail salons, respectively).* A cosmetology salon must have at least one adjustable chair for one cosmetologist (or the full-time equivalent if several part-time cosmetologists are employed). 49 Pa. Code § 7.71(a)(1). Section 7.71(b) requires that, for each additional cosmetologist, supplies and equipment be increased so that each cosmetologist can render services safely and effectively. This means that if a second cosmetologist and/or full-time equivalent provides services in the salon, another adjustable chair is required.

Section 7/71(a)(1) sets forth a minimum requirement: a salon may not have less than one adjustable chair per full-time cosmetologist. It does not require that one cosmetologist have only one adjustable chair.

Similarly, Section 7.76(a) provides that the floor area of a salon with one licensee (or full-time equivalent) must have a minimum area of 180 square feet with a minimum width of 10 feet. For each additional licensee, an additional area of at least 60 square feet is required. 49 Pa. Code § 7.76(a).

EAR AND BODY PIERCING

Ear piercing is permitted within a licensed salon provided the cost of the earring is the only charge. The service of ear piercing cannot be performed for compensation within a licensed salon.

Body piercing may NOT be performed within the square footage of a licensed salon.

ELECTRONIC GAMES:

Placement of electronic games within a salon is a violation of the Board Regulation at 49 PA Code §7.77, as the purpose of the salon would be changed from providing cosmetology services to providing entertainment.

FIRST AID KIT:

All salons must have a first aid kit. The following minimum materials are recommended:

Antiseptic (swabs or small bottle)
Cotton Balls
Protective plastic or latex gloves
Blood spill containment kit
Hazardous waste bag
Eye wash solution
Burn ointment
Plastic or latex bandage strips Of varying sizes
Sterile gauze pads

HAIR REMOVAL:

Facial and body waxing is permitted within cosmetology and esthetician salons.
Facial and body waxing is NOT permitted within nail technology salons.

Electrology is currently not specifically regulated. However, in order for electrology to be performed within the square footage of a cosmetology or esthetician salon, it must be performed by a licensed cosmetologist or esthetician who has been trained in electrology. If an unlicensed or untrained individual is performing the service, it must be performed outside of the licensed salon's square footage.

The use of lasers for hair removal is considered to be a medical procedure and not the practice of cosmetology.

HAIRWEAVING/HAIR REPLACEMENT/HAIR BRAIDING:

Hairweaving falls within the definition of cosmetology and must be performed within a properly licensed salon by a natural hair braider, cosmetologist or cosmetology teacher.

Artificial strands of hair woven into natural strands also falls under the definition of cosmetology and must be performed by a cosmetology licensee.

When hair is sewn into the scalp or plucked on the scalp, it is considered to be a medical procedure and not the practice of cosmetology.

Hair braiding requires licensure as a natural hair braider, cosmetologist or cosmetology teacher and must be conducted within or through a licensed salon.

NAIL TECHNOLOGY ACTIVITIES:

Nail sculpturing and pedicuring fall within the definition of manicuring and must be performed by a licensed nail technician or cosmetologist within or through a licensed cosmetology or nail technology salon.

Nail polish changes and nail art (air brushing) are manicuring activities that must be performed by a licensed nail technician or cosmetologist within a licensed cosmetology or nail technology salon.

Manicuring does NOT include the removal of corns and calluses, but does include the removal of thin, dry skin for cosmetic purposes with a pumice stone or similar non-metal instrument. NO RAZOR TOOLS ARE PERMITTED – this is the practice of Podiatry.

NAIL ENHANCEMENT PRODUCTS (METHYL METHACRYLATE *AKA MMA*)

Licensee use or possession of nail enhancement products containing methyl methacrylate or similar like harmful chemicals is prohibited. Any such use or possession will be considered gross incompetence and/or unethical practice subject to prosecution under the Beauty Culture Law.

MASSAGES:

Cosmetology salons may provide massage services to the scalp, face, arms, hands and upper body. In addition, since cosmetology includes manicuring the nails on the hands and feet, massaging of the feet is also permitted.

Massaging of the legs or of the body is NOT permitted within a salon's licensed square footage. Space set aside, separated by permanent walls and not licensed as part of the salon's square footage, may contain full massage services, including service to the legs.

MICRODERMABRASION:

Microdermabrasion is currently not regulated. The Board plans to propose regulations for advanced aesthetic procedures such as microdermabrasion.

PERMANENT MAKE-UP:

The practice of applying permanent make-up (tattooing) is beyond the scope of a cosmetologist, esthetician or nail technician license. This service may NOT be performed within the square footage of any licensed salon or by virtue of a license.

PETS IN SALONS:

The Beauty Culture Law and the Board's regulations do not prohibit pets from being in salons provided they are kept in a sanitary condition.

RENTAL OF BOOTH SPACE:

The rental of booth space (i.e., chair leasing, subcontracting, independent contracting) within a licensed cosmetology salon is prohibited. A licensee must be employed by the salon and is considered an employee only if taxes are collected by the employer. An employer who does not collect taxes is renting booth space.

SELLING OF RETAIL ITEMS:

The State Board of Cosmetology has interpreted its sanitary rules and regulations to permit salons to sell any retail items not otherwise prohibited by law and to prohibit the preparation of food for clients other than coffee and tea in the salon.

SERVICES RENDERED OUTSIDE OF THE SALON:

A cosmetologist, with the permission of his employing salon, may render services to persons at their residences and to persons confined to institutions due to illness, imprisonment, old age or similar circumstances.

A licensee who renders such services must maintain complete records at his employing salon for each service rendered outside the salon, including the date, time, place and fee charged. The record of services must be considered a part of the salon records.

SHAMPOO PERSON:

An unlicensed individual employed by the salon as a shampoo person may perform the following functions:

- Apply and rinse out shampoo and conditioners
- Remove rollers and clips
- Rinse off color and perm solutions
- Any other activities that would not fall under a licensing requirement, such as receptionist duties, clean up duties, selling of retail items, etc.

An unlicensed individual who is a student at a cosmetology school is not waived from this requirement. A school student is not permitted to acquire student hours in a salon. It is the responsibility of the licensee to supervise all cosmetology services provided by unlicensed persons.

TANNING UNITS:

Tanning units are permitted in salons unless the US Food and Drug Administration or other federal or Commonwealth agency of comparable expertise on matters of public health determines that the use of the particular type of tanning unit in accordance with the manufacturer's instructions presents a risk to the public.

WIGS:

If work is done on the wig alone, the work may be done by any unlicensed person. However, touching a patron's hair, combing a patron's wig or arranging a patron's hair to blend with the wig or hair piece is considered hair dressing and requires a cosmetologist license and must be done within a licensed cosmetology salon.

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CHANGES TO EXISTING SALON APPLICATION

PLEASE NOTE: this application is active for six months from the date of receipt in the Board office. If the application has not been successfully processed by that time, it will be necessary to re-apply with a new fee.

For processing staff use only:
Application Number:
Staff initials:

1. APPLICANT INFORMATION
ALL INFORMATION MUST BE COMPLETED.

Salon owner(s) *(provide all owners names as they appear on the current license)*

Salon Name:
(as shown on current license)

Salon Address:

Street: *Unit or Store #*

City: *State:* **PA** *Zip Code:*

Email:

Salon email contact : ☐ By checking this box I indicate that I prefer to receive notification regarding the salon application processing via email rather than US mail. I will check my email account on a regular basis and I will accept email from ST-Cosmetology@state.pa.us

Salon License Number: ☐☐ ☐☐☐☐☐☐ ☐

Salon Telephone Number: ☐☐☐ ☐☐☐ ☐☐☐☐

2. CHECK ALL APPLICABLE BLOCKS FOR THE CHANGE(S) BEING MADE:

Only checks written in the amount of $5, $15, or $55 will be accepted regardless of the number of changes requested. The higher fee amount takes precedence.

☐ **POST OFFICE CHANGE OF ADDRESS - $5.00 FEE**

Attach a letter from the post office verifying that the change of address is the result of a post office change only and that no physical change in location has occurred.

☐ CHANGE OF TRADE NAME - $15.00 FEE (NO INSPECTION REQUIRED)

If you will be using a first name or any name other than your own last name, it would be considered a fictitious trade name and must be registered with the Corporation Bureau. You may contact the Corporation Bureau at 717-787-1057. Proof of registration need not be submitted to the board. You must return the license issued in the previous name. If the license is not available, you must provide a signed statement from the current owner indicating the license number of the salon and the reason why the salon license is not available to return

INDICATE YOUR NEW TRADE NAME →

Have you registered with the Corporation Bureau?

(Refer to INSTRUCTION #9)

☐ CORPORATION CHANGE - $15.00 FEE (NO INSPECTION REQUIRED)

If changing to or from a corporate ownership with the majority of individual owners/officers remaining the same, you may apply for the change on this application. Attach additional pages if necessary. If the majority of owners/officers are changing, apply for an initial (new) salon license application using application #45-CB100.

INDICATE THE CHANGE BEING MADE & INCLUDE THE CORPORATE NAME →

NAME OF CORPORATION	EMPLOYER IDENTIFICATION NUMBER
OFFICERS NAMES & TITLES	OWNERS LICENSE NUMBERS (*IF APPLICABLE*)

☐ ADDING PARTNER(S) - $15.00 FEE (NO INSPECTION REQUIRED)

Provide the name and license number of all added partners. All added partners must sign in the appropriate space below

ADDED PARTNER(S)	LICENSE NUMBERS *(if applicable)*	SIGNATURES

☐ DELETING PARTNER(S) - $15.00 FEE (NO INSPECTION REQUIRED)

Provide the name and license number of all partners to be taken off of the license. All partners to be deleted MUST sign in the appropriate signature area. Without the required signature of the deleted partner(s), this application cannot be processed. (refer to INSTRUCTION #5)

DELETING PARTNER(S)	LICENSE NUMBERS *(if applicable)*	SIGNATURES

☐ CHANGE IN SQUARE FOOTAGE - $55.00 FEE (INSPECTION REQUIRED)

If changing the square footage of your existing salon, you must answer questions A and B below AND provide a detailed written explanation on a separate paper as to what changes are being made to the square footage of the salon. You must provide a before/after sketch of the salon layout indicating the area(s) being changed. Please be specific; you may use colors or solid/dotted lines. If we cannot determine the changes being made, delays in the issuance of your license will occur.

A. Total number of licensees that will be working in the salon at any one time:			
B. Please circle one:	Adding salon space	Deleting salon space	
C. OLD SALON DIMENSIONS: *L x W = Total*	**Length: (X)**	**Width: (=)**	**Total Square Footage:**
D. NEW SALON DIMENSIONS: *L x W = Total*	**Length: (X)**	**Width: (=)**	**Total Square Footage:**

3. MASSAGE STATEMENT (Required)

You must complete this Massage Statement – even if you do not plan to offer any type of massage within your salon. *You MUST also sign and date the Massage Statement.*

By signing below, I indicate that I will adhere to cosmetology law and regulations as to the scope of practice of licensees (Definitions as set forth in Section 1 of the act.)

- There will be no massage services provided in the salon at all.
- There will be no full-body massage services provided within the perimeter of the salon.
- There will be no massage of the legs within the perimeter of the salon.
- Massage to the hands and feet will be done by a licensed nail technician.
- Massage to the scalp, face, shoulders, arms, hands and feet will be done by a licensed cosmetologist.
- Massage to the scalp, face, and shoulders will be done by a licensed esthetician.

☐ Space has been set aside, outside the perimeter of the cosmetology salon, for full massage services including service to the legs and torso. This space is not licensed as a part of the salon square footage and is not regulated by the State Board of Cosmetology. [A full sketch of the establishment including the dimensions of the exempt room(s) is attached with areas clearly marked "exempt".]

Signature of the owner (mandatory) Date

4. OWNER'S OATH

All owners must sign below. If applicant is a corporation, all officers must sign. Use additional pages if necessary.

By signing below, I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. C.S.§4911.

Additionally, I certify that the statements in this application are true and correct to the best of my knowledge, information and belief, and that I am of good moral character. I understand that any false statement made is subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities and may result in the suspension or revocation of my license or certificate.

I further understand that if a bureau inspector determines that I have not correctly answered any questions provided within this application or if my salon does not meet all requirements for licensure, authority to operate will not be given at the time of inspection and I will be responsible for all applicable re-inspection fees.

OWNER/OFFICER SIGNATURE_____ DATE:_____

OWNER/OFFICER SIGNATURE:_____DATE:_____

OWNER/OFFICER SIGNATURE:_____DATE:_____