

**PLAN REVIEW**  
**Salon Establishments**  
**(Barbershop, Hairdressing, Cosmetology, Nail Salons**  
**and Tattoo/Body Piercing Salons)**

**INSTRUCTIONS AND SIGN OFF SHEET**

***Allow a minimum of 10 Business days for review of all submittals***

The plan review process consists of two parts.

**PART 1:** Establishment Information

**Part 2:** Approval of the establishment layout and equipment.

\*Refer to Technical Standards for minimum requirements.

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**PART 1: *Complete the following:***

Type of application: New Establishment\_\_\_\_ Remodel\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Home Address \_\_\_\_\_

Owner's Phone Number \_\_\_\_\_ Cell # \_\_\_\_\_

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

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

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

Anticipated Opening Date \_\_\_\_\_

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

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

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

Form Completed by (Name and Title) \_\_\_\_\_

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

**PART 2: Establishment Lay-out and Equipment:**

1. One (1) copy of the entire facility layout drawn to scale (1/4"= 1 foot). While architectural drawings are not usually required, the plans must be a professional rendering.
  - The floor plan must contain the location of all stations/areas, including toilets, break room, and laundry (as applicable).
  - Projected schedule for completion
  - Surface material for walls and floors
  - Non-slip, non-porous surface required for elevated pedicure stations
2. A complete set of equipment specifications, numbered on the specification sheets to correspond with numbers on the plan. The equipment model numbers must be identified on the specification sheets.
3. All equipment must be commercial grade.
4. Nail Salons: Ventilation must exhaust to outside and not impact adjoining units/business

**This application will be forwarded to Planning & Zoning (203-294-2090) and Building Dept. (203-294-2005) for review and approval. Incomplete applications will be returned to the applicant.**

Construction inspections will be conducted by the Health Dept. as follows:

Inspection 1: Upon completion of floors and equipment installation.

Inspection 2: Upon completion of the establishment, after Fire/Building Dept. inspection and prior to Permit to Operate.

\* Nail Salons: Ventilation/Exhaust tested/operable

Appointments for inspections must be scheduled at least 3 business days in advance. The applicant can request additional site visits at any time during the construction process.

Proposed changes in the design layout or equipment must be approved by the Health Department **prior** to making the changes.