



## Environmental Services

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Environmental Health & Safety Division  
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### Steps to Apply for Tattoo Permit

New tattoo businesses require approval from municipal zoning. Approval must be submitted to our office. Plans are required by municipal building inspections if structural, electrical or plumbing changes are made. **The municipal zoning approval does not apply for renewals or artists starting work in existing tattoo businesses.**

1. Customer creates an account at: [www.wakegov.com/permitportal](http://www.wakegov.com/permitportal). Please see the *How-to Guides* on the left-hand side of the screen. This is only for invoicing. The application is **NOT** available on the Permit Portal.
2. Customer can print or electronically fill out the Tattoo Application and email as an attachment to: [escustomersupport@wakegov.com](mailto:escustomersupport@wakegov.com). Please include a message that the account has been created through the Permit Portal.
3. Once a staff member receives the emailed application, they will create an invoice and the customer should receive an email alert asking to access the account again to make the payment. Due to our new online system, Wake County Permit Portal, we no longer take payments via phone. Customers can create an account in the Wake County Permit Portal to make a payment. The process is as follows:
  - o \$300 for annual permit or;
  - o \$100 for temporary permit tattoo (convention/temporary student/visiting artist no longer than 14 days)
4. First time application and fee must be received at least 30 days prior to start of tattooing - **particularly important for tattoo conventions**
5. Once payment is received, staff will notify the Tattoo Program Coordinator who will assign an inspector. The inspector will contact customer to schedule an appointment.
6. For assistance with registering through the Permit Portal or with making a payment, please contact the Customer Support Center at 919-856-7400 (Option 8).

Customers may choose to pay in our office located at 336 Fayetteville St, Mall Level (need ID to enter building) or mail to: Wake County Environmental Services, PO Box 550, Raleigh, NC 27602, Attn: Environmental Services. We accept cash, credit card, cashier's check or money order. **No personal or business checks.** Please make checks or money orders payable to Wake County.

Visit this website: <http://ehs.ncpublichealth.com/docs/rules/294306-13-3200.pdf> for NC Tattoo Regulations.

The tattoo room must have floors that are washable (no carpet) and a hand sink in the room for artist use only (not a bathroom sink). All supplies and machine(s) should be on site. If using an autoclave, a negative autoclave spore test result is required prior to opening and monthly thereafter. Tattoo artist should be able to answer questions pertaining to the procedure and be familiar with NC Tattoo Regulations. A copy of the customer consent form will be reviewed during the inspection.

#### List of supplies

Customer consent forms (name, address, phone number, date of birth, signature should be included)

Gloves

Apron, lab coat or lap cloth

Inks/pigments

Tattoo machine(s)

Individually packaged sterile needles

Individually packaged sterile stainless tubes or disposable tubes

Ink caps  
 Biohazard/Sharps container  
 Nail Brush and file  
 0% Isopropyl Alcohol  
 Makeup remover wipes (if tattooing eyes)  
 Approved hospital grade disinfectant (listed below)  
 \*Clip cord covers  
 \*Biofilm  
 \*Rubberbands  
 \*Grommets  
 \*Green soap  
 \*Petroleum jelly  
 \*Autoclave (if not using all disposable equipment)  
 \*Negative autoclave test result  
 \*Sterile bandages  
 \*Medical bandage tape

*\* These items may not be needed for permanent makeup/microblading. This list may not be all inclusive.*

**EPA registered hospital grade disinfectants:**

<b><u>EPA Reg #</u></b>	<b><u>Product Name</u></b>
46781-12	CAVICIDE 1 METREX RESEARCH
46781-13	CAVIWIPES 1 METREX RESEARCH
46781-6	CAVICIDE METREX RESEARCH
46781-8	CAVIWIPES METREX RESEARCH
10492-4	DISCIDE ULTRA DISINFECTING TOWELETES PALMERO HEALTH CARE
10492-5	DISCIDE ULTRA DISINFECTING SPRAY PALMERO HEALTH CARE
1677-233	MULTI-PURPOSE DISINFECTANT CLEANER ECOLAB, INC.
34810-35	CLEANCIDE WEXFORD LABS, INC.
34810-36	CLEAN-CIDE WIPES WEXFORD LABS, INC.
37549-1	MICRO-KILL BLEACH GERMICIDAL BLEACH WIPES MEDLINE INDUSTRIES INC
56392-4	CITREX HOSPITAL SPRAY DISINFECTANT CLOROX PROFESSIONAL PRODUCTS
56392-7	DISPATCH HOSPITAL CLEANER DISINFECTANT WITH BLEACH CLOROX PROFESSIONAL PRODUCTS COMPANY
56392-8	DISPATCH HOSPITAL CLEANER DISINFECTANT TOWELS WITH BLEACH CLOROX PROFESSIONAL PRODUCTS COMPANY
5736-104	HOSPITAL DISINFECTANT CLEANER
70385-6	MICROBAN QGC
70144-1	OPTI-CIDE 3 MICRO-SCIENTIFIC, LLC
70144-2	OPTI-CIDE-3 WIPES MICRO-SCIENTIFIC, LLC
70627-60	OXIVIR WIPES DIVERSEY, INC.
9480-4	SANI-CLOTH GERMICIDAL WIPES PROFESSIONAL DISPOSABLES INTERNATIONAL, INC.
9480-5	SANI-CLOTH GERMICIDAL DISPOSABLE CLOTH PROFESSIONAL DISPOSABLES INTERNATIONAL, INC.
9480-6	SANI-CLOTH PLUS GERMICIDAL DISPOSABLE CLOTH PROFESSIONAL DISPOSABLES INTERNATIONAL, INC.
9480-8	PDI SANI-CLOTH BLEACH WIPES PROFESSIONAL DISPOSABLES INTERNATIONAL, INC.
60142-3	VIRAHOL HOSPITAL SURFACE DISINFECTANT TOWELETTE
70627-24	VIREX II/256 DIVERSEY, INC