



## **BODY PIERCING PERMIT PROCESS**

- All Body Piercing Studios are required to obtain a Permit to Operate as such.
- The application process begins with completing a Plan Review and an Application for a Permit to Operate. Please read the below instructions carefully.

### **Plan Review Requirements**

New Construction or Remodeling: Plan reviews are **due at least 45-days prior to construction start date.**

New Establishment - in an existing structure: Plan reviews are **due at least 45-days prior to desired opening date.**

Prior Permitted Establishment with a permit that has been expired for more than 6 months: Plan reviews are **due at least 45-days prior to desired opening date.**

### **Website**

Additional forms mentioned can be found at the following link:

<https://www.jchdww.org/environmental-health/>

## **Body Piercing Plan Review Fee**

**Plan Review Fee: \$200.00** – due with application packet

## **Plan Review Submission - Checklist**

Please use the checklist below to ensure your Plan Review submission is complete.  
Incomplete packages will be returned.

- Download the **Body Piercing Studio Plan Review Application** from our website under Body Piercing & Tattoo.  
  
<https://www.jchdvw.org/environmental-health/>
- Complete** all pages of the Plan Review
- Include** Plan Review Fee of \$200.00 (see page 5 for payment options).
- Submit** all forms to: [Patti.J.Richardson@wv.gov](mailto:Patti.J.Richardson@wv.gov) or see page 5 for other submission options.

## **Application for a Permit to Operate (SG-49)**

You will also need to complete an Application for a Permit to Operate.

### **Permit to Operate Fees**

The Permit fees are separate from the Plan Review fees and are prorated, if needed, for the term remaining in the permit period. The fee for the full term is \$200.00. Once your completed packet has been received, you will receive an emailed invoice with all permit fees that are due. We cannot begin the permitting process until this invoice is paid in full.

### **Permit to Operate (SG-49) Submission -Checklist**

Please use the checklist below to ensure your submission is complete.

- Download the **Body Piercing Studio Permit Application** from our website under Body Piercing & Tattoo.  
<https://www.jchdvw.org/environmental-health/>
- Include** your email address on the form.
- Submit** this form along with your Plan Review Packet.
- Watch your email** for the permit fee(s) invoice. We cannot begin the permitting process until this invoice is paid in full. You may use the Pay Online option once you receive this invoice. (see page 5)

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## Payment Options and Submission

**Check Payments:** Please make checks payable to Jefferson County Health Department and include a phone number on the top of the check. Mail along with your completed packet to the address above or drop in the lock box outside our back door marked Environmental.

**Credit Card Payments:** **There is a 3.99% fee on all credit card payments.**

**Pay Via Form Below:** Complete the credit card section below and email, fax, mail or drop in the lock box outside our back door marked Environmental, along with packet.

**Pay Online:** This option is only available for the permit fee piece, as you will need to input your invoice number. Plan Review fees are due at time of submission.

Visit our website <https://www.jchdvw.org/environmental-health/>

and click on [Pay for PERMITS Online](#)

### **PLEASE NOTE:**

We are unable to accept credit card payments over the phone.

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### **Credit Card Payment:**

**There is a 3.99% fee on all credit card payments.**

Card Holder Name: \_\_\_\_\_

Account # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Amount: \_\_\_\_\_

Signature: \_\_\_\_\_