



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

Nancy R. Rossi
Mayor

Maureen B. Lillis, MPH
Director of Health

February 3, 2020

To: Tattoo Establishment and operators practicing the art of tattooing including permanent make up.

On September 23, 2019 the City of West Haven Health Department finalized the Tattoo Ordinance. The West Haven Health Department is responsible for enforcing the tattoo code and all other federal, state and local laws pertaining to this code.

All existing and new tattoo shops must apply to the West Haven Health Department for a permit by March 31, 2020 and pay a permit fee of \$300. As of March 31, 2020, no person shall operate a tattoo establishment or practice the art of tattooing without a permit from this Department. The license/permit must be renewed every year on or before March 1.

The applicant must submit this information prior to obtaining a permit:

- A floor plan of the establishment drawn in a minimum ¼ inch scale and specification for construction must be submitted along with a tattoo establishment application to this department for approval.
- The plan must include a description and location of work areas and equipment, sinks, counters, storage areas, toilet facilities, fixtures, waiting areas.
- A hand sink must be located at all work stations.
- Manufacturer's specification sheets for all equipment and finish scheduled for all floors, walls and ceilings.
- A current copy of a Connecticut tattoo license.
- A current copy of the tattoo artist blood borne pathogen certificate
- Written procedures for cleaning and sanitizing implements, equipment and utensils at the establishment.
- Application to all applicable departments such as Building, Planning and Zoning, Fire Department and Tax Collector.
- Completion of attached tattoo application with all required signatures on the form from all departments prior to submitting the application to the West Haven Health Department.

355 Main Street, West Haven, Connecticut, 06516
Phone: (203) 937-3660 Fax: (203) 937-3976
www.whhd.org

The West Haven Health Department will inspect and permit all tattoo establishments annually for sanitary conditions. The Director of Health or the authorized representative shall have the authority to enter and inspect any tattoo establishment during usual business hours. If any establishment, upon inspection, is found to be in unsanitary conditions, the Director of Health shall make a written order that such establishment correct the violation within a reasonable time frame.

The Director of Health may revoke the permit/license of any person for serious or repeated violations of the provisions of the code including, but not limited to, critical violations as described in the code.

Any questions pertaining this notice, please call Hillary Lawrence, Chief Sanitarian at 203-937-3660, ext 2047.

Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Maureen B. Lillis, MPH". The signature is written in dark ink and is positioned above the printed name and title.

Maureen B. Lillis, MPH
Director of Health
City of West Haven

Cc: Tattoo ordinance
Permit application