

FOR OFFICE USE ONLY

Signature:

Receipt #:

ID#:

Issue Date:

License #

Rhode Island
Board of Hairdressing and Barbering
Room 104
3 Capitol Hill
Providence, RI 02908-5097

Instructions and Application For

Shop License

- Hair Design Shop
- Manicuring Shop
- Esthetics Shop

FOR OFFICE USE ONLY

License # _____

Name _____

Projected Opening Date: _____

Are you purchasing this salon from another owner? Yes No

If yes, who was the owner? _____

What was the name of the salon? _____

Are you closing a salon and relocating it to a new address? Yes No

If yes, what was the previous address of the salon? _____

Print Shop Name

LICENSURE REQUIREMENTS

- Completed Application with Cover Page - Applications are valid for 1 year from the day they are received at RIDOH. If you are not licensed within the year you must submit a new application.
- Check or money order (preferred), made payable (in U.S. funds only) to the RI General Treasurer Application Fee (\$170.00) attached to the upper left-hand corner of the first (Top) page of the application. FEES ARE NONREFUNDABLE.
- List of services that will be provided in the salon (a form is included in this application for that purpose)
- Supervising (Licensed) Shop Manager (form is included in this application for that purpose)
 - Manager must have been licensed for at least one (1) year immediately prior to submission of this application
 - Supervising Manager shall only be registered to manage one (1) shop at a time
 - Licensed Manicurists may only act as Supervising/Shop Managers at Manicuring Shops
 - Licensed Estheticians may only act as Supervising/Shop Managers at Esthetics Shops
 - Licensed Barbers may only act as Supervising/Shop Managers at Hair Design Shops
 - Licensed Hairdressers may act as Supervising/Shop Managers at **all** shops
- Shop License Compliance Attestation (form is included in this application to be used for that purpose)
- Zoning Letter - must be completed by the city/town building inspector of the city or town where your shop will be located.

If there are going to be independent contractors working in this salon, they will need to submit a Space Rental Application that is separate from this application. This application can be found on our website listed below.

Inspection Information

An inspection of your shop/salon must be conducted before the business license can be issued. These inspections are scheduled by the Department of Health. We will contact you to schedule the inspection.

Once your application is complete with all required documents, the license will be issued and you may open your shop/salon.

Ownership Information

You must provide name(s) and address(es) of the owner of the Shop. You may not operate a cosmetology shop under a previous owner's license. A license cannot be transferred from a previous owner to a new owner at the same location. If you move to a new location, you must re-apply for a new Shop License (You cannot transfer a shop license to another location).

Licensure Information

Please visit the RIDOH website at <http://www.health.ri.gov/licenses> to Verify your license, download Rules and Regulations/Laws for your profession, download licensing forms or obtain our contact information. HEALTH will not, for any reason, accelerate the processing of one applicant at the expense of others.

Name of Hair Salon: _____

Located at: _____

List of Services to be Provided

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

FOR OFFICE USE ONLY

Services Covered by Licenses Held

Checked by _____ Date: _____



Rhode Island Board of Hairdressing and Barbering
Room 104, 3 Capitol Hill
Providence, RI 02908-5097
(401) 222-2828

SUPERVISING/SHOP MANAGER REGISTRATION APPLICATION*

IMPORTANT! Chapter 5-10-15 of the General Laws of Rhode Island states: "...The proprietor of the licensed shop and the manager shall notify the division in writing within ten (10) days upon the termination of employment as the manager of said licensed shop. The license of said shop shall expire forty-five (45) days after the division if so notified by the proprietor if no new manager is registered with the division as the supervising manager of said shop.

I _____, the proprietor or chief executive officer of _____
Name of Shop

located at _____
Street City State Zip Code

do hereby make application with the Division of Professional Regulation to register _____
Manager Name

with the Board of Hairdressing and Barbering as the manager of said shop.

Supervising/Shop Manager Residence and License Information

Name of Manager
Street Address
City State zipCode
Date of Birth Social Security Number
Supervising/Shop Manager's License Number Date Issued
Manager's Home Telephone Number Shop Telephone Number
Shop License Number

Recent Photograph of Supervising/Shop Manager

Securely tape or glue in this square a current 2" x 2" photograph of the shop manager (alone).
Photographs must be recent, passport type photo, clear, front view, full face without a hat or dark glasses.
Full length photos will not be accepted.



Write manager's name on the back of the photograph, and have manager sign below.

Manager's Signature

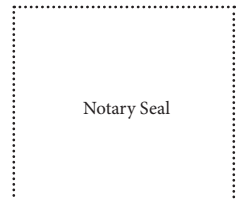
* NOTE: The Supervising/Shop Manager must have been licensed for a period of at least one (1) year prior to the filing of the application for licensure. Licensed Estheticians may only act as Supervising/Shop Managers at Esthetics Shops; Licensed Manicurists may only act as Supervising/Shop Manager at Manicuring Shops; Licensed Barbers may only act as Supervising/Shop Manager at Hair Design Shops; Licensed Hairdressers may act as Supervising/Shop Manager at all shops. Furthermore, the Supervising/Shop Manager shall only be registered to manage one (1) shop at a time. I do solemnly swear (affirm) that I am the proprietor of said shop named in this application, and the photograph attached hereto is a fair likeness of the manager in my employ; that I have made or read the contents thereof, and to the best of my knowledge and belief of the foregoing statements and answers are true in substance and are made in good faith.

Signature of Proprietor

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____, who is personally known to me or has produced _____ as documentation and did / did not take an oath.

Name of Notary (Print, Type or Stamp) Signature of Notary

Notary No./Commission No. Commission Expiration Date (MM/DD/YY)





TO: CITY/TOWN BUILDING INSPECTOR

FROM: RI DEPARTMENT OF HEALTH
OFFICE OF HEALTH PROFESSIONALS REGULATION
BOARD OF HAIRDRESSING AND BARBERING

SUBJECT: ZONING LETTER

The Rhode Island General Laws require that all establishments licensed to practice hairdressing/cosmetic therapy, manicuring, or esthetics meet local zoning law; zoned for business as a Hair Design Shop, Manicuring Shop, or Esthetics Shop.

Please complete the following:

The business establishment located in the city/town of _____
located at _____,
meets the requirements as stated above.

Date

Signature of City/Town Official



Requirements for RIDOH Inspection Compliance 2024

You will be contacted via email to schedule your inspection. Be sure to check all spam and junk folders. All applications take several weeks to process, and all applications are addressed in the order that they are received. This document serves as a preliminary punch list and is not an actual inspection document. Links are posted below for all applications, RI regulations and RI Statutes

- Adequate running water on premises
- Sink for handwashing with soap and paper towels
- Proper storage for supplies
- Hand sanitizer available
- Owner has allowed access
- Proper licenses for ALL owners, managers, shop space renters and shop. Out of state licenses are not valid in Rhode Island
- Professional licenses posted in view
- NO animals in salon with the exception of licensed service dogs for the hearing, visually or medically impaired
- Covered receptacle for all trash and soiled linens
- Premises free of callous shavers, multi-use razors or unsanitary tools
- No latex gloves
- All mechanical and electrical equipment properly maintained
- In compliance with fire safety codes, building codes, zoning laws and OSHA standards
- Washable floor coverings. NO carpet
- Operating toilet facilities
- Lines laundered submerged in 140-degree water for a minimum of 15 minutes
- Storage for implements to prevent contaminations
- Free of advertising misleading to the public
- Premises free of permeant makeup unless there is a RI tattoo parlor license
- In compliance with rules prohibiting electrolysis
- Head rest covered with clean towel
- ALL products free of Methyl Methacrylate (MMA)
- Proper use / storage of single-use items
- Used sharps must be placed in a safety sharps container and properly disposed of
- Combs, brushes, tweezers, manicuring tools, clipper tools, etc. must be properly cleaned with an EPA-approved disinfectant. (i.e., Barbicide)
- Clean protection around clients neck
- Registered manager available at all times business is operating
- Handwashing between each client

<https://health.ri.gov/licenses/detail.php?id=225>