West Virginia State Board of Barbers and Cosmetologists

1716 Pennsylvania Avenue, Suite 7, Charleston, WV 25302
Phone (304) 558-2924 Fax (304) 558-3450

APPLICATION FOR SHOP OPENING INSPECTION OR CHANGE

This application must be submitted in compliance with the Code of West Virginia, Chapter 30, Article 27, Section 10, which requires written notice of at least ten days prior to the proposed opening date of any beauty, barber, aesthetician or manicure shop.

TYPE OF APPLICATION

____ New shop ____ Change of location

____ Change of ownership ____ Change of shop name

TYPE OF SHOP

____ Barber ____ Beauty ____ Barber/Beauty

____ Manicure ____ Skin Care

Opening or Change Date

Name of Shop: _____ Phone: _____

Shop Location: _____

(Street Address) (City) (County)

Mailing Address: _____

(Street Address or P.O. No.) (City) (Zip)

Shop Owner: _____ License # _____

Shop Manager: _____ License # _____

IF THIS IS NOT A NEW SHOP APPLICATION, PLEASE COMPLETE PART BELOW THAT APPLIES TO YOUR SHOP:

Previous Name: _____ Shop License **#** _____

Previous Location: _____ Shop License # _____

Date previous location closed: _____ Previous Owner: _____

FEE REQUIREMENTS

New shop or change of location inspection fee $25.00
New shop or *change of location license fee.....$25.00
Change of ownership license fee.....$25.00
Shop name change license fee $10.00
*If previous location has current license, license fee is only $10.00.

- Inspection fee must be money order, certified or cashier's check. **PERSONAL CHECKS WILL BE RETURNED.**
- Application with proper fee must be submitted ten days prior to opening or change.
- Inspection fee cannot be refunded if applicant decides not to open shop without notifying Board office before the inspector attempts inspection.

CHECK THE FOLLOWING SHOP REQUIREMENTS:

_____ Private entrance.
_____ Sign at main entrance.
_____ Proper ventilation.
_____ Proper toilet facilities.
_____ Vacuum breakers on shampoo bowls.
_____ Covered waste containers.
_____ Rules & Regulations posted.
_____ Licensed manager.

APPLICANT ACKNOWLEDGMENT STATEMENT:

In submitting this application, I certify that I am familiar with the Code of West Virginia, §30-27-7 and §30-27-10, regarding the requirements of operating a shop. This application has been completed according to instructions hereon and is submitted along with the proper fee as stated above.

_____ _____

Date of Application Signature of Shop Manager

((shop.app revised 10/01)