



Food Protection Division ♦ 200 E. Berry Street, Suite 360 ♦ Fort Wayne, IN

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Temporary Facility ("Booth") for Tattoo Event Permit Application

(Each booth may only contain a maximum of 2 artists. Each booth must apply for a separate permit.)

THIS APPLICATION AND THE APPROPRIATE FEE MUST BE SUBMITTED TO THIS DEPARTMENT AT LEAST 10 BUSINESS DAYS PRIOR TO THE INTENDED DATE OF OPERATION. APPLICATIONS SUBMITTED LESS THAN 10 DAYS TO THE EVENT ARE SUBJECT TO A PENALTY AS DEFINED IN ALLEN COUNTY CODE (Title 10, Article 7, Section 16-2). EACH QUESTION MUST BE ANSWERED (ON BOTH SIDES OF THIS SHEET) IN ORDER FOR THIS APPLICATION TO BE PROCESSED.

APPLICANT INFORMATION:

Date of Application: _____ Name of Applicant: _____

Establishment or Organization: _____ Owner: _____

Establishment/Organization Address: _____
(Street) (City) (State) (Zip)

Establishment Phone: _____ Email: _____ Contact Person: _____

VENDOR/ARTIST INFORMATION: _____ initials of Applicant indicating understanding of the below paragraph

The Temporary Facility for Tattoo Event Applicant must provide a list of all artists who will participate in the event including name (first and last) and artist's home address. **Any artist not listed will not be able to participate in event.** The list must be submitted with this application or the application will not be processed. EACH artist must also obtain an artist or guest artist permit in advance in order to participate in the event. See back of application to fill out artist information.

Event Information:

Name of Event: _____ Date(s) of Event: _____

Exact Location of Event: _____

Total # of Days of Operation: _____ Hours of Operation per day: _____

Time **all artists** will be present and ready for inspection: _____ Time tattooing will begin: _____
(This is the time the inspection will take place) ↑

Name(s) of Person(s)-In-Charge at the event (for your establishment): _____

FEES:	1-2 days \$ 50.00	9-10 days \$250.00
	3-4 days \$100.00	11-12 days \$300.00
	5-6 days \$150.00	13-14 days \$350.00
	7-8 days \$200.00	(days must be consecutive)

THIS IS A NON-REFUNDABLE FEE

Please make all checks payable to the: **Allen County Department of Health**

NOTE: Payments made by check that result in non-sufficient funds will result in the requirement for immediate payment to the Allen County Department of Health (plus an additional NSF check fee) via cash, money order or certified check within 24 business hours. If payment is not received within 24 business hours of notification, the establishment will be closed until fees are paid in full.
COLLECTIONS NOTICE: Any and all charges for services and permits are your sole responsibility and are to be paid in full upon application. In the event any legal proceeding must be instituted to recover the amount due, the Allen County Department of Health shall be entitled to recover the cost of the collections, including reasonable attorney fees.

If you have read and understand the list of "Temporary Guidelines", please initial here: _____

Printed Name of Applicant: _____ Position: _____

Signature of Applicant or Corporate Officer: _____

Signature of Inspector: _____ Date: _____ Permit #: _____

Receipt #: _____

Date: _____

Clerk: _____

Artist Information (1):

Artist Name: _____ Artist Email: _____
(First) (Last)

Artist Address: _____
(Street) (City) (State) (Zip)

Above Artist holds an Allen County Artist permit: Artist will be obtaining a guest artist permit:
(Guest artist permit application and fees are due 10 business days before event)

Artist Information (2):

Artist Name: _____ Artist Email: _____
(First) (Last)

Artist Address: _____
(Street) (City) (State) (Zip)

Above Artist holds an Allen County Artist permit: Artist will be obtaining a guest artist permit:
(Guest artist permit application and fees are due 10 business days before event)

INSPECTION POLICY

The Allen County Tattoo Ordinance was amended in 2019 and the following stipulations are now applicable to inspections of Temporary Tattoo Facilities:

- On the permit application form there is a space entitled "Time all artists will be present and ready for inspection" — this is the time the inspection will take place. Be sure to fill in the appropriate time that you will be on-site, set-up (with everything there including handwashing, sharps container, single use equipment, patron rights, etc.) and ready for inspection prior to tattooing.
- **IF YOU HAVE NOT BEEN INSPECTED, YOU MAY NOT OPEN.** If you open without a valid permit, you are subject to the penalties of Title 10, Article 7 (Tattoo and Body Piercing Ordinance).
- **IF YOU DO NOT SHOW UP AT THE TIME YOU REQUEST THE INSPECTION, A RE-INSPECTION WILL ONLY OCCUR UPON THE FILING OF A NEW REQUEST FOR A TEMPORARY TATTOO PERMIT DURING NORMAL BUSINESS HOURS (Mon-Fri, 8:00 a.m.-4:30 p.m.)**

IN ADDITION, the following will apply, in accordance with the Allen County Tattoo and Body Piercing Ordinance:

10-7-14-2 Each Booth/Facility operator at a Temporary Special Event (TSE) must:

- (a) Make payment, submit the permit application, and ensure receipt by the Allen County Health Department for a Temporary Facility for Tattoo Event Permit for the length of the event **at least ten (10) business days prior to the event date**. Each Booth/Operator may not have more than two (2) artists included on the permit and operating from each booth. (In other words, a permit is required for each booth and the maximum number of artists operating per booth and on each booth permit is two). **If a permit is not applied and paid for at the Health Department at least ten (10) business days in advance of the event as specified above, the permit fee will increase to include fines for late submission as specified in 10-7-16-2.**

10-7-16-2 **Temporary Facility for Tattoo Event.**

Each Temporary Facility for Tattoo Event (or booth) shall obtain a permit from the Allen County Department of Health prior to the event as described below and prior to the commencement of any tattoo activities at the event. The permit shall provide the name and address of the owner of the business and the name and address of each tattoo artist operating at the event. The cost of this permit shall be fifty (\$50.00) for every forty-eight (48) consecutive hours at the same location and shall not be transferable. The permit shall be valid for a period not to exceed fourteen (14) days.

Failure to submit and ensure receipt of the aforementioned permit application/payment at least ten (10) days prior to the event as specified in 10-7-14-2 will result in late submittal fines being immediately assessed and added to the permit for overall total permit fee as follows:

- Permit application/payment received (not merely submitted, mailed or sent) 7-9 days prior to event: \$75 for every forty-eight (48) consecutive hours of operation of the event;
- Permit application/payment received (not merely submitted, mailed or sent) 3-6 days prior to the event: \$85 for every forty-eight (48) consecutive hours of operation of the event;
- Permit application/payment received (not merely submitted, mailed or sent) 1-2 days prior to the event: \$100 for every forty eight (48) consecutive hours of operation of the event;
- Permit applications/payment received on the day of the event for whatever reason: \$125 for every forty eight (48) consecutive hours of operation of the event.
- Should any permittee of a Temporary Facility for Tattoo Event (i.e.; booth/artist) fail to arrive at their designated location of operation within one (1) hour of their designated time of operation, a penalty of twenty-five dollars (\$25.00) shall be assessed to the permittee payable within seven (7) days of the date of proposed operation. Should the permittee of a Temporary Facility for Tattoo Event (i.e.; booth/artist) fail to arrive and be prepared for inspection within two (2) hours of their designated time of operation, no inspection will be conducted, no permit will be issued, operation of the facility will not be allowed and no refund will be offered. No future permits will be granted to the permittee until all outstanding penalty fees are paid in full.

In accordance with 10-7-13-5, only single-use equipment may be used at these events. No reusable equipment is allowed to be used at these sites regardless of whether or not they have been sterilized in a permitted tattoo facility. By signing below, I am stating that I have read and understand this requirement.

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I have read the above guidelines and agree to comply with them.

Signature of Applicant

Date