



Public Health
Prevent. Promote. Protect.

Hales Corners Health Department

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5885 S. 116 Street

Hales Corners, WI 53130

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Tattoo and Body-Piercing Establishment

Checklist for Health Department Requirements

(Ordinance 17-6)

Per Ordinance 17-6:

- Complete and submit the application form and attach copies of requested documents to Village Hall at 5635 S. New Berlin Road.
- Pay all appropriate fees at Village Hall, 5635 S. New Berlin Road.
- Submit to the Hales Corners Health Department written procedures for sterilizing equipment that is not single use. Tattoo needles shall be disposable, sterile, and for single patron use only.
- Submit to the Hales Corners Health Department written procedures for cleaning, preparing and applying antiseptic to the patron's skin.
- Submit to the Hales Corners Health Department written care instructions **required** to be provided to each patron after completion of the tattoo or body-piercing procedure.
- Submit to the Hales Corners Health Department written proof of the establishment's ability to properly dispose of sharps and infectious waste.
- Submit to the Hales Corners Health Department a copy of the required employee signed acknowledgment of the written procedures and agreement to comply with these procedures.
- Submit to the Hales Corners Health Department proof of worker's compensation and general liability insurance (\$500,000 per occurrence and \$1 million aggregate).
- Submit to the Hales Corners Health Department the patron form acknowledging the 24-hour waiting period for tattoos and body-piercings.
- Submit to the Hales Corners Health Department the establishment's hours of operation.
- Submit to the Hales Corners Health Department a copy of a non-establishment personal license.
- Post current and valid Village of Hales Corners license in a public and conspicuous place.