

## GENERAL GUIDELINES FOR NEW SHOPS

1. Shops must be licensed with ABOCB if any of the following services are performed and/or any individual holding a personal license with ABOCB is performing services. Some services may include, but are not limited to: all aspects of hair care, nails, waxing, weaving, braiding, esthetics, and barber services.
2. Licensees may only perform services within the scope of their personal license.
3. All trash cans and hampers (for dirty/clean towels) must be covered. This includes all trash cans underneath receptionist desks, bathrooms and beside work stations.
4. Implements must be cleansed, disinfected, and stored properly. This includes making sure dirty and clean implements are stored separately, in containers clearly marked "clean" or "dirty".
5. All shops will be checked for equipment. Shops should have the equipment that directly corresponds to the services offered. For example: A cosmetology shop that does not offer manicure services does not have to have manicure equipment in it. Cosmetology shops should have a sufficient hair drying facility. This can be a blow dryer. It does not have to be a drying chair. They should also have an ample supply of combs, brushes, towels, etc.
6. If a "retail" area is included in the new shop, it does not have to be set up for the new shop initial inspection, as long as all the equipment needed for services offered is in place.
7. In-home resident shops must have separate entrances from any living quarters and be equipped with a restroom. No client should be able to go through any portion of the owner's living quarters to enter the shop area. There should be a floor to ceiling wall or doors that can lock the shop area off from the rest of the residence.
8. To open a new shop, the following is needed:
  - a. Application completed and payment received in ABOCB office.
  - b. Equipment in and in place for the services being offered to the public.
  - c. Compliance with local building and/or license ordinances.