

Board Inspections: Frequently Asked Questions

1. How are inspections performed? Can I schedule my own inspection?

Inspectors are assigned to specific territories throughout California and perform inspections randomly. You cannot schedule an inspection. When an inspector arrives at the salon, they will have proper identification and announce they are from the State Board and are there to conduct an inspection. You may continue working on your clients while the inspection is being performed. They will ask to see a valid picture ID to verify the licensee working and ask the licensee in charge to unlock any cupboards, doors or drawers within the salon to inspect. At the end of the inspection they will go over the inspection report issued to the establishment with the licensee in charge and with each individual licensee who was also cited during the inspection.

If you would like to perform a self-inspection of your salon you may refer to the Self Inspection Worksheet located on our Web site at http://www.barbercosmo.ca.gov/forms_pubs/index.shtml under "Enforcement."

2. An inspector just inspected my salon. What happens now?

After the inspection is complete, the inspector will leave a yellow copy of the inspection report with each individual present. This is not a citation. This information, as well as any photographs taken during the inspection will be forwarded to headquarters where the Cite and Fine Unit will determine what violations warrant a citation and fine. A citation will be mailed to the address on record within 45-60 days of the inspection.

The citation will be sent with information regarding the appeal process and the due date of any fines owed. Please read over all the information that is sent in the mail. If you are appealing the citation, you will have to mail the appeal request by the due date indicated on the citation. Only the person who received the citation can appeal the citation.

3. I have fines due and need to renew my license, how do I do this?

If you have been issued a citation, you are required to pay the citation in full before the Board will issue a renewal on your license(s). If you have paid your renewal fee and have fines due, the Board will hold the payment until all fines have been paid. Once the fines have been paid, the Board will release your license.

If you have questions regarding your citations or need to verify if you have any outstanding fines, please call the Board at (916) 574-7575.

4. Can I pay my fines online?

Yes. The BBC's BreEZe system can process online payments for fines. You will need to register as a new user if you haven't already. BreEZe accepts American Express, Discover, MasterCard, and Visa. If you would like to learn more about BreEZe please visit: www.breeze.ca.gov. There is also help available signing up for BreEZe by calling (855) 227-9633.

5. I am the owner of the salon. My salon was cited for violations by an independent contractor, booth renter, or employee. Who is responsible for paying the fine?

The Board does not differentiate between independent contractors, booth renters, or employees. The owner of the salon is responsible for the activities of all of the people working in the salon. If an inspector finds a violation by an individual working at the shop, he or she will issue a citation to both the individual and the salon. If the independent contractor, booth renter, employee is not present during the inspection and has violations at his or her station, the owner of the salon will still be issued a citation for these violations.