



# Becoming An Establishment Owner

When you become an establishment owner, you should be aware of these responsibilities:

**Q Do I need to apply for a new establishment license if I take over ownership of an existing salon?**

**A** Yes, an establishment license must always reflect the current owner's name and information.

**Q Do I need to have a new establishment license if I move my salon to a new location?**

**A** Yes, any time you move to a new location, you need to apply for a new establishment license. An establishment license is only valid for the address listed on the license. This also pertains to changing suite numbers.

**Q What do I need to do if I have a change in partnership?**

**A** When you add or delete a partner, you must apply for a new establishment license. An establishment license needs to have the most current and valid information.

**Q Do I need to notify the state board if I close my establishment?**

**A** Yes, you must send your establishment license and provide a brief statement along with the effective date of closure stating that you are closing your shop and are no longer in business.

**Q Who is responsible for the salon when an inspector conducts an inspection?**

**A** The owner(s) of an establishment are responsible for his/her salon and will be issued a citation for violations that exist in the salon and in addition to each individual in violation. Even if you have booth renters and/or independent contractors employed, you as the owner, is responsible for each licensee. In addition, you must have a licensee in charge at all times.

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**Q As an establishment owner, are there any activities or procedures that I should be paying special attention to with regard to my employees or booth-renters?**

**A** Yes, health and safety and licensing violations are the most common found by Board inspectors and most often lead to a citation. Make sure that the licenses of all your employees/booth renters are current and displayed properly. You should also make sure everyone in your shop follows all rules and procedures regarding disinfecting and maintaining shop equipment and tools. These are detailed on the health and safety poster that is required by the Board to be posted in every shop. You can view the Board's rules and regulations by visiting our Web site at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov).

**Q Are there special building rules that apply to barbering and cosmetology establishments?**

**A** Yes, before a barbering and cosmetology establishment may open, it must meet certain requirements with regard to toilets, hot and cold running water, handwashing facilities and potable drinking water. Be aware that state law requires that potable (i.e. drinking) water must be supplied by a water fountain that is accessible to the disabled. While existing shops are not automatically required by law to install such a drinking fountain, one may be required by local building permit authorities before an establishment owner moves into a new building or remodels an existing one.

**Q When an inspector comes into my establishment, what should he and/or she have access to?**

**A** The Board's inspectors shall have access to, and shall inspect any establishment or mobile unit, during business hours, or at any time in which services are being performed. To conduct a thorough inspection of the establishment, the inspector shall have access to all areas of the establishment. All owners and/or managers should have access keys to all rooms and workstations.

For additional information, contact the Board of Barbering and Cosmetology.

