



Salon Application Instructions

- ALL requested information must be provided with no changes made to the printed form. Incomplete or incorrect applications WILL NOT be accepted.
- Type or write legibly with black or blue ink only. State full legal name of owner and manager (name changes must be accompanied by official name change documents.)
- The salon owner and manager are required to attach a copy of a government issued photo I.D. to the application.
- If an individual owns the salon, a social security number will be required. All corporate owned salons will provide a tax ID number.
- Expired salons must complete an updated Salon Application and contact their state inspector for an updated salon inspection.
- Expired salons requiring a manager change must complete an updated Salon Application & Manager Change form accompanied by a copy of the managers government issued photo I.D. in addition to both required fees.
- Planning and Zoning must sign the new salon application.
- The Plumbing Inspector must sign the new salon application. Any plumbing changes such as adding, removing or capping off will require an updated inspection from the state Plumbing Inspector and KBC Inspector.
- All sections of the application must be complete prior to the KBC inspector's final inspection. To schedule an inspection with the KBC inspector please follow the instructions under salon requirements at www.kbc.ky.gov.
- **Salons must be in "ready-to-open" condition when the inspector arrives for final inspection or the inspection will be canceled and you will be required to reschedule.**
- Please have the original salon application (with signatures) available for the KBC inspector at the final inspection.
- Payment for the license will be accepted in the form of debit or credit card at the time of inspection. The salon cannot open for business until the business license has been issued.
- All business owners must acquire an Occupation or Business License from the City or County in which the salon is located. Visit www.onestop.ky.gov for additional information.

A salon, which is new or relocating, shall be inspected, submit the salon application, required documentation, and fee a minimum of five days prior to opening for business. This includes moving locations, changing owners and/or making a manager change. All unlicensed owners must have a licensed individual listed as manager on the license at all times.

