

## Personal Services Facility Online Application Requirements

\*\* A new online process for business licensing applications and renewals has been implemented.

The online application process and form is available on the City website

<https://www.brampton.ca/EN/Business/Licensing/Pages/Stationary-Licence-Requirements.aspx>

Requests for licences and renewals will only be accepted through the online application process.\*\*



“Personal Services” means any service where substances, instruments, tools or other equipment are applied to any part of the human body for purposes of aesthetic, cosmetic or therapeutic treatment, where there is a risk of exposure to blood, such as, but not limited to hairdressing and barbering, tattooing and body piercing, manicure/pedicure services, removing hair by electrolysis, removing hair by waxing, skin care, provide facial treatments, tanning and other aesthetic services.

### Requirements for obtaining the above licence:

- 1. **Licence Application Form**  
Business and owner information to be entered online.
- 2. **Zoning Approval**  
- application will be forwarded to our zoning division for review of location of the business. Please provide complete address of business.  
  
\*\* Please note for Home Based businesses a Scale Floor Plan showing rooms to be used for the Business including sinks & washrooms must be supplied for Zoning Approval.
- 3. **Certificate of Insurance**  
The insurance form must be completed and signed by your insurer showing evidence of \$2,000,000 (minimum) Commercial General Liability. It is the business owner's responsibility to upload the insurance certificate on online application.
- 4. **Articles of Incorporation and/or Business Registration (Master Business Licence)**  
(master business licence is required when a business is operating as a different name from the corporation, unless the business is a franchise)
- 5. **Valid Hairstylist Licence** – Issued by the College of Skilled Trades
- 6. **Health Department Approval (Health Line Peel - (905) 799-7700)**  
You must call the above number to book an appointment for inspection.
- 7. **Fee**  
Class A – Tattoo Parlour/Body Piercing - \$217.00  
Class B - Hair Salon/Barber Shop/Aesthetics Services \$217.00  
Class C – Tanning Salon \$217.00  
  
\*\* Once your application is reviewed, a link to the payment option will be sent to the Email provided on the application.

- **Expiry Date** – May 31<sup>st</sup> of every year

Once your application has been reviewed and approved your payment will be processed and your licence will be mailed out.

**Please note: The Region of Peel regulates “Personal Services” under regional By-law #39-2014 and “Tanning Facilities” under regional By-law #85-2012. All City of Brampton Personal Services Facility license holders are required to review and adhere to these regional regulations. Copies of the regional by-laws can be found on the Region of Peel website [www.peelregion.ca](http://www.peelregion.ca).**

# SCHEDULE 1 TO BY-LAW # 332-2013

## RELATING TO

### PERSONAL SERVICE FACILITIES

(as amended by By-law 184-2019 – September 11, 2019)

#### Definitions:

1. In this Schedule:

“Best Practices Document” means *Infection Prevention and Control Best Practices for Personal Services Settings* as current and any other applicable guidelines or standards established by the Province of Ontario or the Medical Officer of Health;

“Invasive Procedure” means a service that involves penetration of the skin, such as, but not limited to, tattooing, ear lobe piercing, body piercing, body modification, electrolysis and micropigmentation;

“Personal Service Facility” means a Premises where a Personal Service is provided to members of the public;

#### Application:

2. Every Application for a new or renewal of a Personal Service Facility Licence shall be accompanied by evidence of completion of a satisfactory health inspection, issued and signed by the Medical Officer of Health or authorized designate.
3. Every Person operating a Personal Service Facility shall obtain one or more class(s) of Licence described as follows:
  - a) “Class A” includes premises operated for the purpose of marking the skin with indelible pigment or other such substance so as to produce a permanent design or similar feature on the skin, as well as piercing of body parts;
  - b) “Class B” includes premises operated for the purpose of aesthetic, cosmetic or therapeutic treatment such as hairdressing and barber shops, nail salons, electrolysis and other aesthetic services;
  - c) “Class C” includes premises operated for the purpose of a Tanning Salon.

#### Exemptions:

4. Any Person who provides medical or therapeutic treatment in their capacity as a duly authorized member of a College of Health profession as set out in Schedule 1 of the regulated *Health Professionals Act*, 1991, c. 18 is exempt from all licensing requirements to own or operate a Personal Services Facility.

#### Additional Requirements:

5. Every Person who operates a Personal Service Facility shall comply with:
  - a) This By-law;
  - b) Any other law or by-law, including any Region of Peel By-laws;
  - c) Any applicable Provincial guidelines or standards including the Best Practices Document; and
  - d) The Federal Government Guidelines for Tanning Equipment Owners, Operators and Users published in 2017 and any amendments thereto.
6. Every Licensee of a “Class A” Personal Service Facility shall:
  - a) Maintain a record of all invasive procedures on site for a minimum of 2 years and on file for a minimum of 5 years and the record shall include:
    - i. Name, address and telephone number of the client;
    - ii. Name of the service provider;
    - iii. Date of procedure; and
    - iv. Description of procedure.

- b) Open the record in subsection 6.(a) to inspection, at all times during regular business hours to the Licence Issuer, Medical Officer of Health, Inspector or any person authorized by the Licence Issuer.
7. Every Person who operates a “Class B” Personal Service Facility where hairstyling services are provided, shall not employ any person as a hairdresser or hairstylist, unless such person is the holder of a current certificate of qualification issued under the *Ontario College of Trades and Apprenticeship Act, 2009*, or successor legislation, or is registered with the Ontario College of Trades as an apprentice hairdresser or hairstylist.
8. Every Person who operates a “Class C” Personal Services Facility must comply with all applicable guidelines and regulations established by the Province of Ontario and the Region of Peel as well as other applicable laws as may be amended from time to time.
9. Despite the general provisions of this By-law, “Class A” establishments shall:
- a) Require proof of commercial general liability insurance, however, a professional liability exclusion clause shall be accepted; and
  - b) Be required to display signage approved by the City, posted in a conspicuous location at the entrance of the establishment, clearly visible to the public at all times, advising potential clients of the high risk nature of the tattooing procedure and that the establishment does not have the requisite insurance should the client contract a blood borne illness as a result of the tattooing procedure.