

# Wisconsin Department of Safety and Professional Services

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## COSMETOLOGY EXAMINING BOARD

### INSTRUCTIONS FOR ESTABLISHMENT LICENSURE

#### **THE INFORMATION BELOW IS FOR THE FOLLOWING TYPES OF COSMETOLOGY ESTABLISHMENTS.**

- Cosmetology (Full Service)
- Aesthetics Only
- Electrology Only
- Manicuring Only

#### **REQUIREMENTS FOR LICENSURE**

##### **Building Requirements**

We recommend that you first contact your local authorities (county, city, town, or village hall) regarding zoning, occupancy, plumbing, electrical, ventilation, or other building codes. There are no restrictions imposed by the Cosmetology Examining Board concerning the size or layout of your establishment. When an establishment is located in the same building as a residence, the business and living quarters must be separate.

##### **Chair or Booth Lease**

An owner may lease a chair or booth to a licensed individual with a written lease agreement. Wis. Admin. Code requires a booth renter or lessee practicing cosmetology to hold an establishment license. The lessee of a chair or booth will be responsible to ensure that the leased chair or booth operates in compliance with Wis. Stat. ch. 454 and the rules of the Board, <https://dsps.wi.gov/Pages/RulesStatutes/COS.aspx>.

If you are unsure if you are an employee or an independent contractor, please go to the following link for more information: <https://dwd.wisconsin.gov/dwd/publications/ui/ucd-17430-p.pdf>.

##### **Manager/Responsible Licensee**

The owner of an establishment may not operate the establishment unless a manager has been employed full-time for the establishment. The manager must be a licensed cosmetologist. The owner of more than one establishment shall employ a sufficient number of managers to satisfy the requirement that a manager be present full-time in each establishment. The manager will be responsible for supervising and managing the daily operations of the establishment. The owner and the manager must ensure that the establishment operates in compliance with Wis. Stat. ch. 454 and the rules of the Board, <https://dsps.wi.gov/Pages/RulesStatutes/COS.aspx>.

#### **ALL APPLICANTS ARE REQUIRED TO SUBMIT THE FOLLOWING:**

- Submit Application for \*Establishment Licensure and pay fee \$11 online in LicensE, <https://license.wi.gov/>.  
\*Cosmetology Establishment (full service), Aesthetics Establishment, Electrology Establishment, or Manicuring Establishment
- Submit Establishment Floor Plan Document (Form 1398) - The proposed floor plan must include the location of the five items listed as (a)-(e).
  - (a) Work Station(s)
  - (b) Basin(s), which have hot and cold running water designed for the service to be provided. LIST ON FLOOR PLAN AS "BASIN."
  - (c) Basin(s) - Basin(s) must be constructed and available to permit licensees to wash their hands prior to serving each patron and following removal of gloves. Note: Required for all establishment types. LIST ON FLOOR PLAN AS "HANDWASH BASIN" or "HW BASIN."
  - (d) Area(s) used as for supplies, storage or as a dispensary. Note: Storage / Supplies / Dispensary cannot be the toilet room.
  - (e) Toilet room(s) nearest to work station(s).

(RC 80/69/70/71)