

Wisconsin Department of Safety and Professional Services

COSMETOLOGY EXAMINING BOARD / BARBERING ADVISORY COMMITTEE

ESTABLISHMENT FLOOR PLAN DOCUMENT

PROPOSED ESTABLISHMENT TYPE:

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

Establishment Name**Application Number**

PAR-

FLOOR PLAN OF PROPOSED ESTABLISHMENT (Wis. Admin. Code § [Cos 3.01](#)) (Wis. Stat. §§ [454.08\(4\)](#) and [454.25\(3\)](#))

Draw a floor plan for your proposed establishment. You do not need to send a blueprint; a hand drawing will suffice. Indicate on this floor plan the location of items (a) through (e). If this is a chair or booth leased area, you must draw the floor plan and indicate the location of your area. **All floor plans must include the location of the following items:**

(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).

Failure to provide the floor plan will delay the processing of the application. **Each application, including chair booth/lease, must include a floor plan.** You may use a separate sheet of paper for the floor plan.