LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

MICHIGAN COSMETOLOGY ESTABLISHMENT LICENSING GUIDE

OVERVIEW:

The cosmetology establishment license type allows a licensee to perform 1 or more cosmetology services at the place of business.

Cosmetology establishment includes a mobile salon and a cosmetology suite. Cosmetology establishment does not include a school of cosmetology.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

TABLE OF CONTENTS

LICENSURE REQUIREMENTS CHECKLIST....1
APPLICATION AND FEES....1
THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS....2
ADDITIONAL REQUIREMENTS FOR A COSMETOLOGY ESTABLISHMENT WHOSE PREMISES IS A PERMANENT PHYSICAL LOCATION....2
ADDITIONAL REQUIREMENTS FOR A COSMETOLOGY ESTABLISHMENT WHOSE PREMISES IS A MOBILE SALON I....2
ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE....3
RENEWAL REQUIREMENTS CHECKLIST....3
HELPFUL RESOURCES AND FORMS....4
FREQUENTLY ASKED QUESTIONS....4

LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- ☐ Online Application for a Cosmetology Establishment License - Complete all fields, answer all questions, and upload any supporting documentation.
- ☐ Online applications can be completed by visiting www.michigan.gov/miplus
- ☐ Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

  Cosmetology Establishment: $75.00

MICHIGAN COSMETOLOGY ESTABLISHMENT LICENSING GUIDE

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- ☐ Certify all licensure requirements have been fulfilled except for the inspection pursuant to MCL 339.1204(1)(c), of the Occupational Code, Act 299 of 1980.
- ☐ Provide the permanent physical business address of the establishment.
- ☐ Provide the days and hours of operation of the cosmetology establishment.
- ☐ Provide calendar date in which premises will be ready for inspection.
- ☐ Indicate the cosmetology services to be rendered (hair care services, manicuring services, skin care services, electrology, natural hair cultivation). A limited cosmetology establishment license may be issued to a person that seeks to provide only 1 or more cosmetology services on the premises of the establishment. Cosmetology establishment licenses are not issued for natural hair cultivation only.
- ☐ Indicate if there is an ownership change. The sale or transfer of a cosmetology establishment voids the owner's cosmetology establishment license.
- ☐ Indicate if there is a location change. The change in location of a cosmetology establishment, except for a mobile salon, voids the owner's cosmetology establishment license.
- ☐ Business is not permitted to be conducted in the cosmetology establishment until after an inspection has occurred and the license has been issued.

ADDITIONAL REQUIREMENTS FOR A COSMETOLOGY ESTABLISHMENT WHOSE PREMISES IS A PERMANENT PHYSICAL LOCATION, INCLUDING A COSMETOLOGY SUITE, OR IS A MOBILE SALON THAT IS A SELF-CONTAINED VEHICLE OR OTHER DEVICE THAT IS MOVED, TOWED, OR TRANSPORTATED FROM 1 LOCATION TO ANOTHER AND IN WHICH EQUIPMENT USED TO THE PERFORM THE SERVICES IS INSTALLED.
(These are in addition to the requirements stated above that apply to ALL Applicants)

- ☐ Submit a drawing or diagram of the proposed establishment. Label and identify all designated work areas for each service offered, including shampoo bowls, styling stations, manicuring stations, pedicure basins and skin care stations, as applicable. If you are applying for a limited cosmetology establishment license or mobile salon, please include your source of hot and cold running water. Show all walls, doors, and indicate any connecting rooms or businesses. If a mobile salon, label the restroom and water heater.

ADDITIONAL REQUIREMENTS FOR A COSMETOLOGY ESTABLISHMENT WHOSE PREMISES IS A MOBILE SALON IN WHICH EQUIPMENT USED TO PERFORM 1 OR MORE COSMETOLOGY SERVICES IS TRANSPORTED TO AND USED ON A TEMPORARY BASIS AT A LOCATION OTHER THAN THE PREMISES OF THE OWNER.
(These are in addition to the requirements stated above that apply to ALL Applicants)

- ☐ Submit photographs demonstrating compliance with the following:
  - Covered containers for holding used towels, capes, and neck strips.

- Cleaning, disinfecting, and sterilizing equipment and supplies necessary to meet the sanitation requirements.
- The manufacturer-labeled container of each disinfectant and sterilant that is used.
- If services are performed that involve fusing hair with an open flame, at least 1 multi-purpose fire extinguisher that is labeled by the manufacturer as suitable for use on class a, b, and c fires. The fire extinguisher must be located within 20 feet of where the open flame is used.
- At least 1 first aid kit that is labeled by the manufacturer as meeting the American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) American national standard – minimum requirements for workplace first aid kits and supplies. A first aid kit labeled by the manufacturer with a stamp indicating "ANSI/ISEA Z308.1" satisfies the requirement.
- If a chair, bed, table, headrest, or other station is used for providing services to patrons, it must be made of, or covered in, a non-porous material that can be disinfected.
- Store clean nonelectrical tools and supplies in covered containers and separate from used tools and supplies.
- An establishment providing hair care services must have a shampoo bowl equipped with hot and cold running water.
- An establishment providing pedicuring services must have a pedicuring basin.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE
(These are in addition to the requirements stated above that apply to All applicants)

☐ Online application can be completed by visiting www.michigan.gov/miplus and selecting MiPLUS Login. Select "**Modification**" next to your license number and this will start the relicensure process.

☐ Cosmetology Establishment Relicensure Application and Fee: $95.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

RENEWAL REQUIREMENTS CHECKLIST

☐ Online Application for Michigan Cosmetology Establishment Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.

☐ Cosmetology Establishment Renewal Application Fee: $50.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

☐ Renewal Cycle: 2 years

☐ Accept Renewal Attestation – By accepting the renewal attestation, you as the licensee are certifying that you have met the requirements and all information provided on your renewal application is true and complete.

MICHIGAN COSMETOLOGY ESTABLISHMENT LICENSING GUIDE

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/occupationallicense and clicking on the cosmetology link you can access the following helpful resources and forms:

Resources:

- Occupational Code
- Administrative Rules for Cosmetology
- Cosmetology Establishment Inspection Requirements

Forms:

- Student Registration Application and Monthly School Report

FREQUENTLY ASKED QUESTIONS

1. **What happens if my establishment location or ownership changes?**

   Pursuant to MCL 339.1204(4) of the Occupational Code, an owner's cosmetology establishment license is considered void if there is a sale or other transfer of the comsetology establishment, a sale or other transfer of ownership, or, except for a mobile salon, a change in the location of the cosmetology establishment. A person whose license is void under this subsection must submit a new license application and obtain a new licesne to continue to provide cosmetology services.

2. **What is the difference between the cosmetology establishment and cosmetology limited establishment license?**

   Cosmetology Establishment: Means a place of business at which 1 or cosmetology services are offered or provided.

   Limited Cosmetology Establishment: This license is granted to a person that seeks to provide only 1 or more cosmetology services on the premises of the establishment.

3. **Is it required to post the establishment and individual licenses in the salon?**

   Yes. The display of the cosmetology establishment license and the license of each cosmetologist who works in the establishment is required to be visible to the public at all times.

4. **What if my cosmetology establishment license lapsed?**

   A person that fails to renew their establishment license on or before the expiration date, their license will lapse on the day after the expiration date. If your license is not renewed before the expiration date, you are permitted to renew the license within the 60-day grace period after your expiration date.

   When your license lapses, you can no longer practice at this location. To regain an active license, you must apply for relicensure. Go to www.michigan.gov/miplus, then click "MiPlus Login". That will take you to the page that will ask you for a username and password. Enter your username and password and click "login".

Once you are logged in click on “licenses” and you will see your license listed with a link that says “modification”. Click directly on that link to open up the relicensure application.

It is your responsibility to make sure your license is current and valid. The department will send renewal information to the last address on record 90 days prior to the expiration date of the license. If we have incorrect contact information and you do not receive the renewal reminder, you are still responsible for making sure your license has been renewed timely.

5. What should all be included in my floorplan submitted within my cosmetolgy establishment application?

Label and identify all designated work areas for each service offered, including shampoo bowls, styling stations, manicuring stations, pedicure basins and skin care stations, as applicable. If you are applying for a limited cosmetology establishment license or mobile salon, please include your source of hot and cold running water. Show all walls, doors, and indicate any connecting rooms or businesses. If a mobile salon, label the restroom and water heater.

6. How do I apply for an apprentice under my cosmetology establishment?

An online application for a Cosmetology Apprentice Registration can be completed by visiting www.michigan.gov/miplus, select **MiPLUS Login**, select “**Modification**” next to your cosmetology establishment license number. One of the modification options will include an apprentice registration application.

7. Do I have to let the inspector enter my premises?

Yes, per MCL 399.1218(2) representative of the department may enter and inspect, during regular business hours, a cosmetology establishment or school of cosmetology for purposes of subsection (1).

In addition, the inspector may require the individual(s) working in the establishment to present identification in order to substantiate his or her identity as the holder of the posted license.