

MICHIGAN COSMETOLOGY ESTABLISHMENT LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a cosmetology establishment license.)

APPLICATION AND FEES

- Online Application for a Cosmetology Establishment License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online application 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

- Online application for Cosmetology Establishment Relicensure can be completed by visiting www.michigan.gov/miplus, select **MiPLUS Login**, select **“Modification”** next to your license number and this will start the relicensure process.
- Establishment Relicensure: \$95.00 (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

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 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.

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- 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 hair care stations, manicuring stations, skin care stations, and natural hair cultivation stations. If applicable, clearly identify all shampoo bowls and pedicure basins. 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 TRANSPORTATED 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.

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RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Cosmetology Establishment Renewal – Must be completed by visiting www.michigan.gov/miplus
- 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.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/occupationallicense and clicking on the cosmetology link you can access the following helpful resources:
Resources:
 - Occupational Code
 - Administrative Rules for Cosmetology
 - Cosmetology Establishment Inspection Requirements