

Body Art Licensing Portal

LHD Application Guide

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1 - Local Health Department portal

To login to the Local Health Department portal click the Body Art link in MiLogin.

1.1 - LHD Home Page

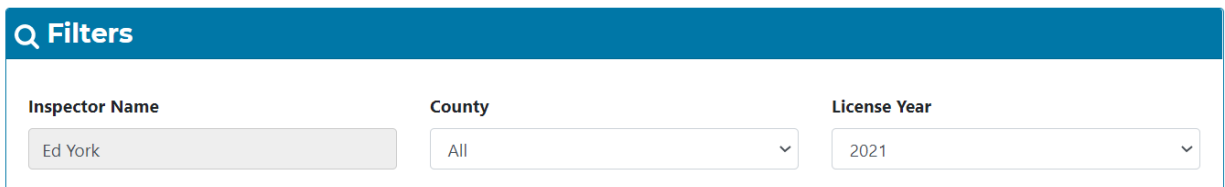
The Local Health Department home page displays the following based on chosen county(s) and year

- Filter section – you can filter based on authorized counties/districts and by year
- Permanent Facilities Scoreboard – a count of permanent facilities by inspection status and a count of permanent facilities by facility status
- Temporary Facilities Scoreboard – a count of temporary facilities awaiting inspection and a count of active temporary facilities
- Pending Inspections – all facilities that are pending inspection
- Pending Follow-up – all facilities that failed an inspection or passed with conditions
- Body Art Facilities – all facilities in the chosen county(s)

1.1.1 - Filter

The Filter displays the following fields:

- Your name
- A dropdown of the counties you are authorized to view
- License year – you can choose which license year to view work for



Inspector Name	County	License Year
Ed York	All	2021

1.1.2 - Permanent Facilities

The Permanent Facilities section displays the following fields:

- Initial Awaiting Inspection – a count of new facilities awaiting the first inspection
- Renewal Awaiting Inspection – a count of facilities awaiting a renewal inspection
- Completed Pending Follow Up – a count of facilities that failed inspection or passed with conditions
- Completed Inspections – a count of facilities that passed the inspection
- Active Facilities – a count of all active facilities
- Lapsed facilities – a count of all lapsed facilities

Permanent Facilities		
Initial Awaiting Inspection	Renewal Awaiting Inspection	Completed Pending Follow Up
16	0	0
Completed Inspections	Active Facilities	Lapsed Facilities
75	75	0

1.1.3 - Temporary Facilities

The Temporary Facilities section displays the following fields:

- Awaiting Inspection – a count of all temporary facilities awaiting inspection
- Active – a count of all temporary facilities currently active

Temporary Facilities	
Awaiting Inspection	Active
0	0

1.1.4 - Pending Inspections

The Pending Inspections section shows all facilities awaiting inspection. It displays the following fields:

- HI#
- Inspection Type – Initial, Renewal
- Facility Type – Permanent, Temporary
- Inspection Request Date
- Manager’s Name
- Street Address – facility address
- Action – View Details, Complete Inspection

To view the complete details of an inspection request, click on the View Details button to the far right of the chosen facility.

To enter the inspection results, click on the Complete Inspection button to the far right of the chosen facility.

Pending Inspections							
HI#	Inspection Type	Facility Type	Facility Name	Inspection Request Date	Manager's Name	Street Address	Actions
HI- PN03804	Initial	Permanent	Bob Ink	12/21/2021	Tim	111 E Main St Lansing, MI	View Details Complete Inspection
HI- PN03802	Initial	Permanent	Guffy Tattoo	12/17/2021	Guffy	525 W Allegan St Lansing, MI	View Details Complete Inspection

Showing 1 to 2 of 2 entries

Previous **1** Next

1.1.4.1 - View Details

To view the complete details of an inspection request, click on the View Details button to the far right of the chosen facility.

The following fields will display:

- Inspection Type – Initial, Renewal
- HI#
- License# - (if renewal)
- License Year – year the license will be valid for
- License Type – Permanent, Temporary
- Request Date – date the inspection request was created
- Facility Name
- Facility County
- Owner's Name
- Owner Phone #
- Facility Manager Name
- Manager Phone #
- Email
- Website URL
- Secondary Phone #
- Address
- Unit
- City

- State
- Zip
- Tattooing - Yes/No
- Cosmetic Tattooing - Yes/No
- Body Piercing - Yes/No
- Branding – Yes/No
- Sunday – Saturday Hours
- By Appointment Only – Yes/No
- Payment Date – date payment was made
- Amount Paid
- Payment Method – Manual, Online

View Health Inspection

Health Inspection Details

Inspection Type		HI #	
<input type="text" value="Initial"/>		<input type="text" value="HI- PN03804"/>	
License #	License Year	License Type	
<input type="text" value="Pending"/>	<input type="text" value="2022"/>	<input type="text" value="Permanent"/>	
Request Date	Facility Name	Facility County	
<input type="text" value="12/21/2021"/>	<input type="text" value="Bob Ink"/>	<input type="text" value="Ingham"/>	
Owner's Name	Owner Phone #	Facility Manager Name	Manager Phone #
<input type="text" value="Jim Bob"/>	<input type="text" value="616-555-5555"/>	<input type="text" value="Tim"/>	<input type="text" value="151-755-5121"/>
Email	Website URL	Secondary Phone #	
<input type="text" value="noemail@noemail.com"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	
Address		Unit	
<input type="text" value="111 E Main St"/>		<input type="text" value="N/A"/>	
City	State	Zip	
<input type="text" value="Lansing"/>	<input type="text" value="MI"/>	<input type="text" value="48933"/>	
Tattooing	Cosmetic Tattooing	Body Piercing	Branding
<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="No"/>
Sunday	Monday	Tuesday	Wednesday
<input type="text" value="Beta Testing"/>	<input type="text" value="Beta Testing"/>	<input type="text" value="Beta Testing"/>	<input type="text" value="Beta Testing"/>
Thursday	Friday	Saturday	By Appointment Only
<input type="text" value="Beta Testing"/>	<input type="text" value="Beta Testing"/>	<input type="text" value="Beta Testing"/>	<input type="text" value="No"/>
Payment Date	Amount Paid	Payment Method	
<input type="text" value="12/21/2021"/>	<input type="text" value="\$825.66"/>	<input type="text" value="Manual"/>	

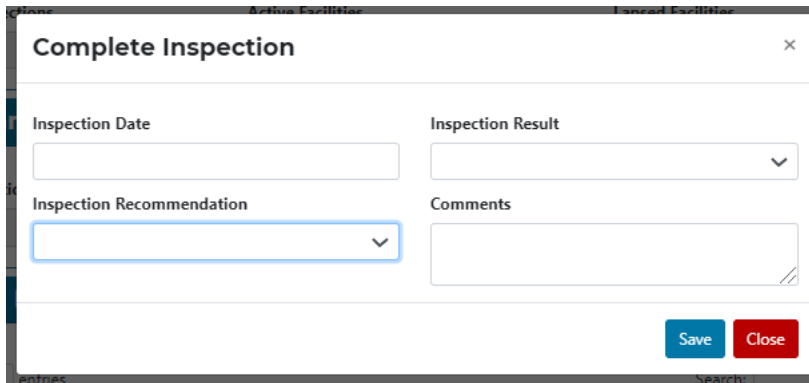
[Return to Home](#)

1.1.4.2 - Complete Inspection

To enter the inspection results, click on the Complete Inspection button to the far right of the chosen facility.

A window will open with the following fields:

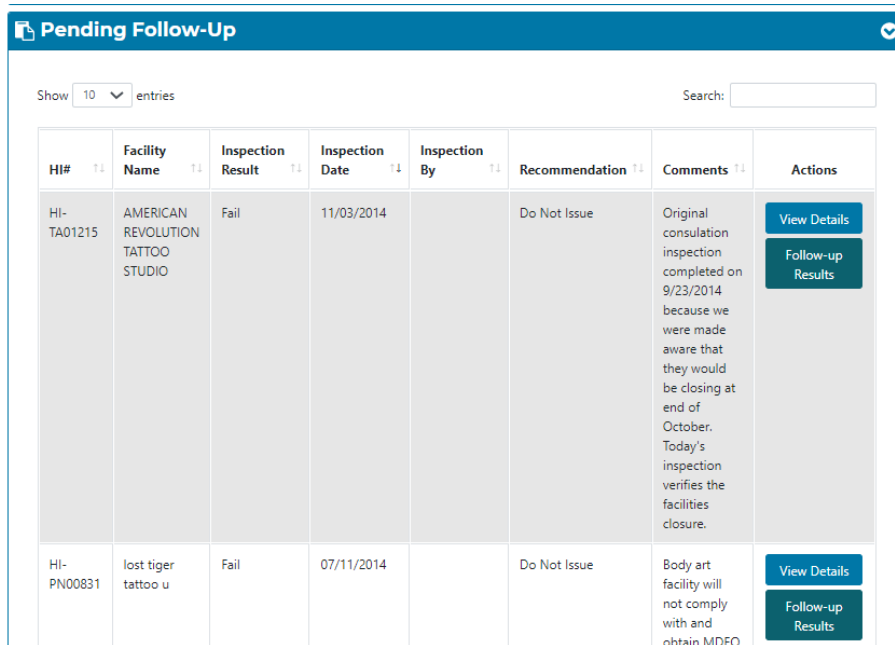
- Inspection Date
- Inspection Result – Pass, Fail
- Inspection Recommendation – Issue, Issue With Conditions, Do Not Issue
- Comments



Clicking Save will enter the inspection into the system.

1.1.5 - Pending Follow-up

The Pending Follow-up section displays all facilities that have failed an inspection or have passed with an Issue with Conditions recommendation.



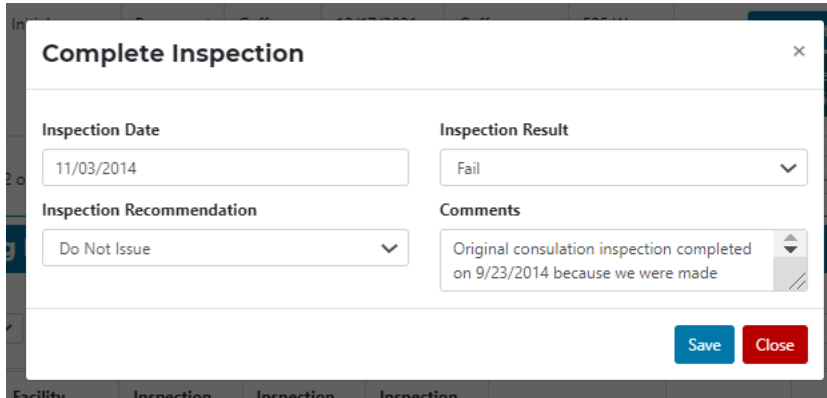
HI#	Facility Name	Inspection Result	Inspection Date	Inspection By	Recommendation	Comments	Actions
HI-TA01215	AMERICAN REVOLUTION TATTOO STUDIO	Fail	11/03/2014		Do Not Issue	Original consultation inspection completed on 9/23/2014 because we were made aware that they would be closing at end of October. Today's inspection verifies the facilities closure.	View Details Follow-up Results
HI-PN00831	lost tiger tattoo u	Fail	07/11/2014		Do Not Issue	Body art facility will not comply with and obtain MDEQ	View Details Follow-up Results

1.1.5.1 - View Details

To view the complete details of an inspection request, click on the View Details button to the far right of the chosen facility. (see 19.1.4.1 – View Details)

1.1.5.2 - Follow-up Results

To update the inspection results, click on the Complete Inspection button to the far right of the chosen facility. The current inspection results will display and can be edited.



1.1.6 - Body Art Facilities

The Body Art Facilities section lists all facilities in the system for the specified county(s).

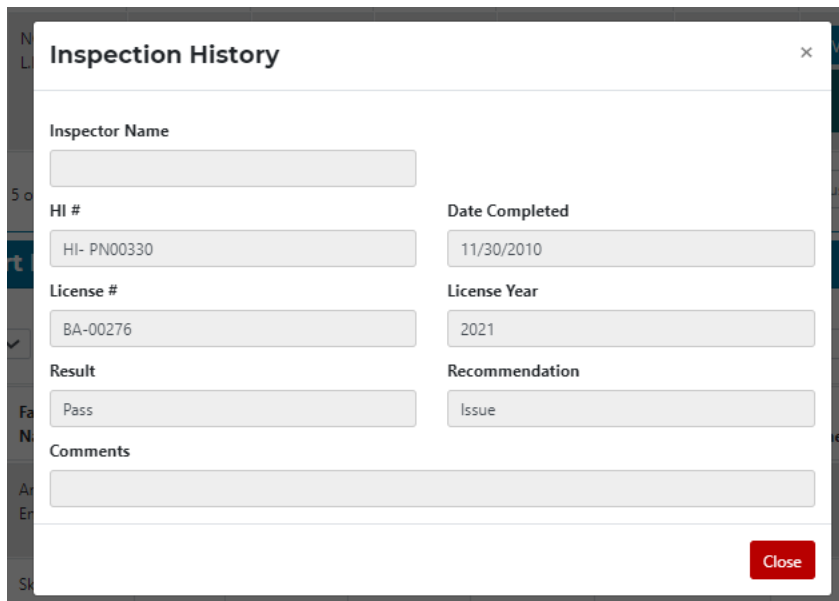
Body Art Facilities								
HI#	Facility Name	Status	Inspection Result	Inspection Date	Inspection By	Recommendation	Comments	Actions
HI-PN00330	Artistic Enhancements	Closed	Pass	11/30/2107		Issue		View History
HI-PN02003	Skincare by Julia	Active	Pass	08/25/2021		Issue	In Compliance	View History
HI-PN03735	High Point Tattoo	Active	Pass	08/20/2021		Issue		View History
HI-PN03246	Reo Town Tattoo Company	Active	Pass	08/11/2021		Issue	In Compliance	View History

To view the results of the latest inspection click the View History button in the far right of the chosen facility.

1.1.6.1 - View History

Clicking the View History button will open a window and display the following read-only fields:

- Inspector Name
- HI #
- License #
- Date Completed
- License Year
- Result
- Recommendation
- Comments



The screenshot shows a window titled "Inspection History" with a close button (X) in the top right corner. The window contains the following fields:

Inspector Name	<input type="text"/>	
HI #	<input type="text" value="HI- PN00330"/>	Date Completed
		<input type="text" value="11/30/2010"/>
License #	<input type="text" value="BA-00276"/>	License Year
		<input type="text" value="2021"/>
Result	<input type="text" value="Pass"/>	Recommendation
		<input type="text" value="Issue"/>
Comments	<input type="text"/>	

A red "Close" button is located at the bottom right of the window.