

**HEALTH DEPARTMENT**

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**CITY OF EVERETT  
MASSACHUSETTS**



**BOARD OF HEALTH**

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MEMBER

**Tanning Facility Application – Checklist**

To obtain a permit to operate a tanning facility the following must be provided:

- \_\_\_\_\_ Complete a tanning facility application and submit fee.
- \_\_\_\_\_ Provide specification or “cut” sheets on all tanning equipment which shall include manufacturer, model year, serial number (if available) and type of each ultraviolet lamp.
- \_\_\_\_\_ Provide the name and address of the tanning device supplier, installer, date of installation of each tanning device and service agent.
- \_\_\_\_\_ Sign and date certification (attached) that you have received, read and understood the requirements of 105 CMR 123.000 – Tanning Facility Regulations. Found on our website:  
[www.cityofeverett.com](http://www.cityofeverett.com)
- \_\_\_\_\_ Provide a copy of the consent form to be used for minors. (Minors are clients under 17 years of age). Note: You need three lines on the form for the signature of the client, parent or legal guardian and the employee (as a witness).
- \_\_\_\_\_ Provide a copy of your injury report form [see regulations 123.003 (E)(1) for specifics].
- \_\_\_\_\_ Provide a copy of the operating and safety procedures to be followed by employees in the operation of the tanning facilities.
- \_\_\_\_\_ Provide proper paperwork for clients to fill out which includes the written warning.
- \_\_\_\_\_ Provide Red background with white lettering warning signs [see regulations 123.003 (A)(1)] posted within three feet of all tanning devices.
- \_\_\_\_\_ Proper disinfection of tanning beds and/or booths after client use.
- \_\_\_\_\_ Provide drinking water for clients.
- \_\_\_\_\_ Provide eye protection (for sale or otherwise) for clients.
- \_\_\_\_\_ Contact the Health Department to schedule an inspection. Permit issued after successful inspection.