



**Department of Health
Health Regulation and Licensing Administration
Radiation Protection Division**



TANNING FACILITY LICENSING PROCESS and INSTRUCTIONS

PLAN REVIEW:

Prior to the use of a structure as a tanning facility, plans of the facility and its proposed operation shall be submitted to and approved by the **Department of Consumer and Regulatory Affairs (DCRA)** located at 1100 4th Street, SW, Washington DC 20024. You may contact DCRA at (202) 442-4400, and on the agency's website: <http://www.dkra.dc.gov>

All plans shall be legible, drawn to scale and shall comply with the requirements of this chapter. Plans shall show the location of all tanning devices and sanitary facilities. In addition, plans shall indicate all override timer and emergency shut off locations.

1. Submit a copy of your Certificate of Occupancy with the following items:
 - Complete Application for Tanning Facility License, including the Certification at the bottom of application that the applicant has read and understands the Tanning Facility Regulations.
 - Two (2)-year licensing fee in the amount of \$500.00 from October 1st to September 30th of the following year.
 - And \$35.00 for a District-Issued Tanning Facility Manager's Identification Card. (See, section 801 and 1500.3 of Title 25-F of the DCMR))

ONCE PLANS ARE APPROVED BY DCRA, CONSTRUCTION MAY BEGIN FOR NEW CONSTRUCTION OR REMODELING (See, sections 806 and 807 of Title 25-F of the DCMR)

PREOPERATIONAL INSPECTION:

Prior to opening, a **preoperational inspection must be performed**. Contact the **Department of Health, Radiation Protection Division** to schedule an inspection. Plans approved by DCRA must be on premises for the inspection. Any provisos written on the plan review will be checked at this time; including certificate(s) of completed training from an approved provider.

Upon approval by the **Department of Health, Radiation Protection Division** to open, a Biennial License will be issued to the facility. Biennial Licenses are required to be renewed every 2-years by September 30th thereafter.



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TANNING INSPECTION CHECKLIST

Items that must be in the facility at time of inspection:

- ↺ Posted DOH license
- ↺ Signed acknowledgement forms for all clients
- ↺ Three years of client's records
- ↺ Letters of equivalency for bulbs
- ↺ Manuals for each bed/booth
- ↺ Appropriate labels for each device
- ↺ Copy of last DOH inspection
- ↺ Sanitizers for beds/booths
- ↺ Adequate eyewear with appropriate sanitizers (if eyewear is provided by facility)
- ↺ Emergency override timer
- ↺ Documentation of required training

Items that must be in each room with a bed:

- ↺ Emergency shut-off switch
- ↺ Physical barrier from bulbs (in good repair)
- ↺ Required warning signs

Items that must be in each room with a booth:

- ↺ Marking on the floor indicating proper exposure distance from lamps
- ↺ Required warning sign
- ↺ Door must open outwardly
- ↺ Temperature of enclosed booths cannot exceed 100°F

Items that must be in the restroom:

- ↺ Adequate lighting
- ↺ Adequate ventilation
- ↺ Toilet tissue
- ↺ Soap and single service towels
- ↺ Trash can with lid
- ↺ Running water under pressure

