



CITY OF WEST COVINA PLANNING DEPARTMENT

Instructions For Filing a Permanent Make-Up Application

Permanent make-up. The business of inserting pigment under the surface of the skin in the facial area by pricking with a needle or otherwise, so as to produce an indelible mark or figure visible through the skin. The application of permanent make-up is intended to principally consist of, but is not necessarily limited to, the application of permanent eyeliner, eyebrows, lip liner, lip color, and beauty marks.

All of the following must be submitted before the Planning Department can process the application:

1. Application Sheet, as included here, with signature of the property owner authorizing the applicant's request
2. Filing Fee for Permanent Make-up Application Review: \$140.00 filing fee, plus one-hour staff time at \$90.00 per hour which is a total of \$230.00 payable to the "City of West Covina"

***NOTE:** Building permits associated with this application will not be issued until all filing fees are collected and deposit accounts are settled.*

3. Site Plan: submit 6 copies
4. Floor Plan: submit 6 copies
5. Business operations plan: to include the business hours and type of permanent make-up application.
6. A Health Permit and Plan Check process are required by the **establishment** to be completed and submitted to Los Angeles County Department of Health Services at the address below. A Health Permit and Registration is required by each **technician** to be completed and submitted to Los Angeles County Department of Health Services at the address below:

Los Angeles County Department of Health Services
Body Art Program
5050 Commerce Drive, Room 115,
Baldwin Park, CA 91706-1423.

For more information or an application please call their office at (626) 430-5433.

Note: A condition will be placed on each application that the applicant complete all the Los Angeles County Department of Health Services requirements prior to beginning a permanent make-up use. The City of West Covina requires that a copy of all approved County permits be submitted for filing to the Planning Department at the address above.

7. The permanent make-up technician and establishment shall obtain a Business License from the City of West Covina City Treasurer, at the City Hall located at 1444 W. Garvey Avenue South, P.O. Box 1440, West Covina CA 91793, Room 308. **Note:** The license will not be signed by the Planning Department until staff receives a copy of receipts for each Los Angeles County application.



**Application
Permanent Make-up Use**

Applicant's Name: _____
(owner, purchaser, lessee, representative)

Applicant's: address: _____

phone _____ fax _____ pager/cell _____

e-mail _____

Project Coordinator: _____ Title: _____

Coordinator's: address: _____

phone _____ fax _____ pager/cell _____

e-mail _____

I, the applicant, _____, for the property situated at
(name)

_____ (give street address and general location by street boundaries etc.)

herewith request approval of a Permanent Make-up Application for _____
(nature of project)

_____ (attach additional sheets if necessary) on property zoned as _____.

Applicant's Signature: _____

Owner's Permission

I (we) do hereby certify, under penalty of perjury, that I (we) am (are) the owner(s) of the real property legally described herein and hereby grant permission for which this application is made.

(Signature)

(Please Print Name Here)

(Address)

(City)

(Date)

Occupant's Permission To Enter And Investigate Site

City of West Covina
Planning Department
1444 West Garvey Avenue
West Covina, CA 91790

I, _____ as _____
(owner or lessee)

and occupant of the property located at

do hereby authorize representatives of the City of West Covina to enter upon the above- mentioned property

for inspection purposes and to obtain photographs of the subject property to prepare reports for Permanent Make-up Application #_____.

This authorization terminates upon the final decision on the case, made by the Planning Department.

I do / do not have a dog on the premises.
(circle one)

Signature

Date

To be filled out by occupant (owner or lessee)