







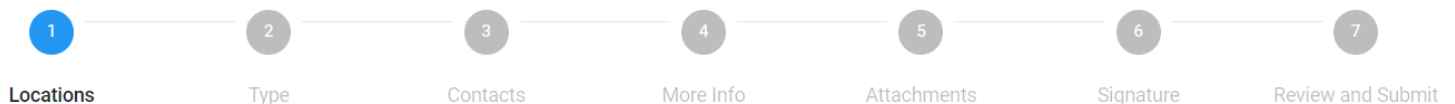
## Applying for an Environmental Health Body Art (Body Piercing/Tattoo/Permanent Makeup) Permit on NHC COAST Portal

- A. Open the **Customer Online Access Services Tool (COAST)** main page at: <https://www.NHCgov.com/coast>.
  - B. Click on  **Login or Register**.
  - C.
    1. If this is your first time applying for a permit, you will need to Register for a new account. Click on **Register Here** at the bottom of the log in window. A valid email address is required.
    2. Or if you have a COAST account, enter your username and password and click on  to log in to your COAST account.
  - D. Once you log in to COAST, the Home Self Service page will open.
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- E. Click on the box with . The Application Assistant window will open. Search for the permit by typing in **Body Art** in the application search box. Select the **Environmental Health Body Art (Body Piercing/Tattoo/Permanent Makeup)** permit.
  - F. Review the permit descriptions to ensure you are selecting the correct permit.


**Environmental Health Body Art (Body Piercing/Tattoo/Permanent Makeup)** 


Category Name: ENVIRONMENTAL HEALTH PERMITS	Description: Body art permits are required to allow a body artist to operate in New Hanover County. Tattoo permits are required to allow a tattoo/permanent makeup artist to work under North Carolina state rules. Use the body art application to apply for a new, renewal or temporary New Hanover County body piercing permit or a state tattooing permit.
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- G. Click on  next to the **Environmental Health Body Art (Body Piercing/Tattoo/Permanent Makeup)** permit.
- H. The Application page will open. There are seven windows to complete in order to submit the permit application, as tracked on the top of the page.



Information to be entered/submitted on each of the seven windows.

1. **Locations:** Click on **Add Location** in Project Location blue box. Under **Address Information**, enter the establishment address to Search for. Click  next to the Body Art Establishment address to select.  
*Hint: If the establishment address doesn't appear, reduce the amount of the address entered and re-search.*
2. **Type:**
  - a. Permit Type= **Environmental Health Body Art (Body Piercing/Tattoo/Permanent Makeup)**
  - b. Description= Brief description about Artist and Permit type (Body Piercing or Tattoo)
3. **Contacts:** **Applicant** and **Business Owner** are required. Applicant should be the Body Artist. Business Owner will need to have an active COAST account to be added as a **Contact** on the permit.
4. **More Info:** All fields are required. Please read additional information provided on this tab.
  - a. **Name of Establishment-** Enter name of Body Art Establishment.
  - b. **Is this a new establishment?-** Select **Yes** or **No**.
  - c. **Type of Artist-** Select one: **Body Piercing** or **Tattoo**

- d. **Type of Permit-** Select one: **New (New artist at Establishment), Existing (Same Artist and Same Location)** or **Temporary Artist (Operate 2 weeks or less)**
  - e. **Home Address-** Enter artist's home address in the listed address fields
  - f. **Phone Number-** Enter artist's contact phone number
  - g. **List the hours you work beside the appropriate day of the week-** Enter hours next to each day of the week (i.e., 12pm- 8pm) or enter closed or day off.
  - h. **Artist Date of Birth-** Enter Artist's date of birth.
  - i. **Water Provider-** Select one: CFPUA, Community, Private Well, Aqua
  - j. **Sewer Provider-** Select one: CFPUA, Community, Private Septic, Aqua
  - k. **Disclaimer Acknowledgement-** Select **Yes** and enter Full name.
5. **Attachments:** Click on **Add Attachment** in the blue box matching the type of file to be attached. Browse to the file location and attach. **Documents are to be only submitted as pdfs.**
- a. **Required- Bloodborne Pathogen Training Certificate**
    - i. Current Bloodborne Pathogen Training certificate completed annually.
6. **Signature:** Type Name and complete signature.
7. **Review and Submit:** Review entered information and documents for permit application.
- I. At the bottom of the Review and Submit tab, once you have reviewed your application and are ready to submit your application, click  .
- J. After submittal, NHC Environmental Health staff will review your application. If additional information is needed for your application, they will contact the applicant. **Please remember application and fee are required 30 calendar days prior to permit expiration which includes holidays and weekends.**
- K. During the application and permitting process, logging in to your COAST account will allow you to track the permit status, pay fees, and view your permit once issued.

**For questions about the COAST Website, please email [COAST@NHCgov.com](mailto:COAST@NHCgov.com) or call (910) 798-7308.**

Please do not submit applications or plans to this email address. Please go to our COAST Portal at [NHCgov.com/COAST](http://NHCgov.com/COAST) or apply in person.

**For questions about Environmental Health, please call (910) 798-6667.**

**Hints:**

- Chrome or Microsoft Edge are preferred browsers.
- Navigate between the screens by clicking on the **Next** or **Back** buttons by scrolling to the bottom of the screen.
- A draft of the permit may be saved at any time before submittal by clicking on **Save Draft**. This will place the permit in the Draft group on the Dashboard page. Select the draft permit to continue completing and submitting the application.

**Annual renewal notices are emailed 60 days prior to permit expiration to the email address provided through COAST on the permit application.**