



# NEW HANOVER COUNTY

## PUBLIC HEALTH





### ENVIRONMENTAL HEALTH SERVICES

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

- A. Open the **Customer Online Access Services Tool (COAST)** main page at: <https://www.NHCgov.com/coast>. This page is the main resource page for COAST and includes tabs for **COAST information**, **COAST Help Videos**, **FAQs** and **Forms**. Please click on the buttons to find additional information and resources. The **Forms** tab provides a list of forms which may be required to complete and attach as part of the application process. The **COAST Help Videos** tab provides videos with step by step guidance on registering for COAST, applying for a permit and paying fees.
- B. Click on the orange COAST Portal button  to open the COAST Self Service page.
- C. Click on  **Login or Register**.
- D. 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.
- E. Once you log in to COAST, the Home Self Service page will open.
- F. Click on  and a drop down menu will open. Go to the bottom of the Permits Column and click on “**All**”.
- G. The Permit Application Assistant window will open. Click on **> Show Categories**. Scroll down to **NHC Environmental Health Food, Lodging and Institution Permits** in the left column and **click**. Once clicked, a list of Environmental Health permits will be located in the right column.
- H. Scroll down the list to find **NHC Environmental Health Food, Lodging and Institution Permits: Body Art (Body Piercing/Tattoo)**. Please read the permit descriptions to ensure you are selecting the correct permit.

### NHC Environmental Health Food, Lodging and Institution Permits : Body Art (Body Piercing/Tattoo)



 Apply

Body art permits are required to allow a body artist to operate in New Hanover County. Tattoo permits are required to allow a tattoo artist to continue working under North Carolina state rules. Use the body art renewal application to renew a New Hanover County body art permit or a state tattooing permit.

- I. Click on  next to the **Body Art (Body Piercing/Tattoo)** permit.
- J. The Application page will open. There are seven types of information to be entered in order to submit the permit application, as tracked on the top of the page.



Information to be entered/submitted on each of the Six tabs.

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= **Body Art (Body Piercing/Tattoo)**
    - 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. **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.
    - f. **Artist Date of Birth-** Enter Artist's date of birth.
    - g. **Water Provider-** Select one: CFPUA, Community, Private Well, Aqua
    - h. **Sewer Provider-** Select one: CFPUA, Community, Private Septic, Aqua
    - i. **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.
    - a. **Required- Bloodborne Pathogen Training Certificate**
      - i. Current Bloodborne Pathogen Training certificate completed annually.
  6. **Summary:** Review entered information and documents for permit application.
- K. At the bottom of the Summary tab, once you have reviewed your application and are ready to submit your application, click .
- L. 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 in order to avoid an additional fee.**
- M. 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) 798-7114.**

**Hints:**

- Navigate between the screens by clicking on the **Next** or **Back** buttons at the bottom of the screen
- A draft of the permit may be saved as 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.