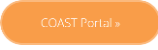







Applying for an Environmental Health Body Art (Body Piercing/Tattoo/Permanent Makeup) Permit on NHC COAST Portal

- A. Open the **Customer Online Access Services Tool (COAST)** main page at: <https://www.NHCgov.com/coast>. This page is the main resource page for COAST and includes tabs for **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 the box with  **Apply**. The Application Assistant window will open. Search for the permit by typing in **Body Art** in the application search box. Select the **NHC Body Art (Body Piercing/Tattoo/Permanent Makeup)** permit.
- G. Review the permit descriptions to ensure you are selecting the correct permit.


NHC Body Art (Body Piercing/Tattoo/Permanent Makeup) 


Category Name: NHC Environmental Health Food, Lodging and Institution 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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- H. Click on  next to the **NHC Body Art (Body Piercing/Tattoo/Permanent Makeup)** permit.
- I. The Application page will open. There are six 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 six 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= **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. **Summary:** Review entered information and documents for permit application.
- J. At the bottom of the Summary tab, once you have reviewed your application and are ready to submit your application, click  .
- K. 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.**
- L. 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 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 or apply in person.

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

Hints:

- 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.