

Beauty Salon

In order to operate a Beauty Salon, you need to become or hire a licensed cosmetologist. The full listing of cosmetology licenses is available on the MA Board of Registration of Cosmetologists' website:

<http://www.mass.gov/ocabr/licensee/dpl-boards/hd/regulations/rules-and-regs/240-cmr-200.html>

The following licenses are issued by the board:

1. Cosmetology Salon
2. Manicuring Salon
3. Aesthetics Salon
4. Booth Renter
5. Booth Shop

To have your shop or salon licensed, mail a complete application package to the Board of Cosmetology. Your application should include:

- Floor plan- must include the entire layout of the shop. It does not need to be professionally done, but will need to indicate the location of all the rooms, stations, bathrooms, and front/back door.
- Owner's Name and phone number
- Name and address of the Shop
- If this is a current licensed shop being purchased/ leased, a copy of that shop's license or the name and license number of the previous shop owner.
- Anticipated opening date
- Copy of the City's Business Certificate (D/B/A License)- see **Chapter 5** "Registering your Business"
- Copy of the City's Occupancy Permit – see **Chapter 4** "Permitting & Licensing"
- Money order (personal checks are not accepted) made payable to "Commonwealth of Massachusetts"

After the application and all requested information has been received and approved by the board, a shop-opening investigator will contact you to set-up a site inspection. Site investigators will be looking for the following at your establishment:

- There is running cold & hot water
- There is at least 1 bathroom with a sink
- In addition to the sink in the bathroom, there is an additional sink for hand washing
- Proper lighting and ventilation
- The salon shall display a sign at their entrance, or a sign sufficiently large to be clearly visible from the street.
- All floor coverings, walls, ceilings, woodwork, furniture, fixtures, curtains and draperies in a salon shall be washable or chemically sanitized and maintained in a clean and sanitary condition.
- All equipment installed must meet with the requirements of public safety regulations.

Please note that the Board will not issue a license for any premises if required local permits and certificates have not been obtained or if the Board's inspection reveals that the premises are in violation.

The salon license is only for the location stated on the application and the location that was inspected and approved. This license is not transferable or assignable. In the event that you relocate your salon, you will need to notify the Board in writing at least 30 days before the change of location. Upon approval of the new location by the Board, the license for the previous location will be canceled and the Board will issue a new salon license for the new location.

Salon licenses must be displayed in the salon and visible to the public.

All cosmetologists, operators, instructors, manicurists, aestheticians, and demonstrators must post their current individual license and health certificate at their place of employment.

Below is a summary table listing the type of licenses, renewal fees, dates and frequency:

Board Code	Type Class	License Type	Renewal Fee	Renewal Time	Renewal Frequency
HD	1	Registered Cosmetologist	\$68.00	Birthday	Biennial (2 years)
HD	2	Registered Operator	\$68.00	Birthday	Biennial (2 years)
HD	3	Registered Manicurist	\$68.00	Birthday	Biennial (2 years)
HD	4	Registered Instructor	\$68.00	Birthday	Biennial (2 years)
HD	5	Registered Demonstrator	\$68.00	Birthday	Biennial (2 years)
HD	6	Registered Aesthetician I	\$68.00	Birthday	Biennial (2 years)
HD	7	Registered Aesthetician II	\$68.00	Birthday	Biennial (2 years)
HD	8	Aesthetician Instructor	\$68.00	Birthday	Biennial (2 years)
HS	1	Cosmetology Salon	\$82.00	31-Dec/ EVEN YEAR	Biennial (2 years)
HS	2	Booth Shop	\$82.00	31-Dec/ EVEN YEAR	Biennial (2 years)
HS	3	Manicuring Shop	\$82.00	31-Dec/ EVEN YEAR	Biennial (2 years)
HS	4	Booth Renter	\$82.00	31-Dec/ EVEN YEAR	Biennial (2 years)
HS	5	Aesthetic Shop	\$82.00	31-Dec/ EVEN YEAR	Biennial (2 years)
HS	9	Cosmetology School	\$338.00	31-Dec/	Biennial

				EVEN YEAR	(2 years)
HS	10	Aesthetician School	\$338.00	31-Dec/ EVEN YEAR	Biennial (2 years)
HS	11	Advanced Training Institute	\$338.00	31-Dec/ EVEN YEAR	Biennial (2 years)
HS	12	Registered Manicuring School	\$338.00	31-Dec/ EVEN YEAR	Biennial (2 years)

For more information:

MA Board of Registration of Cosmetologists

MA Division of Professional Licensure

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<http://www.mass.gov/ocabr/licensee/dpl-boards/hd/>