

STATE BOARD OF BARBER EXAMINERS

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2601 North Third Street
Harrisburg, PA 17110

BARBERSHOP CHANGE APPLICATION

PLEASE NOTE: this application is active for six months from the date of receipt in the Board office. If the application has not been successfully processed by that time, it will be necessary to re-apply with a new fee.

Instructions and Requirements

This application is used **ONLY** for making changes to an existing barbershop remaining at the same physical location. For initial licensure of a shop, change of physical location or a complete change of ownership, you must complete and submit application 42-BO100, *Initial Shop Licensure or Change of Shop Location Application*.

PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS. AN INCOMPLETE OR INCORRECT APPLICATION OR APPLICATIONS PRESENTED TO THE BOARD FOR CONSIDERATION OF A VARIANCE WILL DELAY THE LICENSURE OF YOUR SHOP. IF A VARIANCE IS BEING REQUESTED, INCLUDE A SKETCH OF YOUR SHOP AND AN EXPLANATION FOR THE VARIANCE YOU ARE REQUESTING.

YOU MUST KEEP A COPY OF THIS APPLICATION AND ALL ATTACHMENTS SUBMITTED WITH YOUR APPLICATION, TO INCLUDE THE SHOP LICENSE IF APPLICABLE.

YOU MUST ALLOW AT LEAST FOUR WEEKS FOR PROCESSING.

1. **You MUST attach your current shop license to this application.**

If the license is not available, you must provide a signed statement from the current owner indicating the license number of the shop and the reason why the shop license is not available to return. **Exception: If changing square footage or adding chairs only, the license should not be returned.** *(Until you receive your permanent license reflecting the change(s), you should display a copy of your existing shop license with a copy of this completed application in your shop)*

2. **FEE:**

Include the required fee as shown. If an inspection is required as a result of your change, the required fee due is \$90.00. For changes not requiring an inspection, the fee is \$40.00. If making multiple changes, submit only one fee in the highest amount for the changes you are making. For example, if you are changing trade name (\$40.00 fee required) and at the same time, changing square footage or adding chairs, (\$90.00 fee required), submit **ONLY** the \$90.00 fee.

Make your check or money order payable to "Commonwealth of PA". **DO NOT SEND CASH!** The required fee is a processing fee only and is required regardless of the issuance of a license.

A processing fee of \$20.00 will be assessed for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.

3. **CHANGES TO SQUARE FOOTAGE OR ADDING CHAIRS:**

You must include an explanation as to where the changes have been made. The shop will be inspected to confirm the changes.

4. **DELETING PARTNERS:**

If any partners are being deleted, the signature of the deleted partner(s) is required in the appropriate area of the application. The Board cannot delete any partners name(s) from the license without the required signature(s). If you are unable to obtain the required deleted partner(s) signature, it may be necessary for you to apply for initial shop licensure using 42-BO100 (*Barber Shop Application*). You must return the existing shop license with the 42BO100 application.

5. **CORPORATE APPLICANTS:**

If incorporating your business, please be sure that the corporation and any fictitious trade name is properly registered with the Corporation Bureau. The telephone number for the Corporation Bureau is 717-787-1057.

6. **FICTITIOUS NAME (TRADE NAME) REGISTRATION:**

If you will be using a first name or any other name than your own last name (surname), it would be considered a fictitious name and must be registered with the Corporation Bureau as a fictitious name. You may contact the Corporation Bureau at 717-787-1057. While the proof of registration of a fictitious name need not be submitted with this application, it is the shop owner's responsibility to ensure that a fictitious name is properly registered.

7. **POSTAL CHANGE OF ADDRESS:**

For a post office change of address where no physical changes in location have occurred, submit a letter from the post office that provides previous and current shop address, verifies that the change of address is a postal change only and that no physical relocation of the shop has occurred. The required fee for a post office change of address is \$5.00 only for a duplicate license reflecting the new address. If you are making any other shop changes in addition to the postal change of address, include the higher fee listed for the change(s) being made (\$40.00 or \$90.00, whichever is applicable)

8. **SHOP ADDRESS:**

Licenses must be issued to the shop's physical address. Licenses will not be issued solely to a post office box number; however, a post office box number may be included along with the physical location. The post office box number must be from the same post office area of the shop location.

9. **SHOP MANAGEMENT:**

Each barbershop must be managed by a licensed barber manager or barber teacher or designated barber licensee in charge. The name of the owner and supervisor must be posted in a conspicuous place in the barbershop. A barber manager or barber teacher is required to supervise if the shop has a student training or an individual with temporary authority to practice permit. For a shop to be given the authority to practice, the facility must be ready to operate at the time of inspection. This includes the requirement for a barber licensee to be the shop owner or employed by the shop at the time of inspection.

10. SHOP SPACE REQUIREMENTS:

If a shop does not meet the minimum space requirements, a space variance may be requested. The Board will consider any reasonable variance request. For information on requesting a variance, refer to INSTRUCTION #13. . *All shops must be separated from any other businesses by permanent walls or partition and the entire shop area must be adjoining.*

MINIMUM WIDTH REQUIREMENT FOR ALL SHOPS = 12 FEET

NUMBER OF CHAIRS/STATIONS:	1	2	3	4	5	6	7	8	9	10
REQUIRED LENGTH IN FEET:	15	20	25	30	35	40	45	50	55	60

Add five (5) additional feet in length for each additional chair/station.

11. SHOP EQUIPMENT REQUIREMENTS:

All shops must meet the following minimum equipment requirements. For each additional licensee, supplies and equipment must be increased so that each licensee can practice in a safe and efficient manner.

One barber pole, or a sign indicating that barbering services are being performed A stand and mirror or the equivalent One hand mirror One barber chair which revolves, reclines and has a headrest A sanitary headrest for ever two chairs A closed container for clean towels A covered waste container for each chair One covered soiled towel receptacle for each chair At least one washstand for every two chairs Running hot and cold water in every washstand A supply cabinet for stock of towels and supplies Seating accommodations for at least three persons One clothes tree or its equivalent to accommodate the wraps of at least three customers	One cabinet or closet for mops, brooms and the like One hair clipper for each chair in operation Two razors for each chair in operation Two shears for each chair in operation Combs for each chair in operation One strop One tweezers One hone Sanitary towels for each chair Two clean haircloths for each chair Neck strips and dispenser Disinfecting solution Proper disinfecting equipment Hair tonic, face lotion, cold cream and massage cream Powder or liquid styptic
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12. GENERAL REQUIREMENTS:

Every barber shop must meet the following minimum general requirements:

- Adequate lighting
- Sufficient amount of floor space (Instruction #10)
- Ample lighting
- Facilities for heating
- Proper ventilation
- Clean walls and ceilings
- Suitable flooring (hardwood, tile, composition, linoleum) in the work area.
- Readily accessible toilet facilities maintained in a sanitary condition.
- Running hot and cold water

A barbershop may not be located in a food store, soft drink parlor, restaurant, coffee shop or in a place where foodstuffs are kept for sale in other than the original package, unless separated by a solid partition extending from floor to ceiling. If the partition contains a door, the door must be kept closed.

13. HOW TO REQUEST A SPACE VARIANCE:

If you are changing the square footage of your shop and the change results in the shop not meeting the minimum shop space requirements defined under INSTRUCTION #10, you may request a variance. To request a variance, you must submit a detailed sketch of the shop layout with your application. The sketch must be on 8½ " x 11" paper and must indicate the position of all doors, windows, partitions, shampoo basins, lavatories, adjustable chairs and other floor equipment. You must also indicate length and width and total square footage for each divided area of the sketch

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For processing staff use only:
 Application Number:
 Staff initials:

BARBERSHOP CHANGE APPLICATION

PLEASE NOTE: this application is active for six months from the date of receipt in the Board office. If the application has not been successfully processed by that time, it will be necessary to re-apply with a new fee.

1. APPLICANT INFORMATION ALL INFORMATION MUST BE COMPLETED

Shop owner(s): <i>(provide all owners names as they appear on the current license)</i>																			
Shop Name: <i>(as shown on current license)</i>																			
Shop Address: EMAIL:																			
<i>Street:</i>																			
<i>City:</i> <i>State: PA Zip Code:</i>																			
Shop License Number:	Shop Telephone Number:																		
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2. CHECK ALL APPLICABLE BLOCKS FOR THE CHANGE(S) BEING MADE

Only checks written in the amount of \$5, \$40, or \$90 will be accepted regardless of the number of changes requested.

POST OFFICE CHANGE OF ADDRESS - \$5.00 FEE
 Attach a letter from the post office verifying that the change of address is the result of a post office change only and that no physical change in location has occurred.

CHANGE OF TRADE NAME - \$40.00 FEE (NO INSPECTION REQUIRED)
 If you will be using a first name or any name other than your own last name, it would be considered a fictitious trade name and must be registered with the Corporation Bureau. You may contact the Corporation Bureau at 717-787-1057. Proof of registration need not be submitted to the board. Please return your original license. If the license is not available, you must provide a signed statement from the current owner indicating the license number of the shop and the reason why the shop license is not available to return.

INDICATE YOUR NEW TRADE NAME: →

Is this name registered with the Pennsylvania Corporation Bureau as a fictitious name? YES NO
If NO, you must provide an explanation below or your application cannot be processed:

CORPORATION CHANGE - \$40.00 FEE (NO INSPECTION REQUIRED)
 If changing to or from a corporate ownership with individual owners/officers remaining the same, you may apply for the change on this application. If owners/officers are changing, apply for an initial (new) shop license application using application #42-BO100.

INDICATE THE CHANGE BEING MADE & INCLUDE THE CORPORATE NAME IF APPLICABLE →

ADDING PARTNER(S) - \$40.00 FEE (NO INSPECTION REQUIRED)
 Provide the name and license number of all added partners. All added partners must sign in the appropriate space below:

ADDED PARTNER(S)	LICENSE NUMBERS (if applicable)	SIGNATURES

DELETING PARTNER(S) - \$40.00 FEE (NO INSPECTION REQUIRED)
 Provide the name and license number of all partners to be taken off of the license. All partners to be deleted MUST sign in the appropriate signature area. Without the required signature of the deleted partner(s), this application cannot be processed. (refer to INSTRUCTION #4)

DELETING PARTNER(S)	LICENSE NUMBERS (if applicable)	SIGNATURES

CHANGE IN FLOOR SPACE (SQUARE FOOTAGE CHANGES) OR ADDING CHAIRS - \$90.00 FEE (INSPECTION REQUIRED)
 If changing the square footage of your existing shop or adding chairs, you must answer questions A and B below AND provide a detailed written explanation on a separate paper as to what changes are being made to the square footage of the shop. If necessary, you may provide a sketch of the shop layout indicating the area(s) being changed. Please be specific. If we cannot determine the changes being made, delays in the issuance of your license will occur.

A. Total number of chairs/stations in the shop:		
B. SHOP DIMENSIONS: <i>Refer to INSTRUCTION #10</i>	Length:	Width:
		Total Square Footage:

3. OWNER'S OATH

ALL OWNERS MUST SIGN BELOW. If applicant is a corporation, all officers must sign. Use additional pages if necessary.

By signing below, I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. C.S.§4911.

Additionally, I certify that the statements in this application are true and correct to the best of my knowledge, information and belief, and that I am of good moral character. I understand that any false statement made is subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities and may result in the suspension or revocation of my license or certificate.

I further understand that an inspection of my shop will be made to determine compliance with all Board requirements. I am aware that if a bureau inspector determines that I have not correctly answered any questions provided within this application or if my shop does not meet all requirements for licensure, authority to operate will not be given at the time of inspection and I will be responsible for all applicable re-inspection fees.

OWNER/OFFICER SIGNATURE _____ DATE: _____

OWNER/OFFICER SIGNATURE: _____ DATE: _____

OWNER/OFFICER SIGNATURE: _____ DATE: _____