



# THE OHIO STATE BOARD OF COSMETOLOGY

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1929 Gateway Circle Grove City, Ohio 43123  
Phone: (614) 466-3834 Fax: (614) 644-6880 [www.cos.ohio.gov](http://www.cos.ohio.gov)

## BOUTIQUE SALON LICENSE APPLICATION

If a salon has an existing discipline action, a change of ownership, name change, or location cannot take place until the discipline action has been closed. You may contact the Board office to verify the status of a license.

If establishing two (2) salons within one location, a separate application and fee is required for each.

Once the application has been approved, a business license will be mailed to the salon address listed. A mailbox/receptacle must be in place to receive mail; if license cannot be delivered, it will be returned to the Board office as undeliverable.

**Business license must be received prior to opening business.**

Salons are required to follow the laws and rules found in Chapter 4713 of the Ohio Revised Code and Chapter 4713 of the Ohio Administrative Code, which govern the (practice of cosmetology) in Ohio.

[CLICK HERE](#) to view the Laws and rules.

Salons are required (ORC 4713.081) to post the Sanitary Standards provided by the Board in a public and conspicuous place in the salon. [CLICK HERE](#) to access a copy of the standards.

All individuals providing services must be properly licensed or registered with the Ohio State Board of Cosmetology.

The status of a license or registration can be verified on the following website: <https://license.ohio.gov>

Salon licenses are not transferable from owner to owner or location to location.

**The completed application and required fee must be mailed to:**

**The Ohio State Board of Cosmetology  
1929 Gateway Circle  
Grove City, Ohio 43123**

**If you have questions or concerns call: 614-644-6121**



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## BOUTIQUE SALON LICENSE APPLICATION

**FEE: \$75.00 (Non-Refundable/Non –Transferable)**  
**MAKE CHECK or MONEY ORDER ONLY**  
**MADE PAYABLE TO: TREASURER STATE OF OHIO**  
**CASH WILL BE RETURNED**

**If your salon is a new build/structure and has NOT been previously issued a license by the Ohio State Board of Cosmetology, completing page 5 of this application is NOT required.**

TYPE OF APPLICATION (Select only one type per application)			
Boutique Salon (Limited to Braiding & Threading Services Only)	New Salon	Change of Location	Change of Ownership
Residential Boutique Salon  <small style="color: red;">Floor Plan Required</small> -Floor plan shall be drawn to scale, showing in detail the size of the premises, and each room contained therein, and describe any areas accessible to the salon through doors or any other openings, all equipment, and all plumbing fixtures. This floor plan shall be legible and clearly labeled. All salons attached to a residence shall additionally indicate in their floor plan the exact location of salon and living quarters and obtain proper approval from the local zoning "Board" indicating that cosmetology may be practiced in that location.	New Salon	Change of Location	Change of Ownership
SALON NAME & LOCATION INFORMATION			
BOUTIQUE SALON NAME (Name of salon must match your business sign)			
SALON ADDRESS	STREET SUITE, UNIT OR STORE NUMBER: CITY: STATE: OHIO                      COUNTY:    ZIP CODE:		
PREVIOUS ADDRESS (only if this is a change of address)	STREET: SUITE, UNIT OR STORE NUMBER: CITY: STATE: OHIO                      COUNTY:    ZIP CODE:		



If you would like the initial license mailed to an address other than the salon address, list that address below. **NOTE: This address can only be used for the initial licenses, all other correspondence will be mailed to the actual salon address.**

Name:

Street Address:

City:

State:

Zip Code:

**AUTHORIZED REPRESENTATIVE CONTACT INFORMATION ~ REQUIRED**

The Authorized Representative is the individual legally authorized to sign official correspondence from the Board on behalf of the business.

NAME:

STREET:

CITY:

STATE: OHIO

COUNTY:

ZIP CODE:

PHONE NUMBER:

SSN:

EMAIL :

**Notice on Collection of Personal Information**

The Ohio State Board of Cosmetology collects personal information on this form principally to identify and evaluate an applicant's qualifications for licensure, issue and renew licensure and enforce the provisions of Section 4713 of the Ohio Revised Code. Submission of this information is mandatory and the Board cannot process your application without a complete and accurate profile that includes the information requested. Information submitted to the Board, **excluding** confidential personal information as listed under Section 149.43 of the Ohio Revised Code, may be disclosed in response to a request for public records, to another state or government agency as required by law, or pursuant to a court order. Licensees may request to review the information maintained by the Ohio State Board of Cosmetology. Questions should be directed to the Board office. The Ohio State Board of Cosmetology maintains personal information data in an interconnected enterprise licensing data system that is accessed by other agencies authorized to engage in occupational and professional licensing in the state of Ohio. Access to personal information data maintained in the interconnected enterprise licensing system by participating agencies is strictly limited to purposes identified by each participant, in accordance with Section 1347.15 of the Revised Code. I hereby request that in order to process my application, act upon renewal requests, and to respond to public requests to confirm my license/certificate status, my personal information be accessed in accordance with OAC 4713-1-13(E) and (G).

Signature

Date

Signature

Date

Signature

Date

In the matter of a Partnership **ALL** partners are required to sign and date this form.

Date Salon Will Be Open For Business: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Date Year

If the date reported above changes, you are required to notify the Board by send an email to:  
[OSBC.Inspectors@cos.state.oh.us](mailto:OSBC.Inspectors@cos.state.oh.us)

### Affidavit

State of Ohio, \_\_\_\_\_ county

I swear or affirm that:

- 1) all information contained in this application is true and accurate to the best of my knowledge and belief;
- 2) as the salon owner, I understand that I am required to follow the laws and rules found in Chapter 4713 of the Ohio Revised Code and Chapter 4713 of the Ohio Administrative Code, which govern the (practice of cosmetology) in Ohio; and
- 3) I understand that, while I have until the expiration date of the issued salon license to open for business, I am required to notify the Ohio State Board of Cosmetology of any changes to the **open for business date listed in this application.**

Signature of Applicant \_\_\_\_\_  
(Must be signed in presence of notary)

Subscribed in my presence and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_.

\_\_\_\_\_  
Notary Public (Commission Expiration Date)

**NOTARY SEAL**

**Business Transaction**

**Affidavit ~A** Complete if you are purchasing an existing Boutique Salon with an "ACTIVE" license, involving only a change of ownership.

**Affidavit ~ B** Complete if you are moving into a location that is vacant and the Boutique salon license is in an "ACTIVE" status.

**This form does not need to be completed if your Salon is a new build or structure and has not previously been issued a license by the Ohio State Board of Cosmetology.**

**Affidavit ~ A**

State of Ohio, County \_\_\_\_\_

I, hereby swear or affirm that an actual change of ownership has occurred regarding the business listed below.

Name of Business \_\_\_\_\_ Current Salon License # \_\_\_\_\_

Ad-  
dress \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Signature of former Owner or Representative of Owner's Estate in the event of death of Owner

\_\_\_\_\_  
(both must be signed in the presence of a notary)

Subscribed in my presence and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_.

**NOTARYSEAL**

\_\_\_\_\_  
Notary Public (Commission Expiration Date Required)

**Affidavit ~ B**

In the event of a request to open a new Boutique Salon in the vacated address of a former licensed Boutique salon where an active salon license is still present.

As the landlord or owner of the building located at:

Street Address: \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

I, hereby swear or affirm the former licensed salon has vacated the above mentioned address.

Signature of Landlord or Owner of the building \_\_\_\_\_

Subscribed in my presence and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_.

**NOTARY SEAL**

\_\_\_\_\_  
Notary Public (Commission Expiration Date Required)