



New Bedford
Health
Prevent. Promote. Protect.



ADVISORY for NEW TANNING FACILITIES

Tanning Facility or Facility means any location, place, area, structure, or business which provides access to tanning devices. Tanning Device means any equipment used for tanning the skin that emits ultraviolet radiation, including, but not limited to, a tanning booth, tanning bed or sunlamp which includes high pressure tanning lamps.

The Board of Health wishes to congratulate you on your new business venture.

The following items are required to be submitted for a completed tanning facility plan review. Any missing information could cause a delay in the process.

Application(s) can be found online, via Open Gov: <https://newbedfordma.portal.opengov.com/>
Create an account, go to the main page, click on **Health, Tanning**, and top right **Apply Online**

All applications must be submitted in English through this Open Gov portal. For additional support, including translation or accessibility services, please contact the New Bedford Health Department at 508-991-6199.

- 1) **Workman's Compensation Insurance Affidavit** form. [Worker's Compensation Affidavit Link](#)
 - a. If applicable, **Certificate of Insurance for Worker's Compensation** from the insurance company.
- 2) **Liability Insurance Policy:** Obtained from your insurance company: Certificate of Insurance
- 3) **List of trained personnel** - copy of employees completed training certs.
- 4) **Written warning, consent/release form** distributed to customers.
- 5) **Sample customer record*** of visits that will be in use by your facility.
*as required by 105 CMR 123.003(D)(4)
- 6) **Purchase & Sale agreement or Lease agreement or Rental agreement.**Plan review *fee payable to the "City of New Bedford
- 7) **Review Tanning Facilities Regulations:**
<https://www.mass.gov/lists/tanning-facilities>
- 8) **Drawn floor plan:**

Inquire with the New Bedford Health Department of any existing plans on file with the layout of the tanning establishment, if the layout matches the location, you will not need to make any changes "Turn-key".

A statement written by the applicant stating that there will be no changes to the existing floor plan, no new/additional equipment and no equipment will be moved to another location within the existing facility must be submitted with the tanning establishment application.

1213 Purchase St. New Bedford, MA 02740 508-991-6199

Plans are required when constructing, remodeling or converting a location for use as a tanning facility. A drawn floor plan using a scale of no less than 1/4" = 1' in triplicate (3 sets) is required with the plan review application.

The drawn floor plan must include;

- Egresses
- Employee/public restrooms
- Janitor/mop sink
- Equipment placement with dimensions
- Equipment schedule – with make and model number/year
- Equipment specification sheets
- Interior finish schedule
- Contact name, address and telephone/cell number.

APPLICATION FEE: \$200.00 for up to two units and \$30.00 per each additional unit

- Pay by credit card, check or money order, payable to City of New Bedford
Check or money order can be mailed to:

**City of New Bedford Health Department
1213 Purchase Street – 1st Floor
New Bedford, MA 02740**

Please coordinate with City Clerks office, Inspectional Services (Building, Plumbing, Electrical), and Fire Prevention Bureau, and Licensing Dept to apply for all necessary permits/ inspections in order to be approved for opening inspection.

Businesses operating in the City of New Bedford that do not currently possess a valid Business Certificate are requested to obtain one by registering your business in person at the City Clerk's Office located in City Hall, 133 William Street - Room 118, 508-979-1450. A Business Certificate is valid for four years and costs \$40.00.

The Department of Inspectional Services – room # 308, 508-979-1540. City Hall, requires you to apply for a certificate of inspection/change of tenant in your new business name. Please let them know you have submitted a food establishment application with the Health Dept.

Please visit the Licensing Board – room # 206, City Hall, 508-979-1457, and inquire if there are any other licensing requirements for your new tanning operation.

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