



New Bedford  
Health

Prevent. Promote. Protect.



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**ANNUAL TANNING FACILITY LICENSE RENEWAL ADVISORY**  
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In accordance with 105 CMR 123.000 requires any location, place, area, structure or business which provides access to tanning devices.

Dear License Holder, it's time to renew your Tanning Facility License,

Application(s) can be found online, via Open Gov <https://newbedfordma.portal.opengov.com/>

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.

**APPLICATION FEE: \$200.00 for up to two units. Each additional unit will be assessed \$30.00**

- Pay by credit card, check or money order, payable to City of New Bedford
- Applications received after the **Dec 1<sup>st</sup> filing deadline** will be assessed a 20% late fee
- Permits must be renewed annually, 30 days prior to expiration

Check or money order can be mailed to:

City of New Bedford Health Department  
1213 Purchase Street – 1<sup>st</sup> Floor  
New Bedford, MA 02740

**APPLICATION REQUIREMENTS: PERMIT RENEWALS**

*Upload all the following documents / materials to Open Gov, as attachments.*

- 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) Updated client consent/release form if changed from previous year.
- 4) Tanning training Certificates

\*Any changes to Corp name, DBA, Tax ID or owner must submit an application as a New business; Renewals will not be accepted for these permit holders.