

ANDY BESHEAR  
GOVERNOR



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**KENTUCKY BOARD OF BARBERING**  
312 WHITTINGTON PARKWAY, SUITE 110  
LOUISVILLE, KY 40222  
(502) 429-7148

MEMO

To: All New Shop Owners:

Enclosed is an application to license a barber shop. **All new shops and all shops moving to a new location shall notify the Board Office at least 5 (five) days before opening and must indicate the date on which the shop is to be open by filing an application with the Board, which must contain the appropriate state plumbing inspector's signature.** Our office may then send our inspector to the new shop or new location. **Please plan your opening allowing for this time.**

You may contact the State Plumbing Inspector at your local county health department. The completed application must be notarized and have the bottom portion signed by the State Plumbing Inspector. **A \$100.00 licensing fee must be paid by money order or certified check with the application. (Personal checks are not accepted as payment for a new shop fee.)**

When the license is issued it is not transferable from one location to another. The license will be renewable at the same time as your personal license.

**You cannot open a business to serve the public until you are properly licensed.** Please note that if you are not currently licensed, you must renew your barber license before we can license your shop. You are also required to have the proper sterilization and sanitation. Visit our website for the link to read the current statutes and regulations. The list of regulations included will guide you in these areas as to what is acceptable. If you have any questions or need further assistance, you may call this office directly.

Sincerely,

A handwritten signature in black ink, appearing to read "Mason McNulty".

Mason McNulty, Administrator

Enclosures

KENTUCKY BOARD OF BARBERING  
312 WHITTINGTON PARKWAY, SUITE 110  
LOUISVILLE, KY 40222 (502) 429-7148

APPLICATION TO LICENSE A NEW BARBER SHOP

\*\*\*\*\*  
**A LICENSE FEE OF \$100.00, IN THE FORM OF A CERTIFIED CHECK OR MONEY ORDER AND MADE PAYABLE TO THE KY BOARD OF BARBERING MUST BE INCLUDED WITH THIS APPLICATION.**  
\*\*\*\*\*

PLANNED OPENING DATE \_\_\_\_\_ NAME OF SHOP \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ COUNTY \_\_\_\_\_

ZIP CODE \_\_\_\_\_ TELEPHONE NUMBER (\_\_\_\_) \_\_\_\_\_

201 KAR 14:070, Section 2. This barber shop license is not transferrable from one location to another or one person to another. A new license must be purchased.

IF THIS HAS PREVIOUSLY BEEN A BARBER SHOP, THE NAME OF IT WAS: \_\_\_\_\_

THIS SECTION TO BE COMPLETED IN THE PRESENCE OF NOTARY PUBLIC

APPLICANT'S AFFIDAVIT

I do hereby certify under a penalty of law that the information contained herein is true, correct and complete to the best of my knowledge and belief. I am aware that, should investigation at any time disclose any such misrepresentation or falsification, my application could be rejected or my license could be revoked. I also agree to obey the Statutes and Regulations governing barbering in the State of Kentucky.

1. \_\_\_\_\_  
Owner's Name (Printed) \_\_\_\_\_ Owner's Signature \_\_\_\_\_  
Is the owner a licensed Barber? Yes \_\_\_\_\_ No \_\_\_\_\_

2. \_\_\_\_\_  
Manager's Name (Printed) \_\_\_\_\_ Manager's Signature \_\_\_\_\_ BARBER Lic. # \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY NOTARY PUBLIC

BEFORE ME PERSONALLY APPEARED:

1. \_\_\_\_\_ 2nd Name Notarized  
1<sup>ST</sup> Name Notarized

whose signature(s) is/are affixed to this application, and made oath and says that all of the foregoing statements are true and correct.

SWORN AND SUBSCRIBED TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE STATE PLUMBING INSPECTOR

The above property has been inspected by me and found to be in compliance with State, County, and Local health and plumbing codes.

Date \_\_\_\_\_ Signature \_\_\_\_\_

STATE PLUMBING INSPECTOR

# TIPS FOR NEW BARBER SHOPS - PLEASE READ CAREFULLY

**As a barber/shop owner, it is your responsibility to read each Statute and Regulation in it's entirety and to obey all Statutes and Regulations governing barbering in the State of Kentucky these Statutes and Regulations can be found on our website <http://barbering.ky.gov>**

## KRS 317.420 REQUIREMENT THAT LICENSE BE OBTAINED

### KRS 317.450 FEES AND QUALIFICATIONS FOR LICENSE

- (3) The board shall issue a license to operate a barber shop to any *barber licensed under the provisions of this chapter* upon application and payment of a fee not to exceed fifty dollars (\$50). The board shall refuse to issue the license upon a failure of the licensed barber to comply with the provisions of this chapter or the administrative regulations promulgated by the board.

### KRS 317.580 SANITATION REQUIREMENTS

(Requires that a sink with hot and cold running water be located in the room where the barbering is being done.)

### KRS 317.590 GROUNDS FOR DISCIPLINARY ACTION...

The board may refuse to issue or renew a license or may revoke or suspend or place in probation such licenses as are issued upon proper showing of the applicant's or licensee's:

- (c) Failure to comply with regulations or rules of the board.

### KRS 317.595 BARBER SHOP LESSEE AS INDEPENDENT CONTRACT OWNER - LIMITATION OF BARBER SHOP OPERATOR'S LIABILITY.

### 01 KAR 14:035 PUBLIC IDENTIFICATION OF SHOPS AND SCHOOLS

*Section 1.* The main entrance to each barber shop, barber school or barber college shall display a sign indicating that it is a barber shop, barber school or barber college and the said sign shall be clearly visible at the main entrance of said place. The word "barber" is not necessary in the name of the shop however a sign with the words "Barber Shop", "Barber Salon", "Barber-Styling Salon" or a Barber pole, or emblem or decal of a Barber Pole must be visible from the outside of the main entrance of shop.)

### 01 KAR 14:040 INSPECTION OF SHOPS AND SCHOOLS

*Section 1.* A board member or authorized agent may inspect a barber shop ...

*Section 2.* A barber shop or school shall conspicuously display:

- 1) The license and picture of each barber engaged in the practice of barbering at that shop or school;
- 2) The license for the barber shop or school; and
- 3) The most recent inspection sheet furnished by the board for the barber shop or school. ...

### 01 KAR 14:045 NOTIFICATION OF NEW LOCATIONS

*Section 1.* All new barber shops and all barber shops moving to new locations shall notify the board at least five (5) days before opening for business, of the new location and the date on which the shop is to open for business.

### 01 KAR 14:065 PLACE OF BUSINESS REQUIREMENTS

*Section 1.* Every licensed probationary barber, every licensed barber and every licensed instructor of barbering regulated by this chapter, shall practice in a licensed barber shop or licensed barber school.

### 01 KAR 14:067 SHOP IN RESIDENCE; REQUIREMENTS

*Section 1.* Any licensed barber shop located in a residence shall have an outside entrance.

### 01 KAR 14:070 SHOP LICENSE APPLICATIONS

*Section 1.* All new barber shops and all barber shops moving to new locations shall comply with all city, county and state health regulations and must include a signature from the state plumbing inspector on an application supplied by the barber board.

*Section 2.* Barber Shop licenses are not transferable from one (1) location to another or one (1) person to another. A new license must be purchased at the time of transfer or relocation.

### 01 KAR 14:085 SANITATION REQUIREMENTS

*Section 2.* All barber shops or barber schools, together with all furniture, equipment, tools, utensils, floors, walls, ceilings, restrooms, supply rooms, adjoining rooms and manicuring instruments shall at all times be kept in a clean and sanitary condition.

*Section 3.* ... Each work stand shall have a bottle of alcohol (ethyl alcohol - ninety-one (91) percent) and ...

*Section 8.* (1) Dry disinfection.

(2) Liquid disinfection.

(3) Cabinet Sanitizer



KENTUCKY BOARD OF BARBERING  
312 WHITTINGTON PARKWAY, SUITE 110  
LOUISVILLE, KY 40222  
(502) 429-7148

MEMO

To: All New Shop Owners

According to KRS Chapter 317 and 201 KAR 14:180, if you are renting or leasing a chair in your barber shop to a barber(s), this person(s) has the responsibility to purchase an Independent Contract Owner (I.C.O.) License for a fee of \$50.00. This license is purchased only one time during the licensing year and is renewed in June with barber licenses. **It is important to remember that an I.C.O. License must be posted in every shop that the barber leases or rents space in and that a completed I.C.O. License Application is required to be submitted to the Board Office for each barber shop(s).**

If this person(s) does not purchase an Independent Contract Owner License the Board must assume that you, the shop owner, are withholding taxes, paying their Social Security Benefits, Workman's Comp (provide them with a W-2 Form) and that you are legally responsible for all violations this person(s) may commit in your barber shop.

Enclosed you will find a copy of the Independent Contract Owner License Application. (This form is also available on our web site at <http://barbering.ky.gov>). Please make copies to keep on file.

Have each barber who rents or leases a chair from you, for whom you do not withhold taxes, pay Social Security Benefits and Workman's Comp, fill out the form and mail it to the Board Office. **The barber should send the fee of \$50.00 with the form only if they have not purchased an I.C.O. License within the current licensing year. You are welcome to call the Board Office to verify their initial purchase of an I.C. O. License.** The completed form (and fee) should be in the Board Office within 10 calendar days of the day they begin barbering in your shop. This frees you, the shop owner, from the responsibility of any violations the barber(s) who leases or rents space from you may have and you will avoid Board action that may result in a fine for both you and the Independent Contract Owner.

The fee, if needed (see above), may be paid by money order, cashier's check or check made payable to the Kentucky Board of Barbering. (Please note that licenses purchased by check will be held 10 working days for clearance.)

Inspectors will be checking for Independent Contract Owner Licenses when doing all shop inspections.

Please Remember:

An Independent Contract Owner License must be posted in every shop  
where a barber leases or rents space.

You are welcome to contact the Board Office should you have questions.

**INDEPENDENT CONTRACT OWNER LICENSE APPLICATION**

**PLEASE PRINT & WRITE DISTINCTLY IN THE FOLLOWING SPACES:**

Name \_\_\_\_\_ Barber Lic. # \_\_\_\_\_

Shop Name \_\_\_\_\_ Shop Lic. # \_\_\_\_\_

Shop Address: \_\_\_\_\_ Phone # \_\_\_\_\_

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

By my signature below, I certify that I own the above named shop and will rent a booth space in the above named shop to the applicant whose name appears above. I accept responsibility for making sure the renter maintains a current barber license issued by the same agency (KBOB). I understand that it is a violation of Kentucky State Law to rent a booth to an unlicensed person.

Shop Owner's Name (Please Print): \_\_\_\_\_

Shop Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By my signature below, I certify that I work in the above named shop and I rent a booth in the above named shop. I accept responsibility for making sure that I maintain a current barber license issued by the same agency (KBOB).

Name of Applicant (Please Print): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

This form **must be signed and returned** to the Kentucky Board of Barbering along with your license/renewal application. This form must be in our office within 10 calendar days of the 1<sup>st</sup> day of employment at this shop. **Your application will not be processed until this signed and dated form is received.** Send Money Order, Check or Cashier's Check Only. Please note that licenses paid by check will be held 10 working days for clearance.

**INDEPENDENT CONTRACT OWNER LICENSE APPLICATION**

**PLEASE PRINT & WRITE DISTINCTLY IN THE FOLLOWING SPACES:**

Name \_\_\_\_\_ Barber Lic. # \_\_\_\_\_

Shop Name: \_\_\_\_\_ Shop Lic. # \_\_\_\_\_

Shop Address: \_\_\_\_\_ Phone # \_\_\_\_\_

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

By my signature below, I certify that I own the above named shop and will rent a booth space in the above named shop to the applicant whose name appears above. I accept responsibility for making sure the renter maintains a current barber license issued by the same agency (KBOB). I understand that it is a violation of Kentucky State Law to rent a booth to an unlicensed person.

Shop Owner's Name (Please Print): \_\_\_\_\_

Shop Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By my signature below, I certify that I work in the above named shop and I rent a booth in the above named shop. I accept responsibility for making sure that I maintain a current barber license issued by the same agency (KBOB).

Name of Applicant (Please Print): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

This form **must be signed and returned** to the Kentucky Board of Barbering along with your license/renewal application. This form must be in our office within 10 calendar days of the 1<sup>st</sup> day of employment at this shop. **Your application will not be processed until this signed and dated form is received.** Send Money Order, Check or Cashier's Check Only. Please note that licenses paid by check will be held 10 working days for clearance.

**KENTUCKY BOARD OF BARBERING  
OFFICIAL INSPECTION REPORT FOR  
BARBER SHOPS**

TIME \_\_\_\_\_

DATE \_\_\_\_\_

SHOP NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

COUNTY \_\_\_\_\_ SHOP LICENSE # \_\_\_\_\_ Current? Yes/No \_\_\_\_\_ Lic. Posted? Yes/No \_\_\_\_\_

At Shop Name	BARBERS	Lic.#	ICO Lic #	Pic? Yes/No	Lic. Posted? Yes/No	Prob	End Date
Name _____		_____	_____	Yes/No	Yes/No	_____	_____
Name _____		_____	_____	Yes/No	Yes/No	_____	_____
Name _____		_____	_____	Yes/No	Yes/No	_____	_____
Name _____		_____	_____	Yes/No	Yes/No	_____	_____
Name _____		_____	_____	Yes/No	Yes/No	_____	_____
Name _____		_____	_____	Yes/No	Yes/No	_____	_____
Name _____		_____	_____	Yes/No	Yes/No	_____	_____

Inspection Report Posted? Yes \_\_\_\_\_ No \_\_\_\_\_ Sink/Shampoo Bowl in barber cutting room Yes \_\_\_\_\_ No \_\_\_\_\_

Chairs \_\_\_\_\_ # Basins \_\_\_\_\_

Sterilization Method:

Dry (11) _____	Chair & Chair Cloth (4) _____	General Appearance (4) _____
Alcohol (11) _____	Clippers & Razors (6) _____	Clean Towel Cabinet (4) _____
QUATS (11) _____	Hair Brushes & Dusters (6) _____	Covered, Dirty Towels (4) _____
Back Strip/Towel (11) _____	Combs & Shears (6) _____	Covered Waste Receptacle (4) _____
Back-bar (10) _____	Sinks/Shampoo Basins (6) _____	Recognized Sign (2) _____

Grade:

95-100 - Excellent

90-94 - Satisfactory

89 or below - Unsatisfactory

GRAND TOTAL \_\_\_\_\_



HAIR TECH Name: \_\_\_\_\_ Lic. # \_\_\_\_\_ Current Yes/No \_\_\_\_\_ Picture Yes/No \_\_\_\_\_

Remarks \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**POST CONSPICUOUSLY**

For Consumer Complaints Contact:

Kentucky Board of Barbering  
 2 Whittington Pkwy Suite 110  
 Louisville, KY 40222  
 (502) 429-7148  
 Rev. 3/16

**Signature** \_\_\_\_\_

Shop Owner or Manager - I have reviewed Inspection Report

**Print Name** \_\_\_\_\_

**Inspected by:** \_\_\_\_\_