**Section 795.60 Application for Permit to Operate a Tanning Facility**

a) Each person shall apply to the Department for a permit to operate a tanning facility prior to acquiring or establishing the operation of a tanning facility. Application for a permit shall be completed on forms prescribed by and available from the Department and shall contain all of the information required by the form (see subsection (c)) and any accompanying instructions. Unless otherwise stated, the term "application" as used in this Part shall include original and renewal applications.

b) If a change of ownership occurs, the new owner shall apply for a permit to operate a tanning facility prior to taking possession of the property. The Department may issue a provisional permit until an initial inspection for a permit can be performed by the Department or its designated agent.

c) The Department shall require at least the following information on the Application for Permit to Operate a Tanning Facility form:

1) Name, physical address, mailing address and telephone number or numbers of the following:

A) The tanning facility;

B) The applicant (owner or owners) of the tanning facility;

2) The manufacturer, model number, serial number, and year of manufacture of tanning equipment located within the facility;

3) The primary function of the business in which the tanning facility is located;

4) The geographic areas within the State to be covered, if the facility is mobile;

5) A copy of the operating procedures to be used in the tanning facility;

6) The hours of operation of the tanning facility; and

7) A signed and dated certification that the applicant has received, read and understood the requirements of this Part. Electronic signatures shall be acceptable for online application submission when an online application is made available by the Department.

d) Each initial application shall be submitted with a nonrefundable $250 fee.

e) Each annual renewal application shall be submitted with a nonrefundable $150 fee, except that each expired facility shall pay a nonrefundable $250 fee for renewal of the permit.

f) If the owner owns or operates more than one tanning facility, the owner shall file a separate application and submit a separate fee for each facility owned and operated.

g) Expired facilities that fail to pay a nonrefundable $250 permit renewal fee within 90 days after the permit expiration shall submit a new permit application and comply with requirements for new facilities in order to receive a tanning facility permit.

(Source: Amended at 38 Ill. Reg. 23142, effective November 24, 2014)