

IOWA DEPARTMENT OF PUBLIC HEALTH

INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR A PERMIT TO OPERATE A TANNING FACILITY

As authorized under Chapter 136D, The Iowa Code, and in accordance with 641-Chapter 46, the Iowa Radiation Machines and Radioactive Materials Rules, the Iowa Department of Public Health (IDPH) conducts a "permit to operate" program for tanning devices. Each person possessing a non-exempted tanning device is required to obtain a permit before offering tanning sessions. The permit is not transferable from one person to another or from one facility to another. The permit does not imply approval or disapproval of the equipment of facility.

1. Visit our website: www.idph.state.ia.us/idphradhealth/tanningfacilities.aspx. Find the county health department responsible for your county. Call the number and make arrangements to take the owner/manager examination. Take the training information with you for reference. Managers should train as owners if the owner will not be taking an active role in the management of the facility. Information on training employees will be sent to you along with the facility permit. The required signs and IDPH Health Warnings can also be printed from the above website.
2. Complete all sections of the application. Print or type all answers. Use additional sheets if necessary.
 - a. If there is more than one owner, each owner must sign and date the form.
 - b. If the units have not been purchased yet, note the number of units to be purchased, and send the device information when the units are installed.
3. Return the following to the IDPH/Radiology, Lucas State Office Bldg/5th Floor, 321 E 12th, Des Moines, IA 50319:
 - a. Completed and signed registration application.
 - b. Five dollar (\$5.00) facility application fee.
 - c. Completed "Individual Facility Training" form and proof of completion of testing for each owner/manager from the county health department.
 - d. Copy of the form that you will use to record that the consumer has read and signed that they have read the IDPH health warnings. The statement, "I have read the IDPH health warnings" should be on the form.
4. Make check or money order payable to the Iowa Department of Public Health. A \$15 fee will be assessed for each check returned for insufficient funds.
5. A permit to operate a tanning facility will be returned to you as acknowledgment of your completed application. This usually takes approximately 5-7 days. This permit must be displayed in an open public area of the tanning facility. The permit will expire 12 months from the month of issuance. Annual renewal notices are sent approximately 45 days prior to the date of expiration.
6. A permit to operate must be posted before beginning operation.

7. For questions, please call 515/281-0415 or write to: Iowa Department of Public Health or email www.charlene.craig@idph.iowa.gov