



**North Carolina Board of Barber Examiners**  
**BARBER SHOP PERMIT APPLICATION**  
7001 Mail Service Center, Raleigh, North Carolina 27699  
Phone (919) 814-0640 • Fax (919) 981-5068  
barbers.nc.gov • barberboard@nc.gov

**STOP! PLEASE READ BEFORE YOU BEGIN!**

- This application is **four pages long**. Please make sure you complete all pages.
- You must file this form at least 15 days before the shop will be ready for inspection.
- Do not leave any fields blank, unless the instructions say that the field is optional or that you can leave it blank. Otherwise, your application may be returned.
- Please be sure to have the form notarized and make sure it's legible.
- Send the completed form to the address above along with your payment.
- Please carefully review the requirements for shops in the board's rules. The rules are available at [www.ncbarbers.com](http://www.ncbarbers.com) under "Resources" and then "Laws," or you can ask for a copy of the rules from the contact information at the top of this page. Shops that don't meet the requirements in rule or statute will not be licensed, and you may lose the inspection fee.

**FEES**

To open a barber shop, you will need to pay an inspection fee and a permit fee. Please pay by check, cashier check, or money order. Please **DO NOT** send cash.

- **Inspection fee \$120.** You must include the inspection fee with this application. Your application will not be processed without this fee.
- **Permit fee \$50.** You may also include the permit fee with the application, but you are not required to pay this fee until after you pass inspection. However, you cannot open the shop until you pay the permit fee. If you want to open the shop on the same day that you pass inspection, please include \$170, which includes both fees.

**CERTIFICATE OF OCCUPANCY**

1. Is the shop newly built or renovated, rather than being an existing shop or salon?

[ ] Yes      [ ] No

If you answered "Yes," you must provide a copy of the certificate of occupancy from the city or county building inspection department. Although we will conduct an inspection for a newly built or renovated shop without the certificate of occupancy, we will not issue the shop permit until you provide it.

## SHOP INFORMATION

**2. Name of barber shop.** Please provide the name of the barber shop.

\_\_\_\_\_

**3. Date the shop will be ready for inspection.** \_\_\_\_\_

**4. Shop physical address.** Please indicate the physical location for the shop.

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: NC ZIP: \_\_\_\_\_

County: \_\_\_\_\_

**5. Shop mailing address.** Please indicate the current mailing address for the shop. If the mailing address is the same as the physical address, you may leave these fields blank.

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: NC ZIP: \_\_\_\_\_

**6. Other contact information (optional).** We encourage you to provide up-to-date telephone, fax, or email information, if available.

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**7. Physical dimensions.** Please indicate the width and length of the shop.

Width (feet): \_\_\_\_\_ Length (feet): \_\_\_\_\_

**8. Fixtures and equipment.**     New     Used     Both

**9. Number of barber chairs.** \_\_\_\_\_

**10. Business hours.** Please indicate the expected business hours for the shop.

\_\_\_\_\_

## REGISTERED BARBER MANAGER

**11. Registered barber manager.** Please complete the information below for the person who will be the new manager. The manager:

- Must be a registered barber with a current license from our board.
- Cannot be manager of another shop or a barber school at the time he or she becomes manager of this shop.

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ MI: \_\_\_\_\_  
(Optional)

License number: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone (optional): \_\_\_\_\_ Fax (optional): \_\_\_\_\_

Email (optional): \_\_\_\_\_

## SHOP OWNER

**12.** Is the registered barber manager also the shop owner? [ ] Yes [ ] No

If you answered yes to question 12, you may skip the rest of this section and go to the "Notarization" section below.

**13. Shop owner.** Please complete the information below for the person who owns the shop. If this person is the same as the registered barber manager, you may skip this section.

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ MI: \_\_\_\_\_  
(Optional)

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone (optional): \_\_\_\_\_ Fax (optional): \_\_\_\_\_

Email (optional): \_\_\_\_\_

**MAKE SURE YOU COMPLETE THE ATTESTATION ON THE NEXT PAGE**

**ATTESTATION**

I, \_\_\_\_\_, the registered barber, declare that I shall have full control of the operation of the barber shop and will be fully responsible for the shop operations, I will comply with all laws regulating barber shops and barbers, and I will notify the Board of Barber Examiners and return the shop permit if I no longer manage the shop.

Manager signature: \_\_\_\_\_

**STATE OF NORTH CAROLINA**

County of \_\_\_\_\_

Notary signature: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

My commission expires on: \_\_\_\_\_