

North Carolina Board of Barber Examiners

New Barber Shop Checklist

This checklist is designed to help you determine whether your shop will pass inspection. You don't need to complete this form, but you should make sure you can answer Yes to each question. If you have any questions, please contact the appropriate inspector by going to <https://www.barbers.nc.gov/assets/inspectors.pdf>.

Measurements

- Does the shop measure at least 196 square feet? Don't include common areas shared with other businesses or residents in your measurement, except for public restrooms.
- Draw an imaginary line from the workstand (where you have the mirror and workspace for the barber) directly through the barber chair to the opposite wall. Is that imaginary line at least 8 feet?
- Are there at least 5 feet between each barber chair, from the center of one chair to the center of the next?
- Are there at least 3 feet from the center of each barber chair to any wall on the side?
- Is there an unobstructed aisle of at least 4 feet in front of each barber chair?
- Does each barber chair have a handwashing sink with running hot and cold water within 7 unobstructed feet? (Barber chairs can share a sink if each chair meets this measurement requirement.)

Equipment and facilities

- Does each barber have a cabinet for barbering equipment?
- Are those cabinets made of material that can be easily cleaned?
- Does the shop have a cabinet or other method of storage so that clean towels can be stored separately from used towels?
- Will all equipment and tools used to provide barber services be maintained in a sanitary and good operating condition?
- Does the shop have an adequate supply of disinfecting chemicals for tools and equipment?
- Are all disinfecting chemicals use stored in containers, such as jars, that are located at the workstand? (You can store extra bottles of chemicals that you aren't

using elsewhere, but the jars with chemicals that barbers are currently using must be kept at the workstand.)

- Do all disinfecting chemicals used for barber services have a list of all contents and instructions on how to use the chemicals?
- Will the shop always follow the manufacturer instructions on how to use the chemicals?
- Do all walls and floors have a smooth finish?
 - Examples of smooth finishes include drywall, tile, linoleum, sealed concrete, or hardwood without gaps between planks.
 - Carpet and or materials with gaps and cracks will not be acceptable.
 - You'll want to be able to easily sweep or mop without materials getting into cracks or gaps.
- Are all plumbing pipes covered? (This requirement will be repealed on April 1, 2022, after which you can have exposed pipes.)
- Do all sinks have drain pipes that drain wastewater out of the building into the sewer system? (Portable sinks that don't connect to the plumbing system aren't acceptable.)
- Are all sinks and toilet facilities made of materials that can be easily cleaned?
- Are all barber chairs covered with a smooth, non-porous surface?
 - You must be able to easily clean this surface.
 - Examples of suitable materials include plastic, vinyl, or leather.
- Does the shop have an adequate supply of newly laundered towels or paper towels to cover the headrest of every barber chair and to change those towels between each client?
- Does the shop have an adequate supply of capes or haircloths for each client?
- Does the shop have an adequate supply of paper neck strips or newly laundered towels to place between the client's neck and the cape or haircloth? These strips or towels should prevent the cape or haircloth from touching the skin.
- Does the shop have functioning toilet facilities for employees and clients?
- Do those toilet facilities have a sink for handwashing, with running hot and cold water?
- Do those toilet facilities have soap and disposable towels?

Separation from other businesses

This section is only applicable to your shop if there will be other businesses (apart from cosmetology or shoe-shining) in the barber shop. If this section doesn't apply to you, please go to the next section.

- Is the shop separated by a wall from other businesses? (You don't need this wall if the other businesses are cosmetology or shoe-shining.)
- If the building or room used for the barber shop doesn't have air conditioning, ventilation, heat outlets, or air circulation, is the wall separating the shop from other businesses at least six feet high? And does it have material from six feet to the ceiling that permits good air circulation?

Residential shops

This section is only applicable if your shop is located in a residence, such as a house, mobile home, motor home, trailer, or RV. If this section doesn't apply to you, please go to the next section.

IMPORTANT NOTE: mobile barber shops are currently prohibited by state law.

- Does the shop have a separate entrance for the public that doesn't open off the living quarters?
- Will all doors or openings leading into the living quarters be locked during business hours without violating fire codes?
- Have you made sure that there are NOT any entrances through garages or other rooms?
- Does the shop have toilet facilities and sinks for barbers and clients that are separate from any toilet facilities or sinks in the living quarters?
- If the shop is in a mobile home, motor home, trailer, or recreational vehicle, is the vehicle permanently affixed so it cannot be moved? (State law currently prohibits mobile barber shops.)

Other requirements

- Does the shop have at least one of the following?
 - A barber pole; or
 - A sign visible from the street, with lettering no smaller than three inches, saying "barber shop," "barber salon," "barber styling," or some similar language with a reference to a shop, salon, or styling.

- Are pets prohibited, except for service canines?
- Are all barbers who will work at the shop properly licensed?
- Is the shop free from rodents, vermin, insects, mold, mildew, or water damage?
- Will licenses and permits for individuals be posted in a conspicuous place next to or near the person's work chair or workstand?
- Will the shop license (when you receive it from the board) be posted in a place easily seen by the public at the front of the shop?
- Will the sanitation rating card (when you receive it from the board) be posted in a place easily seen by the public at the front of the shop?
- Will a booklet with the board's laws (when you receive it from the board) be posted in a conspicuous place in the shop? We recommend posting it by the shop license.
- Is the shop well lighted and well ventilated?
- Is the shop in orderly and sanitary condition? (The shop should be free from debris, clutter, or soiled surfaces.)
- Does the shop comply with all building and fire codes and regulations?
- Will barbers thoroughly clean their hands with soap and running water immediately before serving each client?
- Will barbers always wear clean attire?