

**State of Florida**  
**Department of Business and Professional Regulation**  
**Florida Barbers' Board**  
**Application for Barbershop Licensure**  
**Form # DBPR BAR 5**

**APPLICATION CHECKLIST – IMPORTANT – Submit all items on the checklist below with your application to ensure faster processing.**

APPLICATION	APPLICATION REQUIREMENTS
<b>Barbershop Licensure</b>	<input type="checkbox"/> Complete all sections of this application. <input type="checkbox"/> Pay \$130 fee. (Make check payable to the Department of Business and Professional Regulation.)

**Please mail your completed application, documentation and required fee(s) to:**  
 Department of Business and Professional Regulation  
 2601 Blair Stone Road  
 Tallahassee, FL 32399-0783

**Instructions**

*If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.*

**Application Instructions (by section)**

- a. Section I
  - i. Select the barbershop type you are applying to license.
  - ii. Indicate if you are applying for a new barbershop license, a location change, or an ownership change.
- b. Section II
  - i. Fill out each section completely.
  - ii. Sole proprietorship/individual ownership may not be required to obtain a Federal Employer ID Number.
  - iii. Indicate the barbershop business type.
  - iv. If the barbershop is a business type other than sole proprietorship, indicate the ownership name.
  - v. Business ownership: Provide the name, Social Security number, address, and the percentage of ownership for all persons holding greater than or equal to a ten percent ownership interest in the business. [Fla. Stat. § 559.79](#).
  - vi. If the barbershop will be owned by a corporation, each Officer, Director, Chief Executive or other person who is able to directly or indirectly control the operation of the barbershop must provide their name, title, Social Security number, and an address. [Fla. Stat. § 559.79](#).
- c. Section III
  - i. Indicate whether or not the barbershop meets all safety and sanitation requirements outlined in Rule 61G3-19.011, Florida Administrative Code, described in "GENERAL BARBERSHOP SAFETY AND SANITATION REQUIREMENTS", with such requirements to continue in full force and effect for the life of the barbershop.
  - ii. Answer the questions regarding any prior discipline.
- d. Section IV
  - i. Please read and sign the affirmation by written declaration.
  - ii. If the applicant fails to sign the affirmation statement, the Department will not process the application.

**General Information**

- a. Barbershop Operation
  - i. A license must be issued and available for posting before the barbershop can open for business.

- ii. A new barbershop application must be submitted for a change of location, name or ownership. Any of these changes void the previous license.
- iii. All barbershops will be inspected, with the exception of flea market barbershops, after the license has been issued. Flea market barbershops must be inspected before a license can be issued.
- iv. Fee: \$130. (Make check payable to the Florida Department of Business and Professional Regulation.)

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**For additional information see the Instructions at the beginning of this application.**

**Section I – Barbershop Type and Transaction Type**

CHECK ONE OF THE BARBERSHOP TYPES		
Shop Type (check only one)		
<input type="checkbox"/> Commercial [0304/1030]		
<input type="checkbox"/> Residential [0304/1030]		
<input type="checkbox"/> Flea Market (will be inspected prior to licensure) [0304/1031]		
<input type="checkbox"/> Other (describe _____) [0304/1030]		
CHECK ONE OF THE TRANSACTION TYPES		
<input type="checkbox"/> Initial Barbershop	<input type="checkbox"/> Location Change	<input type="checkbox"/> Ownership Change

**Section II – Barbershop/Owner Information**

BARBERSHOP INFORMATION			
Name of Barbershop		Federal Employer ID Number	
MAILING ADDRESS (License will be mailed to this address.)			
Street Address or P.O. Box			
City		State	Zip Code (+4 optional)
County (if Florida address)		Country	
CONTACT INFORMATION			
Contact Name			
Primary Phone Number		Primary E-Mail Address	
BUSINESS LOCATION ADDRESS (Actual address of barbershop.)			
Street Address			
City		State	Zip Code
County (if Florida address)		Country	
ADDITIONAL CONTACT INFORMATION (OPTIONAL)			
Alternate Phone Number		Fax Number	
Alternate E-Mail Address			



**Section II – Barbershop/Owner Information – continued**

<b>BARBERSHOP BUSINESS TYPE</b>			
Business Type:( <b>Select ONE only</b> ) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation or LLC <input type="checkbox"/> Partnership			
If other than a Sole Proprietor, provide the Corporation, LLC or Partnership Name(s) below:			
<b>BUSINESS OWNERSHIP</b>			
<b>Please list all persons with ownership greater than or equal to 10 percent.</b>			
Name	Social Security Number*	Address	Percent Ownership
1.			
2.			
3.			
4.			
5.			
<b>CORPORATIONS OR LLCs ONLY</b>			
<b>Please provide the following information for each Officer, Director, Chief Executive or other person who is able to directly or indirectly control the operation of the barbershop.</b>			
Officer's Name	Title	Social Security Number*	Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

\* The disclosure of your Social Security number is mandatory on all professional and occupational license applications, is solicited by the authority granted by 42 U.S.C. §§ 653 and 654, and will be used by the Department of Business and Professional Regulation pursuant to §§ 409.2577, 409.2598, 455.203(9), and 559.79(3), Florida Statutes, for the efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. It is also required by § 559.79(1), Florida Statutes, for determining eligibility for licensure and mandated by the authority granted by 42 U.S.C. § 405(c)(2)(C)(i), to be used by the Department of Business and Professional Regulation to identify licensees for tax administration purposes.

**Section III – Barbershop Information**

<b>BARBERSHOP REQUIREMENTS</b>	
Does the barbershop meet all of the safety and sanitary requirements established in Rule 61G3-19.011, Florida Administrative Code, described in “GENERAL BARBERSHOP SAFETY AND SANITATION REQUIREMENTS”, with requirements to continue in full force and effect for the life of the barbershop?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Has the owner of the proposed barbershop ever held a barbershop license in Florida that has been revoked, suspended, fined, placed on probation, or otherwise been acted against?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please provide the following information	
Previous Barbershop License Number	Date Barbershop Closed
Previous Barbershop Name	
Previous Barbershop Address	

**Section IV– Affirmation By Written Declaration**

<b>AFFIRMATION BY WRITTEN DECLARATION</b>	
I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. <b>I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.</b>	
Signature	Date
Print Name	

## **GENERAL BARBERSHOP SAFETY AND SANITATION REQUIREMENTS**

***(Keep this list as a guide to maintaining a safe and sanitary barbershop.)***

### **All barbershops must have the following:**

- 1) A minimum of 100 square footage for one barber, and an additional 40 square footage for each additional barber performing services at the barbershop.
- 2) Adequate ventilation.
- 3) A closed container for depositing hair.
- 4) At least one shampoo bowl equipped with running hot and cold water where barbering services are being performed
- 5) A closed container or cabinet for clean/disinfected articles.
- 6) A closed, dustproof linen cabinet, in which all towels and linens used in the practice of barbering are kept.
- 7) A closed receptacle for soiled linens.
- 8) A closed receptacle for deposit of used shaving paper.
- 9) Covered wet sanitizers.
- 10) A clean towel or sheet of clean paper on the headrests of the chairs for each patron.
- 11) Clean strips of cotton, towels, or neckbands for each patron.
- 12) Appropriate, full-sized, current, portable fire extinguishers, whose type, placement, and number meet the needs adequate to protect the public and property, and are in compliance with the State Fire Marshal's Rules and Regulations, Chapter 4A-21, F.A.C.
- 13) Toilet and lavatory facilities:
  - a) On the premises, in the same building, and within 200 feet of the barbershop.
  - b) Facilities must have the following:
    - i) Toilet tissue.
    - ii) Soap dispenser with soap or other hand cleaning materials.
    - iii) Sanitary towels or other hand drying device.
    - iv) Waste receptacle.
- 14) If nail services are provided by licensed cosmetologist/nail specialists in the shop, a separate, well ventilated area for extending and sculpting nail services is required.

### **All barbershops shall ensure:**

- 1) That the barbershop license is displayed in view of the front entrance or in the waiting area.
- 2) That all persons providing services are licensed to do so by the State of Florida.
  - i) Employment Eligibility

If a Florida barbering student passes his or her first licensing exam, the student may work in a licensed barbershop:

- under the supervision of a licensed barber who is physically present when the student is working; and
- so long as the student posts his or her exam results and a recent photo at their station.

If a Florida barbering student fails the exam, he or she may not work until:

- he or she applies to the Department for reexamination;
- he or she provides the shop or salon owner with a copy of his or her reexamination application and the exam authorization letter from the testing vendor; and
- he or she posts exam results and a recent photo at their station.

In order to continue working, a barbering student has 180 days from the date of his or her first exam to complete the exam. Should the student fail the exam a second

time, the student cannot work until he or she successfully passes the exam and receives a barber license from the Department.

- 3) That the licenses of all licensees are properly displayed at their workstations with their photos permanently laminated to the license.
- 4) That the most recent inspection sheet is displayed within view of the front of the shop or in the waiting area.
- 5) Current sanitation rules are displayed within view of the entrance or in the waiting area.
- 6) Adequate extermination of all vermin, insects, termites, and rodents on the premises.
- 7) Compliance with all local code requirements.
- 8) Elimination of all fire hazards and dangerous structural defects.
- 9) Provide safe and unobstructed human passage in the barbershop.
- 10) Remove all garbage and refuse; all garbage must be kept in a closed container or receptacle.
- 11) Remove all excessive hair from floor.
- 12) Safely store or remove all flammable materials.
- 13) Maintenance of all equipment used to perform barbering and other services performed on the premises in a safe and sanitary condition, including the regular use of cleaners and bacterial agents.
- 14) Clean customer towels.
- 15) All persons providing services on the premises wash their hands with anti-bacterial liquid or powered soap and water prior to serving each customer.
- 16) All persons must disinfect hands immediately with soap and water after handling patron with skin inflamed, erupted, broken out, or containing puss followed by rinsing in rubbing alcohol (70 percent or 80 percent) or equally efficient disinfectant.
- 17) All brushes, combs, or other barbering tools are sanitized prior to use on each patron by immersing them for one to five minutes, in a disinfectant registered with the Environmental Protection Agency (EPA) as a bacterial, virucidal and fungicidal disinfectant, and approved by the EPA for use in hospitals.
- 18) All brushes, combs, or other barbering tools which come into contact with blood or bodily fluid are sanitized prior to use on each patron by immersing them for one to five minutes in a disinfectant registered with the Environmental Protection Agency (EPA) as a tuberculocidal disinfectant.
- 19) All brushes, combs, or other barbering tools are kept in a clean, closed cabinet or container with other disinfected articles following the complete cleaning and disinfection of the tools.
- 20) All work stations are kept clean at all times to the sight and touch.
- 21) All drawers and shelves being used for the storage of clean tools or implements shall have proper sanitation and not be used for storage of nonrelated barbering equipment or personal belongings.
- 22) No pets or animals be permitted inside the barbershop, with the exception of closed aquariums or trained service animals.
- 23) Styptic powder/other suitable solution be used on a cotton ball/swab for all cuts or scratches.

**No barbershop may:**

- 1) Be operated in the same licensed space for any other business if the other business adversely affects the sanitation of the barbershop.
  - b) Where a barbershop adjoins a business that adversely affects the sanitation of the barbershop, it shall be separated from the adjoining business with permanent walls with a separate and distinctly marked entrance for each business.
  - c) Permanent wall means a vertical continuous structure of wood, plaster, masonry, or other similar building material which connects to the barbershop floor and ceiling and serves to delineate and protect the barbershop.
- 2) Perform services on a patron with an open sore.
- 3) Permit a barber with infections or contagious disease or exposed sore to perform services.

**Barbershop smaller than 100 square feet (larger than 75 feet) must also:**

- 1) Have only one barber and customer in the shop at one time.
- 2) Not have a waiting room or anyone waiting for services in the shop.
- 3) Not advertise or have a phone listing.

**Residential Barbershop**

- 1) Barbershop is separated from the living quarters by a permanent wall construction
- 2) Entrance to the barbershop is separate from the entrance to the living quarters of the residence
- 3) Toilet and lavatory facilities' entrance for the barbershop are separate from that of the living quarters.