



Adam L. Higginbotham
Director

WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS

1716 PENNSYLVANIA AVENUE, SUITE 7
CHARLESTON, WV 25302

PHONE (304)558-2924 FAX (304) 558-3450

www.wvbbc.org

APPLICATION FOR SHOP LICENSE

NOTE TO APPLICANT: This application is to be completed and submitted to the address above with \$25.00 for the shop license fee.. This should be received by the Board Office within thirty (30) days after the date approved. The approved date is indicated in the inspector's section below. A shop license will then be issued. All shop licenses expire on June 30th of each year and should be renewed July 1st or before each year. The renewal fee is \$25.00. The renewal application is attached to the shop license and should be retained until renewal time for the shop license.

SHOP NAME: _____

ADDRESS: _____

CITY: _____ **ZIP CODE:** _____

OF BOOTH RENTALS: _____ **# OF OPERATORS :** _____

PHONE: _____

EMAIL: _____

SHOP OWNER: _____ **LICENSE #:** _____

MANAGER: _____ **LICENSE #:** _____

INSPECTOR CERTIFICATION:

This is to certify that I have, this date, inspected and approved or conditionally approved the above shop for opening. I have completed the approval form to be submitted to the Board Office and advised the manager and/or owner that this application must be received by the Board Office within thirty (30) days of this date. I have also informed the manager/owner of the law regarding shop licensing and renewal. This certification does not include electrical testing. Electrical testing must be completed by a licensed electrician.

INSPECTOR SIGNATURE:

DATE