



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
Phone: (860) 774-7350 / Fax (860) 774-1308 / www.nddh.org

To: Independent Contractor -Cosmetology/Barbershops/Nail Salons
From: Northeast District Department of Health
Date: November 1, 2023
Subject: 2024 Annual Permit

Fee: \$125.00

The registration issued to your establishment by the Northeast District Department of Health (NDDH) will expire on December 31st and must be updated on a yearly basis. We are eager to assist you in complying with the State of Connecticut public health regulations.

Please return the following to this office by close of business Friday, December 15, 2023:

- A completed **Independent Contractor Service Application**. You may access the application forms and can make payment online at www.nddh.org/formspermits/. If you do not have computer access, you may pick up the forms and pay the application fee at our office at 69 South Main Street, Brooklyn, during regular business hours (Monday-Thursday, 8am – 4pm, Fridays, 8am – noon).
- The appropriate fee paid online at <https://www.nddh.org/formspermits/pay-online/>, brought to our office, or mailed with your application to 69 South Main Street, Unit 4, Brooklyn, CT 06234. The fee schedule, effective 7/1/23, can be found online at: https://www.nddh.org/wp-content/uploads/2023/06/NDDH_Service_Fees_effective_070123.pdf/.

Upon receipt of all necessary documentation, a permit will be issued for your establishment which will be valid from January 1st through December 31, 2024. **Please be sure to provide us with a valid e-mail address, as we will be sending permits electronically. Also be sure to complete and return the Emergency Contact Information Form.**

All necessary documentation and permit fees must be received by close of business on Friday, December 15, 2023, or the establishment will be charged a late fee of \$90. In addition, a penalty fee of \$12 per NDDH business day with a maximum of \$120 shall be assessed for each business day late from January 1 through January 13, 2024, inclusive.

Annual inspections will be conducted throughout the year. A re-inspection fee of \$120 will be charged for a failed inspection.

If you have any questions, please feel free to contact us.

As always, we look forward to working with you.

Sincerely,

The Northeast District Department of Health



Northeast District Department of Health

69 South Main Street, Unit 4

Brooklyn, CT 06234

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www.nddh.org

email@nddh.org

Sanitarian Approved

Initial: _____

Date: _____

Emailed: _____

SERVICE APPLICATION - INDEPENDENT CONTRACTOR

☐ COSMETOLOGY ☐ BARBER ☐ NAIL SALON ☐ OTHER: _____

Independent Contractor Name: _____

Mailing Address (not salon address): _____

Town: _____ State: _____ Zip Code: _____

Telephone #: _____ Billing Email: _____

Number of Workstations/Chairs: _____ Business Hours: _____

Department of Public Health License type: _____ License #: _____

Expiration Date: _____

Independent Contractor must fill out this section of the application.

Establishment Name: _____ Legal Owner of Business: _____

Establishment Physical Address: _____

Town: _____ State: _____ Zip Code: _____

Mailing Address (if different from physical address): _____

Business Telephone #: _____ Fax #: _____

Establishment Requirements Only

Sewage Disposal: ☐ Public ☐ Private Date Last Pumped: _____

Water Supply: ☐ Public ☐ Private Date Last Tested: _____

Independent Contractor's Signature: _____ Date: _____

NDDH Use Only

Date: _____ Fee: _____ Check # _____ CC E-Check Cash Receipt # _____

Date: _____ Fee: _____ Check # _____ CC E-Check Cash Receipt # _____



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69 South Main Street, Unit 4, Brooklyn, CT 06234
860-774-7350 / Fax 860-774-1308 www.nddh.org

EMERGENCY CONTACT INFORMATION

Water Interruption • Power Outage • Fire • Flood • Contamination • Natural and Man-made Disasters

There are a number of emergencies that can interrupt your establishment. To protect the public, the Northeast District Department of Health (NDDH) must be able to quickly contact decision-makers for your business/organization to provide appropriate guidance. Check our website for regular updates that impact your establishment at <https://www.nddh.org>.

NDDH will conduct periodic tests of our Emergency Notification Systems. You may receive messages by phone, text, fax, or email. Please complete the information below, being sure to fill all fields accurately:

Today's Date: _____

Business/Org Name: _____

Business Address: _____

City: _____ **State:** _____ **Zip:** _____

Emergency Contact Name and Title: _____

Cell Phone: _____ **Fax Number:** _____

Work Phone: _____ **Home Phone:** _____

Email Address: _____

Alternate Emergency Contact Name and Title: _____

Cell Phone: _____ **Fax Number:** _____

Work Phone: _____ **Home Phone:** _____

Email Address: _____

Is water for your business establishment/organization supplied by:

____ Well

____ Community Water System

Businesses with multiple locations: Please complete a separate form for each location.

NDDH USE ONLY:

Updated - EHS Database: _____ Excel Data Sheet: _____ Initials: _____

REVISED 11/15/21



The Northeast District Department of Health

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To: Salon/Spa, Barbershop, and Nail Salon Owners
From: The Northeast District Department of Health
Date: November 8, 2022

Subject: Nail Technician

Many of you are aware of the Public Act 19-117, Sections 196 mandates the local health department to conduct an annual sanitary inspection of your business operations. As part of our efforts to comply with the state statutes, NDDH is providing informational resources for owners.

The purpose of this notification is to update you of permit changes required for all owners and operators regarding Nail Technician licensing requirements that are in effect. All information can be found online. (Links provided throughout memorandum).

State of Connecticut Provision of Public Act 19-117

<https://www.cga.ct.gov/2019/act/pa/pdf/2019PA-00117-R00HB-07424-PA.pdf>

Department of Public Health Statute 19a-17

https://www.cga.ct.gov/2020/sup/chap_368a.htm#sec_19a-17

No person may practice as a Nail Technician in Connecticut after January 1, 2021, without holding a license issued by the Department of Public Health.

<https://portal.ct.gov/DPH/Practitioner-Licensing--Investigations/Nailtechs/Nail-Technician>

The Northeast District Department of Health will only permit businesses, including nails salons, that comply with all state and local laws. Please be sure to complete licensing requirements to avoid loss of or non-renewal of permits.

License Based on an Out-of-State License

The Department may grant a license to any applicant who is licensed as a nail technician in another U.S. state, the District of Columbia or a commonwealth or territory, subject to the laws of the United States. Before applying for licensure, please familiarize yourself with the general licensing [policies](#).

Be sure to provide NDDH with a copy of all licensing individuals with your permit application and display licenses in public view per regulations.

State of Connecticut's eLicense Website <https://www.elicense.ct.gov/>

State of Connecticut requires all registration to be online.

Steps to Apply for CT Nail Technician, Esthetician, Eyelash Tech License

All applicants MUST register if this is a first-time application.

You can find the eLicense registration link under **INITIAL APPLICATION**

1. Select "Register" link
2. Next click on Initial Application
3. Register new account
4. Account Matching
5. Verify Email Address

APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION: Online applications are for new applicants ONLY. If you are seeking to reinstate or renew, please contact the appropriate agency below for further information.

To apply for a new license, permit or registration online, please follow the instructions below:

1. From "**Online Services**", select "[INITIAL APPLICATION](#)" under "**Activities**" to begin.
2. Select the appropriate application and follow instructions. Please note, not all application types are available to be completed online. Note: All applications must be reviewed and approved by the appropriate agency.
3. Under Appearance Enhancement Tab
4. Click on: Esthetician, Eyelash Technician, Nail Technician, or Combination Nail Technician, Esthetician or Eyelash Tech
5. Start Application Process

Website Help Link:

https://portal.ct.gov/-/media/DCP/pdf/Applications_Added_2017/Online-User-Id-Instructions-Oct17-2-pdf.pdf?la=en

ONLINE RENEWAL: To renew your license, permit or registration online,

1. select "[RENEWAL](#)" under "**Online Services.**"
Follow step-by-step renewal instruction

[User Id and Password Instructions](#)
[Fast Track Renewal Instructions](#)

License Look up <https://www.elicense.ct.gov/Lookup/LicenseLookup.aspx>