



The Commonwealth of Massachusetts
Division of Professional Licensure
1000 Washington Street Suite 710
Boston, MA 02118-6100
Board of Registration of Cosmetology and Barbering
www.mass.gov/dpl
617-727-9940

Salon Renovation/Expansion Application Check List

Please use this check list to ensure your application is complete.

Incomplete applications will be returned.

Please use this application if you are renovating or expanding a currently licensed salon

Current shop license # _____

Current sop address _____

Name of current owner(s) and License #'s _____

Your application must include:

- **2 copies** of a floor plan inclusive of renovations/expansion planned, which must include the entire layout of the salon (8.5" X 11" Only). Please see instructions (Applicant **must** retain a copy of floor plan which must be maintained on the premises)
- **1 copy** of the previous floor plan without the renovation/expansions which must include the entire layout of the salon (8.5" X 11" Only).
- Original completed application
- Money order (no checks accepted) for \$XXX made payable to: Commonwealth of Massachusetts. ***Application fees are non-refundable*** all money orders must be signed and dated
- Copy of Occupancy Permit (if available) and Business Certificate from the city or town where salon is located
- A completed 'plumbing and electrical' work form if work has been done
- If an existing salon was purchased submit a copy of the Purchase and Sales agreement

- Current cosmetology managers (if not owner) drivers license or photo ID *and* current Cosmetology license
- 2x2 photo of each owner (must be original photo(s), no copies will be accepted)
- Copy of each owner's drivers license or photo ID
- Copy of each owners signed social security card
- Copy of all employees cosmetology licenses