



## Montana Board of Barbers and Cosmetologists

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## Licensing Requirements and Application Checklist for a Salon

### License Requirements for a Salon, Shop, and Mobile Salon or Shop

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Meet the sanitary and operation standards described in ARM Title 24, chapter 121, subchapter 15
2. Contain a restroom per the requirements in ARM 24.121.1501 and 24.121.1505.
3. Additional Requirements
  - Fixed location salons or shops must be Located in a structure that meets all applicable local and state building codes requirements,
  - If located in a residence must have outside entrances with doors separate from the entrances to the residence
  - If electrolysis is practiced it must have a high frequency generator, galvanic generator, or electrolysis machine (dispersive or inactive electrode with connections to the machine, such as wet pad, metal rod, or water jar, necessary for electrolysis treatments); needles as defined in [ARM 24.121.301](#); covered containers for all lotions, soaps, and cotton to be used on clients; fine-pointed epilation forceps; and draping sheets or towels.
  - Mobile salons or shops must:
    - meet all applicable local and state laws for mobile businesses, including but not limited to operating permits;
    - provide and maintain a physical address and mailing address for the owner(s) of the mobile salon or shop.

### Checklist of Required Documents to Submit

The following documents and additional forms are required in addition to the basic application.

- Blueprint or detailed floor plan of salon, shop, or mobile shop or salon blueprint or detailed scale drawing of the floor plan which includes the locations of the required fixtures, including entrances and exits; restrooms, sinks, locations where services are provided.
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).
- Official license verification from states and jurisdictions in which you hold or have ever held a professional license of any type. It is up to you to request official verification from those states and jurisdictions. Montana accepts whatever official form of verification is offered by other states or jurisdictions.
- If you are requesting a variance under [ARM 24.121.405](#) you must submit the variance application form and additional fee of \$20.



**Application Fees**

The following fees must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$235 (\$85 Application Fee plus \$150 Inspection Fee)

**You can apply for a license online at <https://ebiz.mt.gov/POL/>.**

**Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.**

**If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.**