



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Licensure and Regulatory Services
255 Rockville Pike, Suite 100, 1st Floor
Rockville, Maryland 20850
240-777-3986 / Fax 240-777-3088
www.montgomerycountymd.gov/licensure

TANNING FACILITY LICENSE APPLICATION

Application is hereby made for a license to operate a Tanning Facility in Montgomery County, Maryland

NEW RENEWAL TODAY'S DATE:

Name of Facility (DBA): Telephone No.:

Fax No.: Email Address:

Address of Facility:

Federal Tax Identification #:

Corporation Name (LLC, INC): Telephone No.:

Corporation Address:

Days and Hours Open for Business:

Equipment Manufacturers Name, Type, and Year:

Applicant's Signature: Title:

New Facilities or Change of Location for Existing Facilities:

- 1. Anticipated date of opening or change of location:
2. Person to contact to arrange inspection:
3. Attach a copy of the Use and Occupancy permit to this application.
4. Attach a copy of the Fire inspection approval.

Fee Information: \$265 per facility. \$25 - Late Application Fee per facility

Submit completed application and application fee to address listed above. Checks or money orders are payable to "Montgomery County, Maryland".

OFFICE USE ONLY

Receipt No.: Date Received: Staff Initials:
Amount Paid: Date Expires:
Check/Money Order No.: Credit Card Approval Code (MC/VISA):

CREDIT CARD PAYMENT SECTION

Visa MasterCard (No other credit cards are accepted)
Cardholder's Name: Amt: \$
Credit Card No: Exp. Date: 3-Digit Security Code:
I agree to pay the above total amount according to the card issuer agreement.
Cardholder's Signature:



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

Licensure and Regulatory Services  
255 Rockville, Suite 100, 1<sup>st</sup> Floor,  
Rockville, Maryland 20850  
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### Fact Sheet - Applying for a Tanning Facility License

#### Who must apply for a tanning facility license?

Any person desiring to operate a tanning facility in Montgomery County must obtain a license.

#### What is a tanning facility?

A tanning facility is any place where a tanning device or tanning bed is used for a fee, membership dues, or any other compensation.

#### When must one obtain a tanning facility license?

A license must be obtained prior to operating a tanning facility.

#### How does one obtain a tanning facility license?

Applications and information on the required attachments are available from the Department of Health & Human Services, Licensure & Regulatory Services, 255 Rockville Pike, 1st Floor, Suite 100, Rockville, Maryland 20850 at 240-777-3986.

#### Fee

Payment can be made by check or money order, payable to "Montgomery County, Maryland" or by Visa or Mastercard. We are unable to accept cash payments.

- License - \$265 (per facility)
- Late Application Fee - \$25.00 (per facility)

#### Licensing Process:

1. Submit Tanning application, attachments, and the appropriate fee.
2. Incomplete applications will be returned to the applicant.
3. Application and attachments will be reviewed.
4. An inspection must be passed prior to the tanning facility license being issued.
5. Personnel within the Licensure & Regulatory Services section are available to answer questions, during business hours are:

Monday through Friday  
8:00 a.m. to 4:00 p.m.  
Telephone Number: 240-777-3986.