

# Contiguous Establishment Licenses

## What you need to know

In daily practice, a barber or cosmetologist may work under three different licenses, all at the same time. You need to be familiar with all three licenses.

1. A **personal** license lets you **practice** barbering or cosmetology.
2. A **primary** establishment/shop/salon license is for a barber or cosmetology **business**. A primary shop license number begins with “CS” or “BS.”
3. A **contiguous** establishment/shop license is for a **personal** barber or cosmetology **business** license that works within a primary shop. A contiguous shop license number begins with “CSC” or “BSC.”

### What if I am an employee...

*If you are an employee of a primary shop, like a salon, you only need a personal license. BUT, know when the primary shop's license expires (the shop license must be posted and contains the expiration date). It is a violation of the law to continue to work while the primary shop license is expired, and you could be disciplined for practicing in an unlicensed establishment.*

### Differences between types of establishments:

#### Primary shops can:

- Have multiple owners
- Employ people directly to work in primary areas
- Allow many contiguous shops to work within contiguous areas

#### Contiguous shops can:

- Have only one owner
- Only be associated with a single primary shop
- Work in any area designated as a contiguous area within the primary shop

### Do I need a contiguous establishment license?

If you are not an employee but work in a primary shop, are an independent contractor, or are “renting/leasing a chair” from a salon, then you need to have a contiguous establishment license in addition to your personal license. The contiguous license will be associated with the primary shop where you work.

### Frequently Asked Questions:

#### **I want to move to a different primary shop, can I use my same contiguous license at my new primary shop?**

*No. A contiguous license is tied to a single primary shop. You will need to apply for a new contiguous license for the new primary shop.*

#### **I want to move to a different station inside the same shop, do I need a new license?**

*No. Your contiguous license allows you to work in any contiguous station within the same primary shop.*

#### **How do I know what stations I can work in?**

*You are allowed to work in any chair or station that the primary shop has designated as a contiguous chair or station. You should ask your primary shop which chairs or stations are contiguous chairs or stations.*

### **If you have a contiguous license, you must:**

- Renew your contiguous license every year.
- Ensure your personal license is current. You must renew your personal license every year. Renewal of contiguous and personal licenses may happen at different times during the year.
- Meet safety and sanitary requirements for your contiguous area.
- Notify the Board when you change addresses, primary shops, or the primary shop changes location.