



Office of the Health Officer  
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December 4, 2009

Dear Tanning Facility Owner:

The Howard County Board of Health recently enacted comprehensive tanning facility regulations. These regulations establish the minimum health and sanitation requirements for the operation of tanning facilities located in Howard County, Maryland.

I wish to call your attention to the annual registration requirement. Owners of existing tanning facilities must register their facilities with the Health Department and pay an annual registration fee within thirty (30) days of December 7, 2009. Additionally, you must register any new tanning facility or location within thirty (30) days of acquiring ownership. Tanning devices registered to different persons at the same location and tanning devices registered to the same person, but at separate locations, shall constitute separate tanning facilities. The registration must be renewed each year and there is a renewal fee. Further, the registration must be displayed conspicuously in the tanning facility.

**REGISTRATION FEE FOR TANNING FACILITIES**

Initial Tanning Facility Registration	\$65.00
Renewal Tanning Facility Registration	\$40.00
Duplicate Registration	\$10.00
Filing for Renewal after Registration Expires	\$25.00 + Renewal Fee

Enclosed please find the following two documents:

1. Tanning Facility Registration Application
2. Tip Sheet – “Ten Easy Ways to Comply with the Howard County Tanning Regulations”

Additional information is available on our website – [www.hchealth.org](http://www.hchealth.org). Here you will find the finalized regulations, the warning statement and injury report forms that must be used by your facility, a sample warning sign for use in your facility and a list of frequently asked questions and answers that should help you comply with the regulations. Please take the time to become familiar with these new rules. If you have any further questions, please call 410-313-1773.

Again, you must submit your initial registration application and pay the registration fee within thirty (30) calendar days of December 7, 2009 to be in compliance with these regulations. A registration certificate will be mailed to you within 15 business days following the receipt of your registration and fee.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Beilenson', written over a horizontal line.

Peter L. Beilenson, MD, MPH  
Health Officer