



**North Carolina Board of Barber and Electrolysis Examiners
MOBILE BARBER SHOP PERMIT APPLICATION**

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WAIT! ARE YOU FILING THE CORRECT FORM?

Only use this form if you want to operate a **mobile barber shop**. There is a separate form for standard (brick-and-mortar) barber shops.

PLEASE READ BEFORE YOU BEGIN!

- This application is **four pages long**. Please make sure you complete all pages.
- Don't leave any fields blank, unless the instructions say that the field is optional or that you can leave it blank. Otherwise, your application may be delayed.
- Send the completed form to the address above along with your payment (check, cashier check, or money order).

FEES

To open a mobile barber shop, you must pay an inspection fee and a permit fee. Please pay by check, cashier check, or money order. Please **DO NOT** send cash.

- **Inspection fee \$120.** You must include the inspection fee with this application. Your application will not be processed without this fee.
- **Permit fee \$50.** You may also include the permit fee with the application, but you aren't required to pay this fee until after you pass inspection. However, you cannot open the mobile barber shop until you pay the permit fee. If you want to open the mobile barber shop on the same day that you pass inspection, please include \$170, which includes both fees.

SHOP INFORMATION

Name of mobile barber shop. Please provide the name of the mobile shop.

Date the mobile shop will be ready for inspection. _____

Permanent business address. You must have permanent business address at which records of appointments, itineraries, license numbers, and vehicle identification numbers must be kept and available for inspection by the board. You must also be able

to receive correspondence from the board at this address. This address cannot be a post office box.

Address: _____

Address: _____

City: _____ State: _____ ZIP: _____

Additional shop contact information. If your mobile shop has email, a website, or social media handles, you must provide this information. If your mobile shop doesn't have any of this information, please write "N/A" or "Not applicable."

Email address: _____

Website address: _____

Social media handles and types (e.g., Facebook or Instagram): _____

Mobile barber manager. Please provide the name and address of the person who manages the mobile barber shop and who is responsible for the business operations.

Last name: _____ First name: _____ MI: _____
(Optional)

License number: _____

Address: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone (optional): _____ Fax (optional): _____

Email (optional): _____

Business hours. Please list the hours you normally expect the mobile barber shop to be operating. If you expected to be closed that day, please write "Closed" or "Not applicable."

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

VEHICLE INFORMATION

Important: please note that your mobile barber shop CANNOT be a trailer or towed vehicle. It must be a self-contained, self-supporting, enclosed mobile vehicle.

Make and model: _____

License plate number: _____

Vehicle identification number (VIN): _____

Vehicle dimensions in feet. Please provide the length and width of the vehicle. The length should be measured bumper to bumper.

Length: _____ Width: _____

Sewage and wastewater. Please explain how you will dispose of sewage and wastewater from the vehicle.

Fixtures and equipment. [] New [] Used [] Both

LOCATION REPORTING REQUIREMENTS

You must submit a report online at www.bbee.nc.gov by the last day of each month for all locations where the mobile shop will operate for the upcoming report. For instance, by January 31, 2025, you would submit the report showing all locations for February 2024. This report requires the following information for each day of the month:

- Each location where the shop will operate; and
- The hours when the shop will be at each location.

You can update the report if your itinerary changes, but only in the following circumstances:

- You submit the new location at least on business day in advance if the location wasn't reported on the original report, or the new location is more than 20 miles away from the originally reported location; or
- You submit the new location at least four hours before the originally reported start time if the new location is fewer than 20 miles away from the originally reported location.

Important: "business day" refers to days when state agencies are open, not your business's days of operation. We operate Monday-Friday, except for state holidays. A list of state holidays is available at <https://www.bbee.nc.gov/about/state-holidays>.

I have read and understand these location reporting requirements and understand I cannot operate a mobile shop except as reported and allowed by law.

ATTESTATION

I, _____, attest that the information contained in this application is correct.

Signature: _____

The board values your privacy and follows all state laws and policies regarding disclosure of your data. The board also notifies applicants through privacy statements about how your data will be used. All information in this application is considered public record and must be disclosed in response to a public-records request. Although you must provide the information required in this application, please be aware that the board cannot withhold any information contained in this application