



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157
shears@tdlr.texas.gov • www.tdlr.texas.gov

BARBER SCHOOL ADDITION OF INSTRUCTIONAL SPACE APPLICATION INSTRUCTIONS

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR NON-REFUNDABLE CHECK OR MONEY ORDER. APPLICATION MUST BE APPROVED BEFORE SCHOOL CAN MOVE INTO THE NEW SPACE.

1. School Name – Provide the legal name of the school which must be used in all advertisements.
2. Inspection Fee – \$200.00 (Fee is non-refundable)
3. Physical Address – Provide the physical address of the school. This address is the actual business location of the school and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.
4. License Number – Enter the School License Number.
5. Description of Additional Space – Describe additional space.
6. Projected date of completion for construction – Enter the date.
7. Indicate if there a cosmetology school operating in the same space – If yes, provide the cosmetology school license number and the hours of operation for each day the barber school is open for business. A barber school can operate in the same space as a barber school, if a cosmetology school license is held, but cannot operate at the same time.
8. Statement of Applicant – Carefully read the statement before dating and signing your application. The application must be signed by the owner and/or officer of the school. Be sure to print name, sign, and date the application.

THE FOLLOWING MUST BE SUBMITTED WITH THE APPLICATION AND APPROVED PRIOR TO INSPECTION:

- A completed application
- Floor plan clearly indicating the addition or expansion of the instructional areas of the school.
- The required application fee of \$200.00 (Fee is non-refundable)

INSPECTION INFORMATION:

- Inspections will not be performed until all requirements are met.
- An email regarding the inspection process will be sent along with the inspection request form.
- If the school did not pass inspection, the inspector will go over the requirements to pass the inspection. Once the items that are listed on the inspection report have been corrected, you will be required to provide documentation showing the items have been corrected.
- Schools may not begin using the new space until the inspection has been passed.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157



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BARBER SCHOOL ADDITION OF INSTRUCTIONAL SPACE APPLICATION

1. School Name:

2. Inspection Fee:

\$200.00

3. Physical Address:

Number, Street Name, Suite Number/Building Number, City, State, Zip Code

4. License Number:

5. Description of additional space:

6. Projected Construction Completion Date:

7. Is there a cosmetology school operating in the same space? Yes No

If YES, provide the Days/Hours of operation and barber school license number: _____

Day

Hours of Operation

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

8. STATEMENT OF APPLICANT

I certify that I have read and will comply with all applicable laws and rules of the Barbering Program including Texas Occupations Code, Chapter 1601; and administrative rules under 16 Texas Administrative Code, Chapter 82. I understand that providing false information on this application may result in denial of this application and/or revocation of the license I am requesting and the imposition of administrative penalties.

Printed Name of Owner, Officer or Authorized Representative

Title

Signature of Owner, Officer or Authorized Representative

Date