

Applying for Salon Registration

Providers who operate a salon, spa, or beauty shop within their health care building must register as a salon with the Illinois Department of Financial and Professional Regulation (IDFPR). This resource outlines the application, renewal and annual requirements for salon owners.

Am I required to register as a salon?

Yes, according to [Illinois Administrative Code Title 68](#) Section 1175.1300(b)(5), cosmetology, nail technology, hair braiding, or esthetic salons and barber shops are subject to registration including the following: a person or business that contracts with another business, such as a healthcare or residential facility, to provide cosmetology, nail technology, hair braiding, esthetics, or barbering services to residents or clients of the facility on the premises of the facility.

How do I apply?

The application can be located here:

<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/renewals/apply/forms/cos-salonshop.pdf>

The application must include the following:

1. The ownership structure, such as the individual/sole proprietorship, corporation, limited liability company (LLC), or partnership.
2. Name, address, email address, and telephone number of owner. If a corporation, LLC, or partnership, the name, address, email address, and telephone number of the chief executive officer (CEO) or managing partner.
3. Federal Employer Identification Number (FEIN) of the owner.
4. Name, address, and telephone number of the salon or shop.
5. Franchise disclosure as applicable.
6. Name and license number(s) of any owner, managing partner, or CEO holding an Illinois licensure in any profession regulated under the Act.
7. Articles of incorporation filed with the Secretary of State including an Illinois corporation, LLC, or foreign LLC.
8. If a partnership, a copy of the signed and dated partnership agreement, including the name of the partnership, business address, and name of each partner.
9. If a franchise, a copy of the signed and dated franchise agreement showing that franchisee has been granted the right to use a trade name, trademark, service name, service mark, or any other right to the exclusive use of names or symbols.

10. If using an assumed name, a certificate from the county clerk's office where the assumed name is filed or a certificate from the Illinois Secretary of State showing authorization to transact business under the assumed name.
11. The fee required by Section 1175.100 –
<https://www.ilga.gov/commission/jcar/admincode/068/068011750A01000R.html>.

If I have multiple locations, do I register each one?

Possibly, a separate certificate of registration is required for each salon or shop location, except mobile salons or shops or people/businesses that contract with another business such as a healthcare or residential care facility. The healthcare or residential care facility shall report the address of its business office location.

LeadingAge Illinois attempted to seek clarification on this without success. You likely need to have a certificate of registration for each campus but separate salons on the same campus (i.e. one in skilled nursing and one in assisted living or independent living) could use the business office address as the main location.

Do I have to renew the registration?

Yes, the certificates of registration shall expire on **November 30, of even numbered years**. You may renew our certificate of registration during the two months preceding the expiration date by paying the required renewal fee.

Are there any additional requirements I need to be aware of?

Yes, each salon is required to conduct an annual self-inspection using the form that is provided by IDFP. This form must be completed during the same month on an annual basis. The self-inspection forms must be maintained for at least five years and provided to the Division Investigator upon request. You can locate the self-inspection form at <https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/idfpr-salon-shop-self-inspection-form.pdf>.

IDFP also has a form that includes the complaint intake number and where patrons can locate the rules and regulations for salons. However, it doesn't appear that this is required to be posted based on the rule review. You can locate this form at <https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/dpr/2025-bcent-flyer.pdf>