



**CITY OF WILLOWICK PLAN REVIEW BOARD  
APPLICATION FOR PERMIT TO OCCUPY FOR  
BUSINESS, COMMERCIAL, INDUSTRIAL, ETC.  
YOU MUST FILL OUT ENTIRE APPLICATION  
440-516-3000**

PERMIT FEE: \$60.00

DATE: 02/26/2024

Location of Occupancy: 32417 Vine St Business Name: Pats Hair World  
Hairline Redesigned

Business Owner's Name & Address: Tracy Whitman 5194 Robinhood Dr. Willoughby, OH 44094

CITY/STATE/ZIP: Pat Sanzo 810 Orchard Rd, Willoughby, OH 44094

Telephone Number: 440-283-7967 Pats # 440-749-4215 Federal ID Number: 4861401  
Or Social Security Number

OWNER OF PROPERTY/NAME/ADDRESS/TELEPHONE NUMBER: Matt Darcy 32341 Vine St.  
Willowick, OH 44095

SUBMIT NEW DETAILED FLOOR PLAN: \_\_\_\_\_ SQ. FT. HABITABLE FLOOR AREA FOR OCCUPANCY: 12x16

Building Size: 2000 sq ft Total Number Of Employees: 1

Intended Number of Occupants: 2-3 Total Number of Seating: 1

Site Plan With Number of Paved Parking Spaces: 30 Hours of Operation: 9am - 5pm

Letter of Intent: \_\_\_\_\_ Previous Use: Salon Proposed Use: Permanent Makeup

NAME OF PRINCIPAL OR CONTACT PERSON FOR NEW BUSINESS: Tracy Whitman

Home Address/City/Zip: 5194 Robinhood Dr. Willoughby, OH 44094 Telephone Number: 440-283-7967

*I hereby certify that the above questions have been answered correctly by me and that the premises will be used for the purpose stated above. Any change in the purpose of occupancy will not be made without approval from Lake County Building, Willowick Fire & Willowick Zoning Department. A final approval by The Willowick Building Dept. (440)516-3000 or a representative thereof, must be complied with before opening of business. I do hereby further agree to maintain the above premises in compliance with the ordinances of the City of Willowick.*

Applicant's Signature: Tracy Whitman

Date: 02/26/2024

**Office use only:**

Zoning District: Retail Authorized Occupants: \_\_\_\_\_

TEMPORARY APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Dept. Inspected by: Sean Brennan DATE: 3-21-24

Zoning Permit # \_\_\_\_\_ Zoning Permit Fee \$ \_\_\_\_\_

Fire Dept. Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

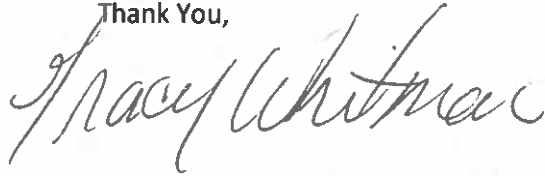
**CITY OF WILLOWICK-APPLICATION FOR COMMERCIAL ESTABLISHMENT LICENSE REQUIRED AFTER APPROVAL.  
Note\* A separate permit is required for all new signs from the Willowick Building Department.**

# Letter of Intent

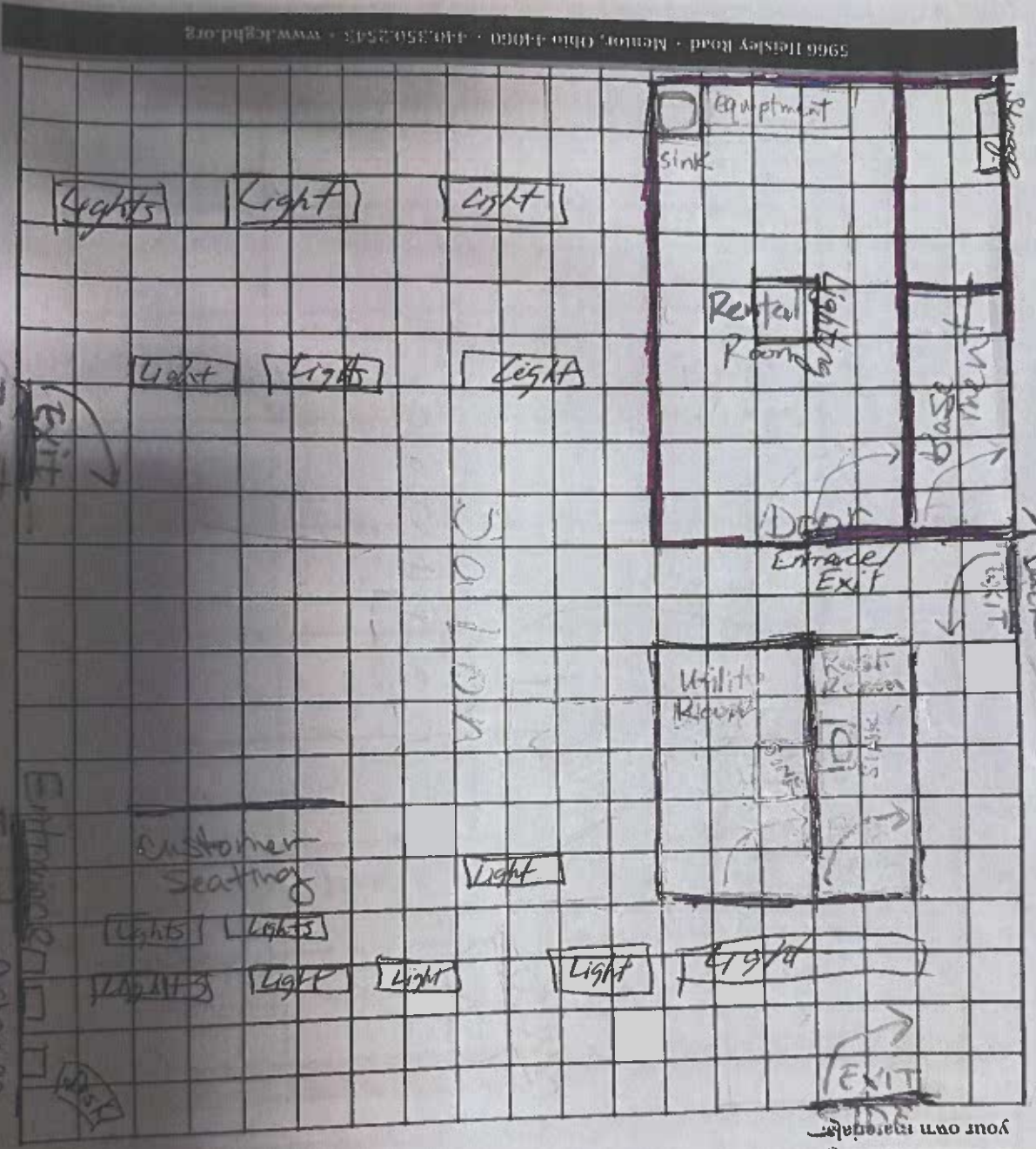
To whom it may concern,

My intent for my business is to do permanent makeup. I will create the look of makeup on the face and head with a tattoo machine or pen. The pigments will be used to create a natural and or makeup colors that the client chooses. These pigments will be permanent and semi-permanent.

Thank You,

A handwritten signature in cursive script that reads "Tracy Whitman". The signature is written in black ink and is positioned below the "Thank You," text.

Tracy Whitman, Owner, Hairline Redesigned



Provide a floor plan of the total area to be used for the business. Include the square footage of all areas to be used, general layout, location of sinks, lighting, equipment, entrances and exits, and restroom facilities. Use the grid below to complete a scale drawing of the floor plan or attach one created using your own materials.

**Floor Plan**

● = Hairline Redesigned

FRONT

# CERTIFICATE OF COMPLETION

State of Ohio, County of Lake;  
Subscribed and sworn to before me this  
5 day of February, 2024  
By Tracy Whitman  
Brian Campbell  
Notary Public

Be it known that

## Tracy Whitman

Has completed 5 hours of continuing education in the

*Prevention of Disease Transmission in Tattooing,  
Microbiology & Disease, Aseptic Technique, Infection Control,  
Sterilization & Disinfection, & Blood Borne Pathogens, with 3 hours  
dedicated to Blood Borne Pathogens and Communicable Diseases.  
Attendee passed with a test score of at least 70%.*

**On November 14, 2023 Online**



BRIAN CAMPBELL,  
NOTARY PUBLIC  
STATE OF OHIO  
Recorded in  
Lake County  
My Comm. Exp. 9/10/2024



Serial # 1201

*[Signature]*  
President

*[Signature]*  
Instructor

Sent from my iPhone

## Heather Boling

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**From:** Sean Brennan <sbrennan508@yahoo.com>  
**Sent:** Thursday, March 21, 2024 2:12 PM  
**To:** Heather Boling  
**Subject:** 32417 Vine st

**2024 Tattoo and/or Body Piercing Operation Approval**

ID # 143

LAKE COUNTY GENERAL HEALTH DISTRICT  
5966 HEISLEY RD  
MENTOR, OH 44060

Business Name: HAIRLINE REDESIGNED Operator: TRACY WHITMAN


Street Address: 32417 VINE STREET

City, State, Zip: WILLOWICK, OH 44095 Phone: 1-440-283-7967

Category: PERMANENT MAKEUP

THIS APPROVAL HAS BEEN ISSUED IN ACCORDANCE WITH THE REQUIREMENTS OF CHAPTER 3730.01-3730.11 OF THE OHIO REVISED CODE AND IS SUBJECT TO REVOCATION OR SUSPENSION FOR CAUSE.

02/15/2024  
Date Issued

  
Ron Graham, MPH, Health Commissioner

THIS APPROVAL SHALL EXPIRE ON 12/31/2024



**City of Willowick**  
**PLAN REVIEW BOARD - DRAFT**

Thursday, March 14, 2024 at 3:00 PM  
Willowick Building & Service Center

**ADA NOTICE**

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City of Willowick at 440-585-3700 at least three working days before the meeting.

**MINUTES**

**1. Call meeting to order**

Chairman Brennan called the March 14th, 2024, Plan Review Board meeting to order at 3:00pm.

**Roll call**

**PRESENT**

Chairman Brennan  
Chief Daubenmire  
Tim McLaughlin  
Mike Lazor

**ALSO PRESENT**

Councilwoman Antosh

**ABSENT**

Chief Malovrh Jr.

**Approval of minutes**

Plan Review Board Meeting Minutes - February 22nd, 2024

Motion made to approve the February 22nd, 2024, Plan Review Board minutes by Mike Lazor,  
Seconded by Tim McLaughlin.

Voting Yea: Chairman Brennan, Chief Daubenmire, Tim McLaughlin, Mike Lazor

**New business**

Hairline Redesigned - Located at 32417 Vine Street (located within Pats Hair World)

Tracy was present representing Hairline Redesigned - Located at 32417 Vine Street (located within Pats Hair World). Chairman Brennan advised the board that per the letter of intent she will be doing permanent makeup by using a tattoo machine, Tracy agreed. She advised that she has her certificate from the Health Department. Chairman Brennan asked with regards to the floor plan if the business will be located in the back corner of Pat's Hair World, Tracy agreed. Chairman Brennan advised both Tracy and the board members that this business is permitted in a main use at that location, but the business will need to be approved by the Planning Commission as well as City Council for final say. This is because

this business is a service establishment. Councilwoman Antosh asked if the business will be doing eyebrows, eyeliner and lips, Tracy agreed and added scalp line pigmentation and SMT's. Mike Lazor asked if this business is in collaboration with Pats Hair world or an independent business, Tracy stated that she is an independent business.

Motion made to approve Hairline Redesigned - Located at 32417 Vine Street (located within Pats Hair World) pending approval from Planning Commission and City Council by Tim McLaughlin, Seconded by Mike Lazor.

Voting Yea: Chairman Brennan, Chief Daubenmire, Tim McLaughlin, Mike Lazor

### **Public portion**

Public portion was opened and closed at 3:05pm with no public present.

### **Old business**

None.

### **Miscellaneous**

None.

### **Adjournment**

Motion made to adjourn the March 14th, 2024, Plan Review Board meeting by Chief Daubenmire, Seconded by Mike Lazor.

Voting Yea: Chairman Brennan, Chief Daubenmire, Tim McLaughlin, Mike Lazor