**Section 1175.1565 Expansion**

a) Written notice shall be given to the Division 30 days prior to any expansion of a licensed hair braiding school.

b) When an on-site expansion is to accommodate an increased enrollment, a completed school application shall be submitted along with:

1) A statement from the school owner outlining the purpose of the expansion;

2) A detailed 8½ x 11 inch floor plan that is:

A) drawn to scale;

B) shows dimensions;

C) has all areas labeled;

D) has all fixtures shown; and

E) demonstrates compliance with the requirements of Section 1175.1510;

3) A listing of any additional teachers who will be added to the teaching staff as a result of the expansion; and

4) The required inspection fee set forth in Section 1175.100.

c) Off-Site Locations

1) An off-site classroom location is defined as a separate classroom, not continuously joined that is located within 5 miles of the main school site that serves to provide adequate space in which to train an overflow of students. A clinic may not be operated at an off-site classroom location. A school may establish only one off-site classroom location. All identifying signs and materials must reflect the name of the main school.

2) When the expansion will result in an off-site classroom location, a completed school application shall be submitted along with:

A) A statement from the school owner outlining the purpose of the off-site classroom location;

B) A detailed 8½ x 11 inch floor plan of the entire site that has dimensions and demonstrates meeting the requirements of Section 1175.1510;

C) A copy of:

i) a lease showing at least a 1-year commitment to the use of the off-site classroom location, the address of the site, the name of the lessor and the name of the lessee; or

ii) the certification of ownership of the off-site classroom location;

D) An official fire inspection report from the local fire inspection authority, conducted in the 6 months immediately preceding application, giving approval for use of the site as an off-site classroom location;

E) A listing of any additional teachers who will be added to the teaching staff as a result of the expansion; and

F) The required fee set forth in Section 1175.100.

d) Upon receipt of the items listed in subsections (b) and (c), the Division shall inspect the expansion site to determine compliance with this Part. If any changes affecting items in subsections (b) and (c) are made prior to inspection, the school owner must notify the Division in writing. The expansion site shall not be used until the inspection has occurred and the owner has received notice of approval from the Division. Approval will be granted if all of the requirements of this Subpart O have been met.

(Source: Amended at 42 Ill. Reg. 15159, effective August 10, 2018)