

## APPLICATION FOR BUSINESS REGISTRATION

### *In-Home Salon*

*(Cosmetology Act, 2012, c. 39, sections 31 and 34)*

**Effective as of February 1, 2023: applications for salons in apartments are no longer being accepted.**

**Application Processing: 4 to 6 Weeks**

### BUSINESS PERMIT REGISTRATION

Provided below is a list of the required information and documentation for the registration of a salon or spa located in a residential home in Nova Scotia. **Note:** Applications will not be processed until all required documentation is confirmed received by the Association, and any associated fees as per Schedule B of the *Cosmetology Act*, 2012, c. 39, s. 31(2)(b), and its related By-laws have been paid.

#### Required Documentation:

- Drawing / sketch of salon floor plan (see example) \*  
*\*Sketch must include home entrance, pathway to service room, client washroom and all other existing rooms located on the service room level.*
- Schedule A-2 (*Business Permit Registration*)
- Schedule C (*Business Owner Agreement*)
- Proof of Insurance (including liability)
- Copy of Development Permit (call 311 for HRM) \*  
*\*Individuals that reside outside of HRM must contact the corresponding municipal office for municipal permit requirements in the local business area.*
- Copy of Registry of Joint Stock Certificate (if applicable) \*  
*Registration of Business Name or Certificate of Incorporation. **NOTE:** A name other than an individual's first and last name only [i.e.: Jane Doe **Esthetics**], must be registered with the Nova Scotia RJSC. In this instance, a business permit will not be issued without business name approval from RJSC.) Business corporations must provide evidence of operating name registration if applicable.*
- Application for Membership* (it is mandatory to apply for an Active Membership with the Cosmetology Association if the individual applying for a salon permit is not a registered and licenced cosmetologist.) Required if applicable.
- Employee List* (not required if there is only one individual working in the salon)

## **INSPECTION**

The goal of coordinating a first-time inspection between the Cosmetology Association and a salon/spa is to equip business owners with everything needed to succeed and operate safely from the start. The Association is aware that salon hours may vary and will make every effort to accommodate operators during inspection.

*Note:* it is an offence to deny an Association inspector entry for the purposes of salon inspection.

**Hours of Operation:** \_\_\_\_\_

### **IMPORTANT:**

- It is the responsibility of a business owner to notify the Cosmetology Association of Nova Scotia when the business (salon) has relocated or ceased to operate to avoid being charged a relocation fee in accordance with Schedule B of the Cosmetology Association's By-laws. If the Association attempts to contact or visit a salon that has relocated without notice, a Relocation fee will be charged to the business owner's account.
- It is the responsibility of all cosmetologists (licence holders) to advise the Cosmetology Association of Nova Scotia of new contact information, including but not limited to mailing and email addresses.
- If multiple individuals rent space within a salon, each person must obtain a salon permit unless they operate as a registered business partnership or corporation with the Nova Scotia Registry of Joint Stock Companies.

## ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the *Cosmetology Act* and its related By-laws and further acknowledge that I am aware that a salon (or spa) cannot operate or offer services for fee, gain, or expectation of reward until the salon's registration permit has been issued by the Cosmetology Association of Nova Scotia. \_\_\_\_\_ \* (initial)

In addition, acknowledge that I have read and understand the Cosmetology Association of Nova Scotia's *Salon & Spa Compliance Handbook* and I agree to comply with all regulations and guidelines applicable to the subject salon. \_\_\_\_\_ \* (initial)

Finally, I acknowledge that I am aware that if a salon relocates or opens an additional location, I must notify the Cosmetology Association and obtain and submit any required applications and associated fees prior to relocating or opening a new salon.

**Date of Submission:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

<p><b>Method of Payment (check one):</b></p> <p><input type="checkbox"/> Certified Cheque</p> <p><input type="checkbox"/> Money Order</p> <p><input type="checkbox"/> Debit</p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Credit / Visa Debit</p> <p><input type="checkbox"/> By Phone</p> <p><i>Cheques or money orders are to be made payable to the Cosmetology Association of Nova Scotia.</i></p>	<p>If you selected "Credit," please fill out the information below to begin the registration process. <b>All Financial information provided is strictly confidential.</b></p> <p>_____</p> <p>Name on Card</p> <p>_____</p> <p>Card Number</p> <p>_____/_____/_____</p> <p>Card Expiry CVV</p> <p>_____</p> <p>Card Holder Signature</p>
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<b>FOR OFFICE USE ONLY</b>	
Application Received (d/m/y):	
Application Reviewed (d/m/y):	
Application Reviewed by:	
Active Membership Required for Applicant:	
(If the applicant is not the owner, indicate the name and contact information for the individual that requires the Active Membership.)	
<b>*BY-LAW SCHEDULE B: FEES*</b>	
Application for Registration	
Administration	
Salon Permit	
Permit Type:	
Application for Active Membership	
<b>*Plus applicable taxes.</b>	