

SALON/SPA RELOCATION REGISTRATION

Under Section 31 of the Nova Scotia *Cosmetology Act*, 2012, c. 39 (the "*Cosmetology Act*") and its By-Laws, cosmetology business permits are compulsory by law and must be issued by the Cosmetology Association of Nova Scotia to every salon and spa (commercial, home-based, renter or mobile). The Association must be in receipt of application forms and prescribed fees prior to issuing a salon or spa permit. Permits must be renewed no later than December 31st of each calendar year. Please read the following information below carefully to properly apply for and register your salon or spa with the Association.

Opening Date: _____

Business Registration Check List:

Please review the checklist below to ensure you have provided the Cosmetology Association of Nova Scotia with all required fees (as per Schedule B of the By-laws), and documents required to change location of an existing registered salon/spa with the Association.

Please select the type of relocation listed below:

Commercial In-home Room Rental Chair Rental Suite Rental

Section applicable to chair and room renters only:

Please indicate below the contact particulars of the salon you're renting chair/room space within.

Name of salon/spa business: _____

Business address and location: _____

Business owner name and contact: _____

Please include this form when submitting your business registration.

Included in my business registration package, I have submitted:

- Schedule A-2 (Business Permit Registration) - *Required*
- Relocation Fee (in accordance with Schedule B – Fees attached, if applicable)
- Updated Employee/Renters form – (if applicable)
- Proof of Business Liability Insurance - *Required*
- Copy of Municipality Occupancy and/or Development Permit (Required if applicable)
 - (Not applicable to salon/spa owners renting a chair within another salon/spa establishment) – commercial, suites or room rentals operating within another salon/spa establishment must contact their corresponding municipal office for permit requirements in their area, unless the salon/spa you are renting within already has an occupancy permit in place (proof provided).
- Drawing / sketch of salon floor plan – (see example) **Required for in-home businesses only**
 - Sketch must include home entrance, pathway to service room, client washroom and all other existing rooms located on the service room level.

Acknowledgement:

Please indicate with a checkmark inside each box to confirm that you have read and understand each of the following statements regarding the salon/spa permit registration process.

- The application process may take between 4 and 6 weeks.
- An incomplete application may cause the Association to request supplementary documents and prolong the application process.
- The Association may ask for proof that a business owner has fulfilled all other requirements to operate a cosmetology establishment before application approval.
- Salons and Spas cannot offer services for fee, gain, or expectation of reward until a salon permit has been issued.
- I have read and understood the Salon and Spa Compliance Handbook and agree to comply with all guidelines.

Please checkmark the box below for your preferred method of payment.

<p>Method of Payment:</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>Cheque/money order is to be made payable to the Cosmetology Association of Nova Scotia and mailed to 128 Chain Lake Drive, Beechville, NS B3S 1A2.</p>	<p>If you selected "Credit," please fill out the information below to begin the registration process. All Financial information provided is strictly confidential.</p> <p>_____</p> <p>Name of Card Holder</p> <p>_____</p> <p>Card Number</p> <p>_____</p> <p>Card Expiry</p> <p>_____</p> <p>Card Holder Signature</p> <p>Please contact the Cosmetology Association directly with 3-digit PIN number located on the back of your credit/debit card.</p>
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Days and Hours of Operation:

The goal of coordinating a first-time inspection between the Association and a salon/spa is to equip business owners with everything they will need to succeed and operate safely from the start. The Association is aware salon/spa hours may vary. Please provide the Association with your current days and hours of operation to ensure a prompt inspection (**Required**).

Sunday <input type="checkbox"/>	Hours of Operation _____
Monday <input type="checkbox"/>	Hours of Operation _____
Tuesday <input type="checkbox"/>	Hours of Operation _____
Wednesday <input type="checkbox"/>	Hours of Operation _____
Thursday <input type="checkbox"/>	Hours of Operation _____
Friday <input type="checkbox"/>	Hours of Operation _____
Saturday <input type="checkbox"/>	Hours of Operation _____

Please provide any additional information to the Association that you feel may be helpful regarding your days and hours of operation for the purpose of your future inspection.

Note: For more information regarding inspections, please refer to the Salon & Spa Compliance Handbook found on our website at https://nscosmetology.ca/images/2024/Guidelines_Policies_Act_By-laws/Salon_Compliance_Handbook.pdf.

CANS Office Use Only:

Date Application Received: _____

Approved

Denied

Date Approved: _____

Authorized Signature: _____

Description

	<u>Fee</u>	<u>Paid</u>
Salon/Spa Proprietor Application for Registration	\$255	<input type="checkbox"/>
Salon Permit Type: _____	\$_____	<input type="checkbox"/>
Salon Relocation (fee applicable)	\$155	<input type="checkbox"/>

Plus applicable taxes.

**All documentation and fee(s) must be received, in order to release a permit to operate.*

Revised: November 2024