COSMETOLOGY ASSOCIATION of NOVA SCOTIA

128 Chain Lake Drive
Beechville, NS B3S 1A2
Telephone: (902)468-6477
Facsimile: (902) 334-7108
Toll Free: (800) 765-8757
Email: info@nscosmetology.ca

# APPLICATION FOR BUSINESS REGISTRATION

## *Private Residence*

**(*Cosmetology Act*, 2012, c. 39, s. 31 & 34)**

**Application Processing: 4 to 6 Weeks**

**Estimated Start Date:** _____

**County:** _____

**Application Fee(s): Charged in accordance with Schedule B of the Associations By-laws (attached to this application).**

## BUSINESS INFORMATION

**Applicant's Name:**

**Membership No.:** _____ Primary Contact Number: _____

**Address:** _____

_____

_____

**Email Address:** _____

**Are you the registered owner of the property?** YES ☐ NO ☐

**If you do not own the property:**

***If you are not the registered legal owner of the property, approval in writing to register a cosmetology establishment at this location is required from the property owner.***

**Will the business be selling retail (professional cosmetology products and/or implements)?** YES ☐ NO ☐

## BUSINESS REGISTRATION

Provided below is a list of required information and documentation required for the registration of a residential business.

***Note:*** pursuant to the Nova Scotia *Cosmetology Act*, s. 30, applications will not be processed until all required documentation is confirmed received by the Association, and application (and any other applicable fees) per By-law Schedule B have been paid.

## INSPECTION

Inspection of a cosmetology establishment is mandatory. The goal of coordinating an inspection is to ensure that cosmetology establishments are operating in compliance with industry legislation and policies, as well as operating in compliance with all other legislated safety protocols (i.e.: OHS requirements, etc.) for the safety of all cosmetologists, their clients, and other workers in the salon. Although inspections are typically conducted randomly, the Association is aware that salon hours may vary and will make every effort to accommodate operators during inspection (unless the Association has received a complaint against a cosmetologist and/or salon).

***Note***: it is an offence to deny an Association inspector entry to a cosmetology establishment for the purposes of salon inspection (*Cosmetology Act*, s. 41).

## IMPORTANT

- ***Permits are not transferrable.***
- All Cosmetology Association Licences and Permits (including Membership) expire on December 31st of each calendar year. Late fees apply. (If a Member's licence or permit is expired for more than 90 days, that Member's account will be suspended and their licence revoked.)
- An incomplete application may cause the Association to request supplementary documents and/or information which may prolong the application process. In addition, the Association may ask for additional proof that a business owner has fulfilled all other regulatory requirements to operate a cosmetology establishment prior to application approval.
- It is the responsibility of a business owner to contact the Association to obtain the required documentation and information for submission when a business (salon, school, or otherwise) has ceased to operate or has relocated to a new location.
- It is the responsibility of the business owner to advise the Cosmetology Association of Nova Scotia of new contact information, including but not limited to mailing and email addresses. If the Association receives returned mail on behalf of a Member, the Member's account will be suspended until such time as the Member has been in contact with the Association to update their contact information.
- A cosmetology establishment is mandatorily required to have at minimum one individual with First Aid (active certificate) and WHMIS training working during open business hours.
- ***LIFE INSURANCE:*** All active licence holders (including registered cosmetology students) are eligible for Blue Cross Life Insurance, with no cost or obligation to the Member. Beneficiary designation forms are available on the Association's website under the "*For Members*" tab.

# REGISTRATION CHECKLIST: PRIVATE RESIDENCE

## Required Documentation:

- ☐ **Floor Plan** (sketch accepted)
- ☐ **Schedule A-2** (*Permit to Operate*)
- ☐ **Schedule C** (*Cosmetology Establishment Undertaking*)
- ☐ **Nova Scotia Registry of Joint Stock Certificate of Incorporation**
  *Registration of Business Name or Certificate of Incorporation*

  **NOTE:** a business name that contains a descriptive element (i.e. **Esthetics**) that is not part of an individual's legal name as printed on their birth certificate must be registered with the Nova Scotia Registry of Joint Stock Companies. In this instance, a permit will not be issued without prior business name approval from the Registry of Joint Stock Companies. In addition, business corporations must provide evidence of operating name registration.
- ☐ **Development Permit**
  **NOTE:** a cosmetology establishment that is located outside of HRM must follow municipal permit requirements in the local area. Applicant is advised to contact the local municipality or, in HRM, call 311 for information regarding permits.
- ☐ **Proof of Insurance** (including liability)
- ☐ **Property Owner Consent** (if applicable)
- ☐ **Applicant's Provincial Photo ID**
- ☐ **Fees** (per Schedule B attached)
  - Application Fee
  - Salon Permit

# ACKNOWLEDGEMENT

I confirm that I am the registered owner of the property and residence.

I confirm that I have the authority to sign on behalf of the business and further confirm that I have read and understand the *Cosmetology Act* and its related By-laws. I acknowledge that I am aware that the business cannot operate or offer cosmetology services for fee, gain, or expectation of reward until the establishment has received confirmation of registration and the appropriate salon permit has been issued by the Cosmetology Association of Nova Scotia.

In addition, I acknowledge that I have read and understand the Cosmetology Association of Nova Scotia's *Salon & Spa Compliance Handbook* and agree that the business, its employees and renters (if applicable) are required to comply with all regulations, policies, and guidelines applicable to the cosmetology establishment.

Finally, I acknowledge that I am aware that if the business relocates or opens a separate location, I must contact the Cosmetology Association to obtain the required documentation and fees prior to relocating or opening a new salon.

**Date of Submission:** _____

_____
**SIGNATURE**

* *Providing or creating false documents or misleading information will render this application void. Possessing a forged document with intent to mislead (including the altering of educational certificates, transcripts, or otherwise) is a serious offence that may result in criminal charges being laid.*

# APPLICATION FEES

***The Cosmetology Association will contact the applicant with total amount due prior to processing any applicable fees.***

| **Method of Payment (check one):** | Complete the information below if paying by credit card (all financial information provided is confidential.) |
|---|---|
| ☐ Certified Cheque * | _____<br>Name on Card |
| ☐ Money Order * | _____ _____ _____ _____<br>Card Number |
| ☐ Debit | _____ / _____ _____<br>Card Expiry CVV |
| ☐ Cash | _____<br>Card Holder Signature |
| ☐ Credit (Visa, Mastercard, or AMEX) | |
| ☐ By Phone | |

** Made payable to the Cosmetology Association of Nova Scotia.*

**Documents may be submitted to the Cosmetology Association by:**

- **Regular Mail:**
  128 Chain Lake Drive
  Beechville, NS B3S 1A2
- **Facsimile:**
  (902) 334-7108
- **Email:**
  info@nscosmetology.ca
  (with "*Registration*" noted in the subject line.)

## ***FOR OFFICE USE ONLY***

| | |
|---|---|
| Application Received (d/m/y): | |
| Application Reviewed (d/m/y): | |
| Application Reviewed by: | |
| Additional documents required: | |
| | |
| | |
| ***BY-LAW SCHEDULE B: FEES*** | |
| | |
| Business Registration: Residential | $ _____ |
| Permit to Operate | $ _____ |

***Plus applicable taxes.***
*Please note Schedule B fees are not pro-rated.*

# SCHEDULE B

***(as referred to in the Cosmetology Association's By-laws)***

| | | |
|---|---|---|
| ***Membership*** | | |
| | Active Member | $95 |
| | Associate Member | $95 |
| | Honorary Member | N/A |
| ***Licensing*** | | |
| | Cosmetologist (Hairdressing or Esthetics) | $95 |
| | Master Cosmetologist (Hairdressing or Esthetics) | $100 |
| | Master Cosmetologist Instructor (Hairdressing or Esthetics) | $105 |
| | Specific Licence | $95 |
| | Specific Licence Master Cosmetologist Instructor | $105 |
| | Temporary Licence (Graduate) | $95 |
| | Temporary Licence (Transfer) | $95 |
| | Temporary Licence (Visitor) – non resident | $95 |
| ***Salons/Spas*** | | |
| | Salon/Spa Registration | $260 |
| | Salon/Spa Relocation | $160 |
| ***Permits*** | | |
| | School Permit (1-50 Students) | $210 |
| | School Permit (50+ Students) | $310 |
| | Salon Permit: 1 Cosmetologist | $80 |
| | Salon Permit: 2-5 Cosmetologists | $90 |
| | Salon Permit: 6-10 cosmetologist | $125 |
| | Salon Permit (11+ Cosmetologists) | $150 |
| | Mobile Services Permit | $80 |
| | Special Event Permit (maximum 3-day period) | $30 |
| ***Cosmetology Schools/Colleges*** | | |
| | Student Enrollment / Registration | $110 |
| | School/College Registration | $810 |
| | School/College Relocation | $210 |
| | Program Review and Registration | $160 |
| ***Provincial Examination*** | | |
| | Provincial Examination | $160 |
| | 1st Did Not Attend (DNA) | $220 |
| | 2nd DNA | $270 |
| | 3rd DNA | $320 |
| ***Other*** | | |
| Admin. Fee | Administration (applicable *but not limited to* all new files) | $65 |
| | Special Event Permit Application | N/A |
| | Credential Review (licence transfer / application for licensing) | $160 |
| | Master Cosmetologist Designation Application | $65 |
| | Master Cosmetologist Instructor Designation Application | $105 |
| | Visitor Licence Application | $65 |
| | Lapsed Licence Application | $65 |
| | Advanced Training Course Approval Application | $105 |
| | Failure to Attend (FTA) Professional Development Classes | $45 |
| | Copy of Certificate, Licence, and/or Photo ID | $30 |
| | Salon/Spa Inspection | N/A |
| | Returned Cheque (NSF) | $45 |
| | Late Fee (applicable as of January 1st on overdue licences/permits) | $45* |

***Effective as of February 16, 2026. *HST is payable on all fees, unless otherwise indicated.***

Fees may be amended by the Association's Board of Directors, at its sole discretion, from time to time.

**Schedule A-2**

## Cosmetology Association of Nova Scotia

**Permit to Operate/Annual Renewal Form**

**Cosmetology Establishment**

Please send completed form to:

Cosmetology Association of Nova Scotia
126 Chain Lake Drive
Halifax, NS B3S 1A2
(902) 468-6477 (ph.)
(902) 468-7147 (fax)

Business Name: _____

Membership Number: _____

Business Address: _____

_____

_____

Business Telephone Number: _____

Business Fax Number: _____

Email Address: _____

Contact Person: _____

Position: _____

Type of Permit: _____

Number of Cosmetologists/Students: _____

By applying for this permit/annual renewal form, I agree that the Executive Director of the Cosmetology Association and/or Inspectors engaged or employed by the Cosmetology Association may enter the premises of this cosmetology establishment during reasonable working hours and inspect all aspects of the cosmetology establishment.

_____ _____

**Applicant's Signature** **Date**

**Schedule C**

## Cosmetology Association of Nova Scotia

**Cosmetology Establishment Undertaking**

Please send completed form to:
Cosmetology Association of Nova Scotia
126 Chain Lake Drive
Halifax, NS B3S 1A2
(902) 468-6477 (ph.)
(902) 468-7147 (fax)

Cosmetology Establishment Name:

_____

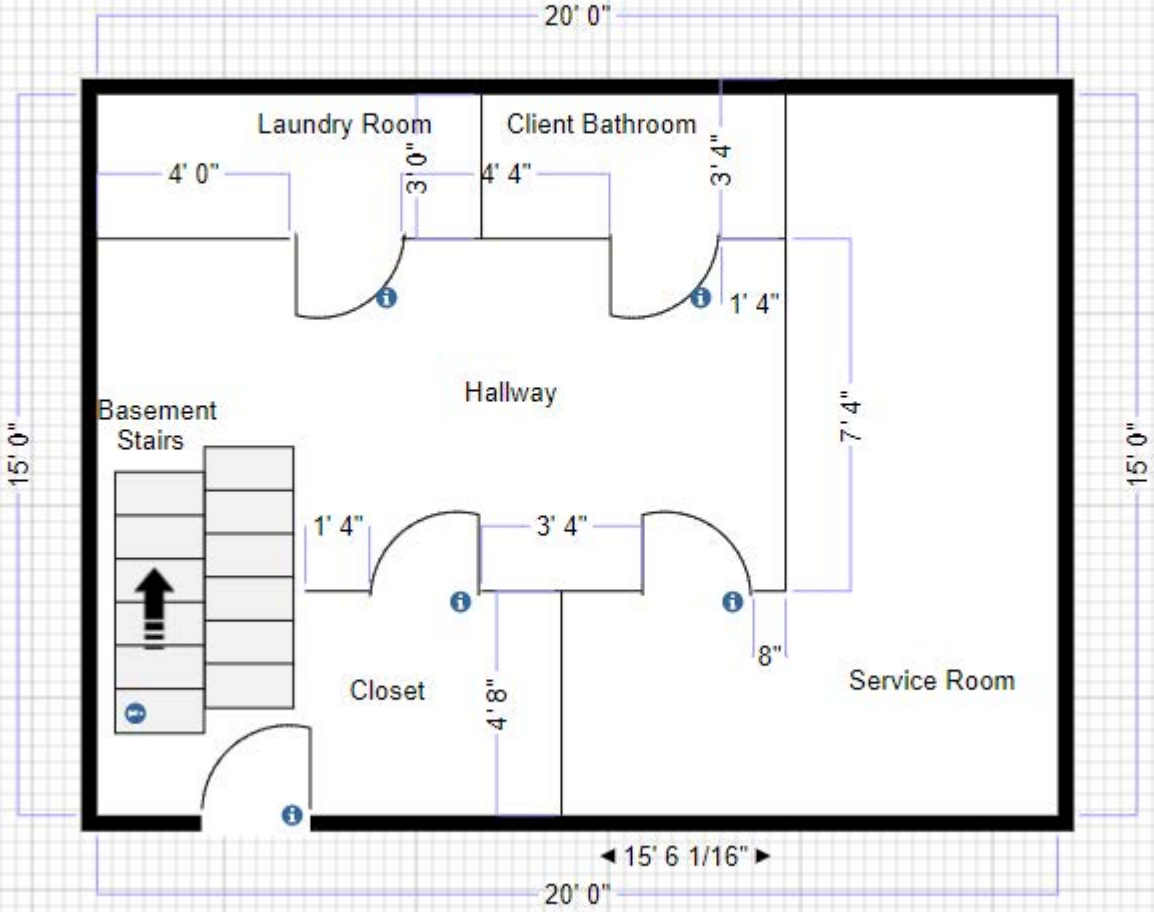
I, _____, owner/operator of this cosmetology establishment _____ agree and promise to ensure that all cosmetologists, master cosmetologists, master cosmetologist instructors, and students, employed or otherwise engaged at this cosmetology establishment will, at all times be licenced and fulfil any professional responsibilities set out in the *Cosmetology Act,* the Cosmetology Association of Nova Scotia's By-laws, and all policies and procedures developed by the Cosmetology Association of Nova Scotia.

_____ _____

**Applicant's Signature** **Date**

Diagram must include entrance to residence, pathway to service room, bathroom for clients and all other rooms located on that service floor
(Floor plan can be sketched by hand)

**Demensions not required**




EXAMPLE

# REGISTERING YOUR BUSINESS

COSMETOLOGY ASSOCIATION OF NS

## IMPORTANT INFO



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## WHO MUST REGISTER?

- **Everyone** doing business in Nova Scotia under a name other than their own **must** register their business with the Registry of Joint Stock Companies (RJSC)

## STEP 1 – RESERVE BUSINESS NAME

- Find form on RJSC website
- Your name must be a unique & an accurate description of your business
- It should have the following 3 elements:
  a) Distinctive – Maritime; Sally's; Glamour
  b) Descriptive – Hair & Nail; Esthetics; Spa
  c) Corporate* – Limited; Incorporated
  *only requires corporate designation if incorporated

## STEP 2 – SELECT TYPE OF BUSINESS

- Three main types:
  1. Sole proprietor – you alone
  2. Partnership – 2 or more persons
  3. Incorporation – creates separate legal entity
- Discuss which option is best for you with a **lawyer** and/or **accountant**

## STEP 3 – FORMS & FEES

- Once your business name reservation is approved, you have **90 days** to complete registration by paying the applicable **fee** and filing (available on RJSC website):
  a) Partnership form (applies to sole proprietors)
  b) Incorporation form
  c) Any other paperwork the RJSC requires
- You must **renew** your registration with the RJSC annually

## CONTACT

Mailing Address
Registry of Joint Stock Companies
P.O. Box 1529
Halifax, NS
B3J 2Y4

Telephone:
902-424-7770
(toll-free) 1-800-225-8227

Email:
joint-stocks@novascotia.ca

Hours of Operation:
Monday to Friday, 8:30-4:30