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

Transfer of Ownership

(*Cosmetology Act*, 2012, c. 39, s. 31 & 33)

No. of Employees: _____

No. of Renters: _____

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).

ACTIVE MEMBERSHIP REQUIRED: ☐

It is mandatory to apply for an Active Membership with the Cosmetology Association if the owner of the cosmetology establishment is not a current Member. * **(By-law 3.1)***

Applicant owns at least 50% of the company's shares: YES ☐ NO ☐

CURRENT OWNER / BUSINESS INFORMATION

BUSINESS NAME: _____

Business Permit No.: _____

Current Owner's Name: _____

Current Owner's Contact No.: _____

Business Address: _____

NEW OWNER INFORMATION

Applicant's Name: _____

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

Address: _____

Applicant's Email Address: _____

Managing Director(s): _____

_____

BUSINESS PERMIT REGISTRATION

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

Note: pursuant to the Nova Scotia *Cosmetology Act*, 2012, c. 39, 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).

REGISTRATION CHECKLIST: COMMERCIAL

Required Documentation:

- ☐ **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 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 (i.e. **Esthetics**). 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.

  Example: JANE SMITH **ESTHETICS**
- ☐ **Occupancy 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 Business Insurance** (including liability)
- ☐ **Application for Membership** (if applicable)
- ☐ **Employee List** (completed in its entirety)
- ☐ **Applicant's Provincial Photo ID**
- ☐ **Fees** (per Schedule B attached)
  - Salon/Spa Registration
  - Salon Permit
  - Active Membership (if applicable)

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.

ACKNOWLEDGEMENT

I hereby 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 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: _____

_____
AUTHORIZED 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.*

The Cosmetology Association will contact the applicant with total amount due prior to processing any applicable fees.	
Method of Payment (check one): ☐ Certified Cheque * ☐ Money Order * ☐ Debit ☐ Cash ☐ Credit (Visa, Mastercard, or AMEX) ☐ By Phone	Complete the information below if paying by credit card (all financial information provided is strictly confidential.) _____ Name on Card _____ _____ _____ _____ Card Number _____ / _____ _____ Card Expiry CVV _____ Card Holder Signature
** 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:	
Membership Application *(attached if applicable):*	Yes: ☐ Required: ☐ N/A: ☐
Additional documents required:	

BY-LAW SCHEDULE B: FEES

Business Registration: Commercial	$ _____
Permit to Operate	$ _____
Permit Type:	

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**

COSMETOLOGIST WORKING ON PREMISES

To be completed by individual present at the time of salon inspection.

Please complete this form in its entirety. Failure to complete the form may result in an inspection failure and the subject salon's permit being rendered void. Information regarding cosmetologists working within a salon or spa is mandatory and must be provided on or before December 31st of each calendar year. (*Cosmetology Act,* 2012, c.39, s. 35 and By-law No. 5)

Salon Name: _____ Permit No. _____ Salon Email:_____

NAME:	MEMBER NO.	RENTER / EMPLOYEE	DATE OF BIRTH	EMAIL	CANS Photo ID
E.g.: John Doe	e.g.: 12345	R=Renter ***OR*** E=Employee	D/M/Y	e.g.: info@gmail.com	Yes / No
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

If there are any questions regarding the form, please contact the Association office directly at (902) 468-6477 or by email to compliance@nscosmetology.ca.

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