



# MICRO BREWERY STARTER GUIDE

A guide to opening your Brewery in Nova Scotia

Let us navigate you toward success! For personalized assistance contact a [Business Navigator at 1-844-628-7347](#)



## CREATE YOUR BUSINESS

Create a **written proposal** that includes items such as: A floor plan, a list of products to be produced, method of distribution, size and type of containers, production volumes, quality control (including the testing process and equipment type, the testing of alcohol strength, the lab used to test the product for safety, water source and well water test results, cleaning and sterilization process, cleaning schedule, etc.), alcoholic strength, number employees and the structure of your company, capital costs, etc.

There are various government agencies and other organizations that offer free help for planning, and start-up financial assistance (at various interest rates).

- **Request and secure a Business Name through the Registry of Joint Stocks** at [www.rjsc.ca](http://www.rjsc.ca) or contact 1-800-225-8227.
- **Register your Business** within 90 days to ensure your business name is secured and to receive your unique Business Number.

Types of Businesses include sole proprietorships, partnerships and corporations. Legal advice is recommended for preparation of incorporated documents.

- **Activate your Business Number** with CRA at 1-800-959-5525. Activation is mandatory if you have employees, you import or export, and/or your gross revenue exceeds \$30,000/yr.
- **Worker's Compensation Insurance** may be required. Contact WCB at 1-800-870-3331 or [www.wcb.ns.ca](http://www.wcb.ns.ca) to discuss your specific requirements. **Research any additional insurance** requirements such as liability and disability.

## CHOOSE YOUR LOCATION

- **Contact your municipality** to confirm your preferred location is zoned for your brewery and discuss signage requirements. For Halifax, contact 311.
- **The sale of your product, both by bottled and by glass**, is regulated by the NSLC. You must determine whether your location is "wet" or "dry". To determine this, contact the NSLC Permits Supervisor 902-450-5914, before selecting your location.
- **If you are planning to serve alcohol other than your own**, contact Alcohol and Gaming at 1-877-565-0556 before you select your location.

Now that you have chosen a location, you must create a site plan.



## CREATE YOUR SITE PLAN

Submitting your plan drawings to the municipality, NSLC, and public health officer, before construction starts will minimize the risk of costly changes. **Create a diagram or layout** of all rooms and patios, showing their sizes and use, include storage areas, **accessible entrance, emergency exits** and fire safety plan.

**Source of water** - if a well water supply is to be used, show the location of the well on your plan; if it's connected to a municipal or community supply. Provide a water test and register with NS Environment. For more information contact NSE at 902-424-3600.

**Sewage** - if an on-site sewage disposal system is to be used, show the location of the system; if it's connected to a municipal or private collection, and was assessed for suitable use by an engineer.

**Waste storage** - show location of waste storage area (dumpster, shed, etc.), grease interceptors, composters and recyclables.

**Parking** - show parking areas and driveways.

## NOVA SCOTIA LIQUOR COMMISSION

**Begin by contacting the Permits and Regulatory Affairs Supervisor, NSLC** at 902-450-5914 or visit [www.mynslc.com](http://www.mynslc.com)

The Permits Supervisor will request your **written proposal, site plan, and proof of product liability insurance. In addition:**

- CRA tax requirements need to be met. As well **packaging, labeling and quality control**. For more information please contact the Regional Manager of Excise Duty at 1-888-327-7999.
- Contact the **Resource Recovery Fund Board (Divert NS)** at 1-877-313-7732 to discuss bottle deposits and labeling.
- A **Hospitality Room Permit** may be obtained if tastings are to be offered either at the store or another room on location. If you are planning to have a hospitality room, a Fire Marshall's inspection certificate or letter of approval is required. For more information, contact the NSLC Permits Supervisor.
- Once approved by the Permits Supervisor, a **Manufacturers Application Form** will need to be completed and forwarded with applicable fees.
- A **Registered Representative Permit** enables you, or an employee, to act on behalf of the company when dealing NSLC or government. Along with the appropriate registration form, include a letter on company letterhead, that confirms this person works for the company.
- Manufacturers are subject to an audit by the NSLC. To discuss your reporting requirements, pricing and remittance forms, please send an email to [NSManufacturersReport@mynslc.com](mailto:NSManufacturersReport@mynslc.com).
- If you intend to have the NSLC sell your products in-store, **Listing Applications** will be required.

For the NSLC checklist and more information visit: [www.mynslc.com](http://www.mynslc.com) About > Permits



### ADDITIONAL PERMITS

**Begin the permit process 3-6 months before opening.**

**Contact a Business Navigator** at 1-844-628-7347 to determine which permits and licenses you require and to connect with your inspectors.

For **'pre-opening'** permits related to zoning, building, developing or renovating including patios, contact your municipality. In Halifax, contact 311.

For a liquor license to serve **alcohol other than your own**, contact Alcohol and Gaming 1-877-665-0556.

If you wish to serve food, a **Food Establishment Permit** may be required. Contact Business Navigation at 1-844-628-7347 or Nova Scotia Environment at 1-855-893-5309. A pre-opening inspection may be necessary.

**The owner and/or at least one person per work shift must be Food Hygiene certified.** Courses are available from a variety of sources including Nova Scotia Environment, Private Trainers/Companies, or online. **For a full list of available courses for individuals and groups, contact Business Navigation. Proof of certification is required upon inspection.**

For **'opening'** permits such as occupancy, as well as fire prevention inspections and signage for your restaurant, contact your municipality. In Halifax, contact 311.

It is important to note that your occupancy permit is required before fire prevention inspection.

If you intend to use **Natural Gas, Propane, Furnaces**, Elevators or Broilers contact Technical Safety for requirements at 902-424-8496.



### PREPARE FOR EXCELLENCE

Please ensure any changes to your site plan, menu or layout are communicated to your assigned Public Health Officer before you build or renovate.

Post all required signs and permits as outlined by inspectors.

Mark your calendar. Schedule equipment maintenance and set reminders to renew your permits and licenses.

Be ready for inspections. Some happen quarterly, twice a year and once a year. You will not be notified of your inspection date.

**For payroll and tax assistance** contact CRA at 1-800-959-5525.

**For road access** (new/upgrades to roads and driveways) **and highway signage** for your business contact Transportation, Infrastructure and Renewal at 1-844-696-7737.

In most municipalities **grease interceptors** are required for your business. In Halifax, contact Halifax Regional Water Commission at 902-490-4820 for more information.

For Occupational Health and Safety requirements such as **WHMIS Training, First Aid and Workplace Health and Safety** contact OHS at 1-800-952-2687. Access the Small Business Safety Toolkit at [www.Workplace-Safety-Toolkit.ca](http://www.Workplace-Safety-Toolkit.ca) .

For Employer/Employee obligations and rights including minimum wage, hours of work, terminations, vacation/holiday pay (etc.), contact the **Nova Scotia Labour Standards Division** at 1-888-315-0110. For a copy of the Labour Standards Code see, [novascotia.ca/lae/employmentrights/docs/LabourStandardsCodeGuide.pdf](http://novascotia.ca/lae/employmentrights/docs/LabourStandardsCodeGuide.pdf)

Contact **Nova Scotia Power** regarding electricity connection at 1-800-428-6230.

Restaurants are required to hire private companies for **garbage and recycling collection**. Contact your municipality to determine who in your area is an authorized collector.