



# ACCOMMODATIONS AND CAMPGROUND STARTER GUIDE

A guide to opening your Accommodations in Nova Scotia

Let us navigate you toward success! For personalized help to start your business contact a **Business Navigator at 1-844-628-7347**



## CREATE YOUR BUSINESS

• **Create a business plan** that includes items such as: Market research, your organizational structure, a description of your accommodation and facilities, revenue forecast and budgetary requirements.

There are various government agencies and other organizations that offer free help for planning, and start-up financial assistance (at various interest rates). Call a Business Navigator to find out more at 1-844-628-7347

- **Request and secure a Business Name through the Registry of Joint Stocks** at [www.risc.ca](http://www.risc.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. If choosing to incorporate, legal advice is recommended for preparation of 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
- **Workers Compensation Insurance** may be mandatory for your staff or an option you may want to consider. 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.



## YOUR LOCATION

- **Next contact your municipality or town** to confirm your preferred location is zoned for your accommodation type. For Halifax, contact 902-490-5650
- Now that your location is approved, you must create a site plan.



## CREATE YOUR SITE PLAN

Construction or renovations of a proposed accommodation or campground must be approved by Tourism Nova Scotia before work can begin.

- A plan of the property, showing dimensions, north point, location of nearest highway, road or street, location of sewer or septic tank if used, location of water supply, location of other buildings on the property, details of walks and driveways, location of proposed buildings and landscaping.
- Complete floor (or campsite) plans, showing room dimensions, location and/or distance to all partitions, doors and windows, layout of furniture, location of electric fixtures, plumbing fixtures, all heating units, fireplaces and flues and location of furnace room, if applicable.
- Scaled drawings of the front, rear and one side of the building, showing doors and windows, footings and materials.

Water Supply Systems must receive approval from the Department of Environment (NSE) prior to construction. An Engineer may be required.

To connect with a Tourism NS Quality Services Advisor and NSE contact Business Navigation at 1-844-628-7347.



## APPLY FOR PERMITS

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

**Start by contacting a Business Navigator** at 1-844-628-7347 to assist in securing your Accommodation or Campground License. A pre-inspection by a Quality Services Advisor may be required.

**For 'pre-opening' permits** related to zoning, building, renovating and land development contact your municipality or town. In Halifax, contact 902-490-5650.

**For 'opening' permits** such as occupancy, as well as fire and life safety inspections and signage for your accommodation, contact your municipality or town. In Halifax, contact 311.

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

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



## FOOD SERVICE

**If you are planning on serving alcohol**, it is important to contact a provincial licensing officer. Contact Alcohol and Gaming at 1-877-565-0556

**For food service** a Food Establishment Permit is required. Contact Business Navigation to begin the application process and connect with a Public Health Officer .

## Need more help?

Contact a **Business Navigator** at **1-844-628-7347** or email [busnavigation@novascotia.ca](mailto:busnavigation@novascotia.ca)  
Business Navigation offers personalized and timely help with regulation and requirements, including registration, permits and licenses to save you valuable time.



### INSPECTION REQUIREMENTS

- Approval of layout and site plan by a Quality Services Advisor
- Completion and submission of Accommodation or Campground License Application and all fees have been paid in full
- Provide a copy of the following to a Quality Services Advisor:
  - Business name certificate from the Registry of Joint Stocks
  - Zoning approval letter
  - Approval from the Office of the Municipal Fire Inspection
  - Other Permits and Approvals (if applicable):
    - Land Development permit
    - Occupancy permit
    - Building permit
    - Change of use permit (ex. residential to business)
    - Sign permit
    - Alcohol Permit
    - Food Establishment Permit
    - Approval from the NSE regarding septic and sewer

If you have an indoor or outdoor swimming pool or hot tub, you must perform due diligence regarding guest safety. You must be aware and practice the contents of the Guidelines for Swimming Pools developed by the Department of Health and Wellness including keeping a log book that tracks daily water testing.

**For more detail around inspection requirements for accommodation, campgrounds, food and other inspections contact Business Navigation at 1-844-628-7347**



### PREPARE FOR EXCELLENCE

Post all required signs, licences and permits as outlined by all inspectors.

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

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

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

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

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.

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

Accommodations may be required to hire private companies for **garbage and recycling collection**. Contact your municipality or town to determine who in your area is an authorized collector. In Halifax, contact 311.