

# Food Establishment Starter Guide

# Starting a New Food Establishment

Starting a new business is complex and can be challenging, especially when starting a new restaurant, bar, or café.

Before you serve your first customer, it's critical to understand what licences or permits you require, how accessible your location is, and the many planning and preparatory documents required for funding and staffing.

This guide is intended to lead you through the process of starting a new food establishment in Nova Scotia.

While it goes in-depth into many aspects of how to launch a food service business, you may be left with some additional questions after reading. If that is the case, contact the provincial Business Navigators at the contact information below for additional assistance.

Best of luck with the opening of your business and we wish you success.

## Need help navigating the rules and regulations in starting your business?

Contact Nova Scotia's Business Navigators

[novascotia.ca/businessnavigators](https://novascotia.ca/businessnavigators)

**Email:** [biznav@novascotia.ca](mailto:biznav@novascotia.ca)

**Phone:** 902-424-4475 or Toll-Free: 1-833-734-1300

Available Monday to Friday 8:30 a.m. to 4:30 p.m.



Scan this QR code to  
contact the team directly

## Creating a Business Plan

A business plan is one of the most important tools you can use when planning for the future of your business. It is a concise and structured document that gives readers everything they need to assess how your business will achieve its goals. A plan is required to apply for loans and helps you measure your progress.

A business plan should include:

- Executive summary
- Market research
- An overview of your business
  - Define your [food establishment](#)
  - Management and organizational structure
  - Menu and suppliers
  - Location, preliminary site plan and required occupancy load
- Fire safety plan
- Details on staffing
  - Hours of operation
  - Staffing needs for both kitchen and service
- Sales and marketing plans
- Revenue projections and budgetary requirements

There are various government agencies and other organizations that offer free help with planning. A Business Navigator can help find the best resource for you.

## Financing Your Business

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Most businesses need money or capital to start up, including purchasing equipment, securing a location, and running operations. Aside from your own personal investment, there are two main ways to secure funding. For help finding a list of lenders, talk to a Business Navigator.

**Grants:** A grant is a sum of money given by a government or organization to a specific demographic, industry, or a wider audience. Grants generally do not have to be repaid. The application period for grants is typically short and closed once the funding allowance has been met.

**Loans:** There may be opportunities for financing or loans. Some organizations assist businesses by providing interest-based loans. Terms of repayment and interest are determined by the organization providing the loan. Terms can differ between organizations.

## Business Insurance

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Your business may have many assets: vehicles, office space and equipment, inventory, an indispensable employee or partner and, most importantly, yourself. To protect these assets and to protect your business from potential risks, you should consider acquiring business insurance. To learn more about what types of insurance are most appropriate for your business, consult an insurance agent.

## Choosing a Location

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How your location is zoned, how accessible your location is, and how the public accesses your business from the roadway, are all important variables that impact your ability to obtain certain licences.

### *Accessibility*

Nova Scotia is committed to building an inclusive, barrier-free, province by 2030. As part of this commitment, the following types of restaurants must have wheelchair accessible entryways, washroom facilities and pathways:

- newly constructed restaurants,
- restaurants located in a converted space that was not previously occupied by a restaurant, or
- restaurants located in a pre-existing restaurant space that was closed for at least 12 months prior to the submission of an application for a food establishment permit for the new restaurant.

### TIPS

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Before you enter into a lease, and to avoid unplanned costs and delays in opening, it's recommended that you determine whether your space is accessible and zoned appropriately for your type of business. If you have questions on how to make these determinations, contact your municipality or the Province's Business Navigators

For a full list of accessibility requirements see Section 3.8 of the [Nova Scotia Building Code Regulations](#).

Proof of compliance to accessibility requirements is important. It is required to receive your Food Establishment Permit. This proof can be in the form of:

- an occupancy permit,
- an official letter from a licensed professional member of Nova Scotia Association of Architects, or
- an official letter from a professional engineer registered with Engineers Nova Scotia.

The permit or letter must confirm the restaurant has complied with accessibility requirements.

## **Zoning**

How you are zoned refers to the way your location can legally be used. Each zone, and its allowable functions, are predetermined by a municipal by-law. It's important to verify your zoning with the appropriate regulators ahead of purchasing or leasing a space.

### **Serving Alcohol**

Before you choose your location, it's important to contact Service Nova Scotia's Alcohol, Gaming, Fuel and Tobacco Division, as some areas are zoned to either prohibit the sale of alcohol or restrict the way it can be sold.

Speaking with a Licensing Officer at the division, they will confirm whether your location is zoned for alcohol sales and request your zoning confirmation letter from the municipality on your behalf. Should the location be acceptable, you can begin the process of applying for your liquor licence. The Licensing Officer will help you decide the most appropriate type of licence to meet your business needs (see page 12 for more information.)

If you are taking over an existing business that previously held a liquor licence, talk to a Licensing Officer about a licence transfer. It can greatly reduce the processing and approval time. License cannot be sold. Do not purchase a liquor licence from an uncertified individual.

Contact Service Nova Scotia's Alcohol, Gaming, Fuel and Tobacco Division toll-free at 1-877-565-0556.

### **Not Serving Alcohol**

If you do not plan to serve alcohol, you must contact your municipality to confirm your preferred location is zoned for your business type.

Should your financial institution, or other regulators, require a zoning confirmation letter, you can request this from your municipality. Associated fees may apply.

If your location was used for a different purpose in the past, for example it was formerly a retail space and will now be a food establishment, you may require additional municipal permits. Contact your municipality for more information.

## Road Access

If you are adding or changing driveways, parking lots or drive-thrus, you should confirm your Right-Of-Way requirements.

- For provincial roads, contact the Department of Public Works at 1-844-696-7737
- For municipal roads, contact your municipality.

If you are unsure whether the road is provincial or municipal, contact Nova Scotia Department of Public Works.

## TIPS

Contact your local Fire Prevention and Inspection Unit prior to selecting a space. Costly changes, such as a fire wall, ventilation or sprinkler systems may be required or may otherwise change your occupancy load. In the Halifax Regional Municipality, contact 311.

## Registering Your Business

Most businesses are required by law to be registered with the Province's Registry of Joint Stock Companies (RJSC) before operating

Registering your business with RJSC allows you to:

- Advertise using a unique name or brand, Report income tax, receive tax benefits and/or submit HST/GST, and
- Open a business bank account.

## TIPS

Do you plan to have a business website and email? Most businesses will purchase a domain name that's associated with your business name. Ensure your business name is available through RJSC and domain providers before making that purchase.

### *Step 1: Reserve Your Business Name*

Businesses must reserve a name before they can be registered. To reserve a business name, submit the name and other pertinent information online using [RJSC Connect](#) (start by creating an account).

Please note that:

- Names must be unique, distinctive, descriptive and include any legal elements. Use [this guide](#) to help create your name,
- You can reserve your business name, A name reservation takes 2-3 business days to process,
- The name is reserved for 90 days, and
- Associated fees will apply.

## ***Step 2: Identify Your Business Structure***

You must first determine your [business structure](#) and choose a business entity to register as. There you will find descriptions of each type of business entity:

- [Sole Proprietorship](#)
- [Partnership](#)
- [Corporation](#)

Legal advice is recommended to assist with choosing a structure and for the preparation of any incorporation documents.

## ***Step 3: Register Your Business***

Once your business structure is identified, register your business online using [RJSC Connect](#).

Please note that:

- Business registration will take a few days or weeks depending on the type of business,
- Registration is valid for one year, renewal fee due on anniversary of registration each year, and
- Associated application fees will apply.

For support with reserving your name, understanding your business structure, or registering your business, contact RJSC at 1-800-225-8227 or [rjsc@novascotia.ca](mailto:rjsc@novascotia.ca).

## **Taxation**

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### ***Activate Your Business Number***

Upon registering your business, a registered business number will be provided to you. This number identifies you and your business for taxation purposes. Business numbers must be activated with Canada Revenue Agency (CRA) if your business has employees, it imports or exports, and/or its gross revenue exceeds \$30,000 within four consecutive quarters. For more information and to activate your business number, contact CRA at 1-800-959-5525.

### ***Tax Assistance***

The CRA offers free, personalized support to owners of small businesses and self-employed individuals. The Liaison Officer service is available to help you understand your tax obligations. A visit from a liaison officer is 100% confidential; the information you choose to discuss with a liaison officer will not be shared with other areas of the CRA, or anyone else.

Contact a [CRA Liaison Officer](#) to receive one on one help with your specific taxation requirements.

# Plans and Permits

## Create a Site Plan

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A site plan is a diagram or layout of your operational space, including all rooms, washrooms and patios, showing their dimensions and how they will be used. A site plan is required when applying for many permits and their resulting inspections, including your food establishment permit. Identify in your plan all major equipment, food storage areas, janitorial facilities, and your fire safety plan.

Your site plan should also include:

- **Wells:** If a well water supply is to be used, label the location of the well on your plan. It is mandatory to include a water test with your site plan and to register the well by completing a [Public Drinking Water Supplies form](#) the Province's Department of Environment and Climate Change,
- **Sewage:** If an on-site sewage disposal system is to be used, label the location of the system. You are required to include sewage assessment documentation with your site plan showing that it is suitable by a professional engineer,
- **Waste storage:** Label your waste storage area (dumpster, shed, etc.), composters, and recycling storage,
- **All parking areas and driveways**
- **Grease interceptors:** If you are using municipal sewage, grease interceptors are required to be installed and maintained in most municipalities to prevent fat, oil and grease, and solids, from entering and damaging the wastewater system. Ensure these are labelled on your site plan. In the Halifax Regional Municipality, contact Halifax Regional Water Commission at 902-490-4820 for more information.
- **Ventilation:** Depending on how you prepare your foods, you may require a certified commercial kitchen exhaust canopy. Label where your ventilation will be located and the path it will take to the outside. Contact your municipality's fire prevention office for specific equipment requirements.

Upon submission, your site plan will be reviewed and must be approved by several regulators or 'inspectors'. An approval from one inspector does not guarantee approval by another.

### TIPS

Before renovating your space and applying for permits, allow a Public Health Officer with the Department of Environment and Climate Change to review your layout. This will minimize the risk of costly changes to your site if the plan does not comply with regulations.

## Create a Fire Safety Plan

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Fire safety plans are required by law for all restaurants and liquor licensed establishments. Equipment, such as an NPFA 96 ventilation system, may be needed. For a list of what is required in a fire safety plan, contact your municipality. In the Halifax Regional Municipality, visit the Halifax Regional Fire & Emergency Fire Prevention Division's website or contact them by dialing 311.

## Occupancy

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A business occupancy permit is required for all new commercial tenants and can be obtained by contacting your municipality. Your occupancy permit will set or determine the maximum number of people (staff and customers) that may occupy the space. Occupancy Permits are not transferable between tenants or locations.

The type of occupancy permit is dependent on your location and whether construction or renovations are necessary.

If your space was used for a different purpose in the past, for example, it was formerly a retail space and will now be a food establishment, you may require additional municipal permits. The most recent building code requirements will apply.

### *Occupancy types*

An occupancy permit is a permit issued under the Nova Scotia Building Code Act which specifies the authorized use and classification for a building, such as 'office' or 'retail'.

There are two types of occupancy permits:

- **Where no renovations are required:** This occupancy permit is required for a new business opening and operating in new leasehold space (new office, retail, restaurant, etc.) within a commercial or mixed-use building where no renovations are required. If no renovations take place, inspections are still required to verify occupancy requirements.
- **Where renovation or new building/construction is required:** This occupancy permit is required for new businesses opening in a new leasehold space where construction or renovations are required (including patios). Multiple inspections may be required based on the complexity of the construction or renovation. Occupancy will be granted upon final inspection.

In both scenarios, a copy of your site plan is required as part of your application. Associated application fees will apply.

For assistance with applying for occupancy permits and to schedule an inspection, contact your municipality.



## Patio Licence

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If you plan to install an outdoor patio in the municipal right-of-way (i.e., on a sidewalk), a sidewalk café licence may be required.

If alcohol is to be served on the patio, the structure must be visibility identified or delineated, and Compliance Officers will look for ways you can adequately control and manage the space. Discuss your requirements with Service Nova Scotia's Alcohol, Gaming, Fuel, and Tobacco Division.

A licence will be issued for a seasonal or annual patio if all requirements are met, including design, in accordance with municipal bylaws. Contact your municipality for more information on how to apply for a licence.

## Signage Permit

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Businesses installing on-site temporary or permanent signage are required to first obtain a permit for a sign from the municipality.

Applications must include a sign plan that outlines the design, elevations, construction plan and site plan. Associated application fees will apply.

## Technical Safety

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If you intend to use or install natural gas, propane, furnaces, elevators, or boilers, contact the Workplace and Technical Safety Information Services team for permit and licensing requirements by calling 1-800-9LABOUR.

# Food and Drink Permits

As a food establishment, there are certain permits and licences required by various government regulators to ensure the safety of the public, your staff and yourself.

Applying for your applicable permits and licenses early in your process can prevent unnecessary costs and delays. Consider starting these applications at least three to six months before you plan to open. Most permits are not transferrable, meaning that a permit that was given to a previous business cannot be used or sold by a new business.

All permits have fees associated with the application process. Include your payment of each to ensure your application will be processed in a timely manner.

## TIPS

Need help getting started? Contact a Business Navigator to determine which permits and licences you require and to connect with your inspectors.

## Food Establishment Permit

Anyone in Nova Scotia who wants to operate a food service facility, such as a restaurant, food take-out service, mobile unit, temporary food establishment, grocery store, or any facility from which foods are sold, whether on a permanent basis or only occasionally, requires a Food Establishment Permit.

To apply for a Food Establishment Permit, contact your [regional Department of Environment and Climate Change Office](#), or [apply online](#).

When applying for a food establishment permit:

- Ensure your business is registered with the Registry of Joint Stock Companies
- Define your establishment. Here are some examples to choose from:
  - **Eating Establishment:** Means a food establishment that for all or part of the year operates in a fixed location and is engaged in providing food services to patrons who (i) order and are served while seated and pay after eating, or (ii) pay before eating on the premises after ordering, or selecting items at (A) a counter, (B) a food bar, or (C) a cafeteria line;
  - **Food Shop:** Any premise in which food is stored and distributed, but not processed\*, and excludes eating establishments as defined above. “Processed” is defined in the Nova Scotia Food Safety Regulations, to substantially change or alter the appearance or nature of a food, to combine with an ingredient or additive or to make foods ready-to-eat.

- Ensure your application includes the business's:
  - proposed operating schedule (days and hours of the week)
  - address
  - site plan and menu
  - accessibility verification letter

Upon submitting your application, a Public Health Officer will be assigned to you. They will require you to report any changes to your site plan, menu, or layout before you build or renovate.

## Food Hygiene Certification

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Food safety regulations require that at least one person per shift must have taken a food safety training course.

Food service operators are responsible for ensuring that employees have certification from a course recognized by the Department Environment and Climate Change. Proof of certification is required upon inspection by the department. For a full list of approved courses visit the provincial government's [website](#) or contact the Business Navigators for more information.

## Liquor Licence

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By law, food establishments must have a [Permanent Liquor Licence](#) to sell alcohol by the glass. A liquor licence can be applied for by mail, fax, email or in person. Associated application fees will apply.

If you intend to open a Lounge, a public consultation notice (PCN) may be required. The notice will be published by Alcohol, Gaming, Fuel and Tobacco for up to seven (7) days. As a result of public feedback, the conditions of your license may change. Talk to a Licensing Officer for more information.

A criminal records check is required to obtain a liquor licence, and can be obtained through your local law enforcement office, or a verified agency. Certain types of criminal convictions may preclude the granting of a liquor licence.

To apply:

- The applicant must be 19-years-old or older and authorized by the business to apply, and
- The business owner must be the leaseholder of the food establishment.

Ensure your application includes:

- your organizational chart
- your criminal history report
- deed or lease for your food establishment
- purchase agreements for your food establishment
- food establishment floor plan
- all menus
- zoning verification
- food establishment permit
- fire official approval
- proof of satisfactory fire inspection

Have your completed application form notarized by a justice of the peace, commissioner of oaths or at your local Alcohol, Gaming, Fuel and Tobacco Division, prior to submission. Upon submission, your application will be reviewed by staff and approval will be pending the outcome of your inspection.

## **Register with the Nova Scotia Liquor Corporation (NSLC)**

All purchases of liquor for sale at a licensed premises must be purchased at an NSLC store, agency, or Nova Scotia licensed manufacturer. When making a purchase, you must provide your licence number which is recorded on your receipt.

Ensure you keep a record of all receipts. On occasion, your Compliance Officer may request receipts of liquor purchases to ensure the liquor has been purchased legally.

Visit the [NSLC website](#) for more information.

# Prepare for Inspection

As permit applications are submitted, Compliance Officers from each department or governing body will be assigned to you based on your location.

To receive each permit, an inspection is required. Upon a successful inspection, your permit(s) will be granted.

Pre-opening inspections can be arranged through your assigned Compliance Officer. Contact each governing body for scheduling assistance.

## TIPS

An approval from one inspector does not approve an inspection from another. Ensure you are ready for each.

## Food Establishment Inspection Tips

When you are ready for your food establishment inspection, contact your Public Health Officer. Review these tips.

### To prepare for your inspection:

- Keep hot food hot: above 60°C/140°F
- Cook all hazardous food to a minimum internal temperature of 74°C/165°F
- Use a chef's (probe) thermometer to monitor temperatures
- Keep cold food cold: below 4°C/40°F
- Keep frozen below -18°C/0°F
- Use fridge thermometers to monitor temperatures

### Protect food from contamination:

- Store ready-to-eat items above raw food items and cover all food
- Store food 15 cm/6 inches off the floor
- Use water that is safe to drink
- Label chemicals and store them away from food and the food preparation area

### Practice good handwashing:

- Provide hot and cold running water, as well as liquid soap and paper towels from dispensers
- Designate handwashing stations with signage and do not use for any other purpose
- Wash hands thoroughly before and after handling food

### Practice good personal hygiene:

- Change out of street clothes before you start your shift
- Wear clean clothing and hair restraints
- Do not work when you are sick

**Maintain food contact surfaces:**

- Cleaning and sanitizing should be completed in two separate steps. Use soap and water followed by a solution of ½ to 1 tsp of household bleach per 1L of water, or any approved sanitizer
- Keep all food contact surfaces clean and in good condition
- Wash all utensils, dishes and small equipment either manually, using the three-basin sink method (wash-rinse-sanitize) or in a mechanical dishwasher
- Ensure your dishwasher is reaching appropriate temperatures for sanitizing, or if using a chemical sanitizing machine, have test strips on hand to test the sanitizer concentration

**Maintain non-food contact surfaces:**

- Keep surfaces clean, sanitary and in good repair
- Fix construction issues as they arise
- All surfaces must be smooth, non-absorbent and easy to clean
- Ensure proper operation and maintenance of equipment
- Unused equipment should be repaired or removed from the premises

**Keep washrooms clean and properly equipped:**

- Keep washrooms clean at all times
- Provide toilet paper in a dispenser, a garbage can, a sink with a constant supply of hot and cold running water, liquid soap and paper towel in dispensers and working mechanical ventilation

**Store and remove waste correctly**

- Remove waste from the food preparation area daily, or more often if necessary
- Waste receptacles must be leak-proof, pest-proof, and have tight-fitting lids
- The outdoor garbage area should be maintained in such a way that pests are not attracted to it

**Keep pests under control**

- Cover outside openings to prevent pests from entering and eliminate food or water sources
- Consider obtaining a contract with a licensed pest control operator

## Liquor Inspection

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When you are ready for your liquor licensing inspection, contact your Compliance Officer. A final inspection can be completed days before you open.

To prepare for your inspection, ensure:

- all application information remains accurate and is given to the licensing office.
- all structural changes made to your space are complete and your site plan resembles the space.
- If you have a lounge, your eating establishment consists of a minimum of 25% of the overall licensed space.

Upon successful liquor and fire inspections, a liquor licence will be granted. The Compliance Officer will then schedule a time to provide you, your manager, and/or staff members, with an overview of liquor serving rules, called a “Staff Instruction.”

### TIPS

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Review the [Liquor Licensing Regulations](#) for an overview of liquor serving rules. Future inspections can happen anytime. Inspectors will be looking for:

- Intoxication,
- Minors,
- Control of the licensed premises, and
- Occupancy conditions of licence

## Fire Prevention Inspection

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If you applied for a liquor licence, an inspection from a fire inspector is required. Your fire inspection will be the last inspection needed prior to opening and is reliant on an approved occupancy permit and successful liquor inspection. Contact your municipality, local fire service, or the Halifax Regional Fire & Emergency Fire Prevention Division to schedule an inspection.

## Displaying Permits

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Once permits are granted, all signs, stickers and permits must be posted as outlined by the inspectors, typically in an area of the establishment where it stands out and is clearly visible.

## Permit and Licence Renewals

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Many permits and licences require renewal. Mark your calendar or set reminders to renew your permits and licences on time. Each regulator will outline when your renewal is required.

Most permits can be renewed online.

Once you have received confirmation of renewal, follow the directions outlined by the regulator. Some regulators require you to replace the expired permit/licence and place it back in a visible location.

# Before You Open

## Occupational Health and Safety

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You and your staff are subject to occupational health and safety requirements. To understand your requirements and to receive support with implementing your health and safety plan, read the [Small Business Safety Toolkit](#), contact the provincial Occupational Health and Safety Branch at 1-800-952-2687 or download the workplace safety app [Nova SAFE](#).

## Garbage Collection

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Food establishments are required by the municipal government to hire private garbage and recycling collectors. Your municipality can identify the authorized collection companies in your area.

## Staffing

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Successful companies know the value of good staff, and finding the right people for the job can be a challenge. Nova Scotia Works makes it easy to find, recruit, hire and retain staff. Use the [Nova Scotia Works HR Toolkit](#), contact an [Employer Engagement Specialist](#) or visit your local NSWorks office for assistance.

## Labour Standards

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The Labour Standards legislation sets out the minimum employment rules in Nova Scotia that employers and employees have to follow. It also sets out rules specific to the recruitment of workers and the hiring of foreign workers. Employees, employers and recruiters have rights and responsibilities under these rules.

For more information employer and employee obligations and rights, including minimum wage, hours of work, terminations, vacation/holiday pay, visit their [website](#) or contact the Nova Scotia Labour Standards Division directly at 1-888-315-0110.

## Workers' Compensation Insurance

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Workplace injury coverage may be mandatory for your staff, or an option you may want to consider. Visit their website or contact the Workers' Compensation Board directly at 1-800-870-3331 to discuss your specific requirements.



# Additional Resources

Legislation: [NS Food Code](#)

Legislation: [Food Safety Regulations](#)

Legislation: [Liquor Control Act](#)

Legislation: [Liquor Licensing Regulations](#)

Legislation: [Occupational Health and Safety Act](#)

Guide: [Planning for Food Service](#)

Guide: [Starting a Restaurant](#)

Fact Sheet: [Preparing Low Risk Home Baked Goods for Sale](#)

## Important Contacts

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### **Nova Scotia's Business Navigators**

[novascotia.ca/businessnavigators](http://novascotia.ca/businessnavigators)

Email: [biznav@novascotia.ca](mailto:biznav@novascotia.ca)

Phone: 902-424-4475 or

Toll-Free: 1-833-734-1300 (open Monday to Friday, 8:30 a.m. to 4:30 p.m.)

### **Registry of Joint Stock Companies**

[beta.novascotia.ca/programs-and-services/registry-joint-stock-companies](http://beta.novascotia.ca/programs-and-services/registry-joint-stock-companies)

Email: [rjsc@novascotia.ca](mailto:rjsc@novascotia.ca)

General Inquiries: 902-424-7770

or Toll-Free: 1-800-225-8227

### **Service Nova Scotia's Alcohol, Gaming, Tobacco, and Fuel Division**

[beta.novascotia.ca/contact/service-nova-scotia#SNS-AG-01](http://beta.novascotia.ca/contact/service-nova-scotia#SNS-AG-01)

Email: [agdlicense@novascotia.ca](mailto:agdlicense@novascotia.ca)

General Inquires: 902-563-3495

or Toll-Free at 1-877-565-0556

### **Department of Environment and Climate Change**

[novascotia.ca/nse/dept/](http://novascotia.ca/nse/dept/)

Email: [ice@novascotia.ca](mailto:ice@novascotia.ca)

General Inquiries: 902-424-2547

### **Technical Safety Branch**

[novascotia.ca/workplace-and-technical-safety](http://novascotia.ca/workplace-and-technical-safety)

Email: [safetybranch@novascotia.ca](mailto:safetybranch@novascotia.ca)

Toll-Free: 1-800-9LABOUR (open 24/7)

### **Occupational Health and Safety Branch**

[novascotia.ca/lae/healthandsafety/](http://novascotia.ca/lae/healthandsafety/)

Email: [ohsdivision@novascotia.ca](mailto:ohsdivision@novascotia.ca)

Toll-Free: 1-800-952-2687 (open 24/7)

### **Department of Public Works**

[beta.novascotia.ca/government/public-works](http://beta.novascotia.ca/government/public-works)

Email: [tir-occ@novascotia.ca](mailto:tir-occ@novascotia.ca)

Operation Contact Centre: 1-844-696-7737 (open 24/7)

### **Canada Revenue Agency**

[www.canada.ca/en/revenue-agency.html](http://www.canada.ca/en/revenue-agency.html)

Business Inquiries: 1-800-959-5525

### **Restaurant Association of Nova Scotia**

[rans.ca](http://rans.ca)

Email: [info@rans.ca](mailto:info@rans.ca)

Phone: 902-429-5343

### **Halifax Regional Fire & Emergency Fire Prevention Division**

[halifax.ca/fire-police/fire/fire-prevention-safety](http://halifax.ca/fire-police/fire/fire-prevention-safety)

Email: [fireprevention@halifax.ca](mailto:fireprevention@halifax.ca)

General Inquiries: 311

