



# 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.

The [Guide to Starting and Operating an Accommodation Business in Nova Scotia](#) offers advice to help you work towards your vision of opening an accommodation business in Nova Scotia.

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 [RJSC Connect](#) 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 HRM, contact 311

Now that your location is approved, you must create a site plan.



## CREATE YOUR SITE PLAN

It is recommended that you have the following for construction or renovations of a proposed accommodation or campground.

- 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 and Climate Change prior to construction. An Engineer may be required.

**To connect with NS Environment and Climate Change, 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 for assistance.

**For 'pre-opening' permits** related to zoning, building, renovating and land development; and **'opening' permits**, such as fire and life safety inspections and signage, contact your municipality or town. In HRM, contact 311.

Permits and Approvals that may be required:

- Land Development Permit
- Occupancy Permit
- Building Permit
- Change of use permit (ex. Residential to Business)
- Sign Permit
- Alcohol Permit
- Food Establishment Permit
- Approval from Department of Environment and Climate Change regarding septic and sewer

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.

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 logbook that tracks daily water testing.

## 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.



### 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** and inspection is required. Contact Business Navigation or your regional [NSE Office](#) to get started.

**Food Hygiene Training:** The owner and/or at least one person per work shift must be Food Hygiene certified. Courses are available in person or online through Private Trainers/Companies. For a full list of approved courses for individuals and groups, contact Business Navigation. Proof of certification is required upon inspection.



### 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 and Active Transit 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.



### PREPARE TO OPEN

By law, most roofed tourist accommodations must register with the Tourist Accommodations Registry to operate in Nova Scotia. Campgrounds are not required to register. You can find more information and a link to register at [Register your tourist accommodation](#).

Tourism Nova Scotia works with tourism businesses to showcase the things to do and places to stay while on vacation in Nova Scotia. There are a variety of promotional opportunities for eligible businesses. Find out if you qualify to participate in Tourism Nova Scotia's marketing channels at [Marketing Eligibility Criteria](#).

**To connect with Tourism Nova Scotia**, contact **Business Navigation** at 1-844-628-7347