



### SALON PROPRIETOR APPLICATION

Applicant's name: .....

Date issued: .....

Enclosed you will find the necessary forms relating to your Salon Proprietor's certificate.

#### Please indicate the type of salon:

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Hairstyling     | <input type="checkbox"/> Makeup      |
| <input type="checkbox"/> Aesthetic       | <input type="checkbox"/> Lash & Brow |
| <input type="checkbox"/> Nail Technology | <input type="checkbox"/> Depilatory  |
|  | <input type="checkbox"/> Spa         |

#### Please include the following information with your application:

- Floor plan of the premises with accurate dimensions, work area, washroom facilities, electrical outlets, ventilator, windows, entrance and the premises of location(ex: mall, house, complex or separate building).
- Signature of approval from a licensed Electrician
- Signature of approval from a licensed Plumber
- Confirmation of municipality's approval (zoning permit, if applicable)
- Complete list of employees and valid license numbers

#### Standard fee according to the Cosmetology Association of New Brunswick By-laws:

New salon or new owner	\$250.00	<input type="checkbox"/>
Relocation	\$144.00	<input type="checkbox"/>
Re-opening	\$105.00	<input type="checkbox"/>

#### Please select the language preference for your inspection:

- English
- French

Please be advised that this application does not register your business name with the Government of New Brunswick. You may contact Service New Brunswick, if you wish to register your business name.

To start and grow your business, please visit: [www.canadabusiness.gc.ca](http://www.canadabusiness.gc.ca)

Furthermore, in accordance with section 6.14 of the Cosmetology Association of New Brunswick by-laws, **any salon or school that operated without the required inspection and approval shall receive a disciplinary penalty fee of \$200 per day for every day in violation. Public notice may be given within forty-five (45) days of noncompliance.**

Please submit your application with all required information as soon as possible. Depending on individual cases, your Salon Proprietor application may take up to 30 days to process the information. Failure to submit all necessary documentation will delay the process of your Salon Proprietor certificate. Upon submitting the prerequisite material, the inspector will receive notification to proceed with an inspection of your salon. You will be notified of a date and time of the inspection. **The standard fee, included with this application is non-refundable**

#### Sent To :

Cosmetology Association of NB or [saloninfo@canb.ca](mailto:saloninfo@canb.ca)  
220 Whiting Road  
Fredericton, N.-B. E3B 5V5

#### E-mail:

[saloninfo@canb.ca](mailto:saloninfo@canb.ca)  
fax:  
1(506) 458-1354

#### Information:

Toll Free: 1 (800) 561-8087  
or  
☎ 1 (506) 458-8087

**SALON INFORMATION**

Salon name: \_\_\_\_\_

Salon address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Mailing address (if different from salon address): \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Salon ☎ : \_\_\_\_\_ Salon e-mail: \_\_\_\_\_

Projected salon opening date: \_\_\_\_\_

**I hereby confirm that there are no other salon permit holders at the address written above and understand that, in accordance with By-law 5, by applying for a salon permit, I will be responsible for all workers in the establishment, whether they are an employee or renting a space within the establishment.**

**APPLICANT'S SIGNATURE:**

**Please indicate which of the following pertains to your application:**

- New Salon opening
- Salon re-opening      Previous salon permit number: \_\_\_\_\_
- Relocation of salon      Previous salon permit number: \_\_\_\_\_
- Purchase of an existing salon      Previous salon permit number: \_\_\_\_\_

**SALON OWNER INFORMATION**

Salon owner's name: \_\_\_\_\_

Cosmetology license number (if applicable): \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

**EMPLOYEE INFORMATION**

I am the only employee (cosmetologist) offering services in my salon.

1) Full name: \_\_\_\_\_ License #: \_\_\_\_\_

2) Full name: \_\_\_\_\_ License #: \_\_\_\_\_

3) Full name: \_\_\_\_\_ License #: \_\_\_\_\_

4) Full name: \_\_\_\_\_ License #: \_\_\_\_\_

5) Full name: \_\_\_\_\_ License #: \_\_\_\_\_

6) Full name: \_\_\_\_\_ License #: \_\_\_\_\_

7) Full name: \_\_\_\_\_ License #: \_\_\_\_\_

### SALON FLOOR PLAN

**Your floor plan should include;** accurate dimensions, work area, washroom facilities, electrical outlets, ventilator, windows, sinks, entrance and the premises of location (ex: mall, house, complex or separate building).

A large grid of dotted lines for drawing a floor plan. The grid consists of 20 columns and 20 rows of squares, providing a space for the applicant to draw and label their salon floor plan.

**If more space is needed, please attach a separate page to your application**

As a salon owner, it is your responsibility to read the CANB by-laws and policies and ensure that your salon respects and meets all the salon and sanitation requirements. The following must be completed prior to obtaining pre-approval.

BY-LAWS	COSMETOLOGY ESTABLISHMENT	YOUR INITIALS
6.1	<i>Any cosmetology establishment must adhere to the minimum standards and policies as set from time to time by the Association.</i>	
6.2	<i>Every person who owns or operates a salon must hold a valid salon permit, including salons located in a private residence. The permit must be displayed in full view of the public.</i>	
6.3	<i>A satisfactory inspection report from an inspector must be received before issuance of a salon permit for the operation of a salon at any location, including a relocation or a re-opening.</i>	
6.4	<i>Cosmetologists employed or otherwise engaged at the salon must hold a valid license at all times.</i>	
6.5	<i>Salons must have a washroom, which includes a toilet and a sink, within the establishment for the use of clientele. Salons located in a mall complex must have access to washroom facilities within the complex that contain two or more toilets.</i>	
6.6	<i>Cosmetology establishments must have at least one sink with hot and cold running water that is accessible at all times for cleaning and disinfection, in the room or adjacent to the room where services are being offered, with the exclusion of the washroom sink</i>	
6.7	<i>Salons in a place of residence must be separate from all living quarters and without entry or visibility into the living quarters, in addition to having a washroom and toilet maintained for the exclusive use of salon clientele only, which does not require entry or visibility into the living quarters.</i>	
6.8	<i>Cosmetology establishments must be well lighted, ventilated and separate from rooms used for the preparation or storage of food, including restaurants or other business of food that is unwrapped.</i>	
6.9	<i>Any person holding a license or a permit, issued under the authority of the Cosmetology Act, shall not make any false or misleading statement in the advertisement in any newspaper, magazine, radio, television or by any other form of public information media, designed or intended to induce the public to patronize or attend a place where a cosmetology business or school is being conducted.</i>	

BY-LAW #	INFECTION CONTROL/PREVENTION	YOUR INITIALS
6.10	<i>Cosmetology establishments and cosmetologists must adhere to the infection control policies as set from time to time by the Association. Such policies are available to members and the public on the Association webpage or by contacting the provincial office.</i>	

POLICY 1	COSMETOLOGY ESTABLISHMENT	YOUR INITIALS
A	<i>Before issuance of a salon permit for the operation of a cosmetology establishment at any location, including relocation and a reopening of a salon, the Examining &amp; Licensing Committee must receive a salon permit application and a satisfactory report from an inspector.</i>	
B	<i>Before opening a cosmetology establishment, applicants must obtain Provincial, Urban and/or City Zoning approval, when applicable.</i>	
C	<i>Cosmetology establishments must display a sign during the hours of operation, subject to municipal regulations and by-laws.</i>	
D	<i>Every license and permit holder must display a valid license and permit in a place clearly visible to the public at the location where cosmetology is practiced.</i>	
E	<i>Walls, floors, ceilings, stations, chairs and equipment must be in good repair and in a clean condition at all times and must be of such material as to be readily cleaned. All furnishing shall be of professional quality and manufactured expressly for the industry.</i>	
F	<i>Every cosmetology establishment must be located in a room adequately lighted, ventilated and separate from any room used for living or for the preparation or storage of food, restaurants or other business handling food that is unwrapped.</i>	

POLICY 2	INFECTION CONTROL/PREVENTION	YOUR INITIALS
A	<i>Implements and equipment which are or may be used on more than one customer and which come in direct contact with the customer must be thoroughly cleaned after each use and be maintained in a clean condition at all times</i>	
B	<i>Implements used for cosmetology services, after final use on a client and before being used on another client must be rinsed and washed immediately after and subjected to an appropriate disinfectant in accordance with the manufacturer's instructions, then stored in a clean covered space.</i>	
C	<i>Wax pots must be covered, and only single use disposable applicators are permitted for all waxing services; no double dipping.</i>	
D	<i>Gloves should be available for employees to use when needed.</i>	
E	<i>Porous items must be discarded after each use.</i>	
F	<i>A separate clean towel/linen must be used for each customer. After use, towels/linens are to be placed in a suitable container entirely separate from clean towels/linens and are to be kept in a place and manner, which will protect them from dust and other contamination.</i>	
G	<i>Electrical equipment must be in good working condition and safe.</i>	
H	<i>Plumbing fixtures or apparatus must be adequately designed for the purpose intended and must be installed in accordance with the New Brunswick plumbing regulations.</i>	
I	<i>Cosmetologists must wash their hands thoroughly before performing a service.</i>	
J	<i>Washrooms must have single use towels or paper towels for each customer and/or an air hand dryer.</i>	
K	<i>Cosmetologists must have a covered container for disinfection purposes</i>	

This information **MUST** be completed by a **LICENSED PLUMBER** and a **LICENSED ELECTRICIAN**. Each must hold a valid license with the **Department of Public Safety** (Safety Code Branch). All information is to be filled in.

Salon owner's name:

Salon business name:

Salon address:

### LICENSED ELECTRICIAN

I, Name of licensed Electrician (PRINTED) Of, Name of Contractor/Company (PRINTED)

hereby state that all electrical fixtures or outlets in this cosmetology establishment are adequately designed and have been installed in accordance with the New Brunswick Electrical regulations.

Signature: Inspection date: (DD/MM/YYYY)

License number: Expiry date: (DD/MM/YYYY)

Contractor license number: Expiry date: (DD/MM/YYYY)

Inspected existing electrical only  **Please provide a copy of your valid license with the Dep. of Public Safety.**

### LICENSED PLUMBER

I, Name of licensed Plumber (PRINTED) Of, Name of Contractor/Company (PRINTED)

hereby state that all plumbing fixtures or apparatus in this cosmetology establishment are adequately designed and have been installed in accordance with the New Brunswick Plumbing regulations.

Signature: Inspection date: (DD/MM/YYYY)

License number: Expiry date: (DD/MM/YYYY)

Contractor license number: Expiry date: (DD/MM/YYYY)

Inspected existing plumbing only  **Please provide a copy of your valid license with the Dep. of Public Safety.**

### PLUMBING PERMIT

Issued by the department of Public Safety/Technical Service Branch

#: \_\_\_\_\_

## SALON INSPECTION CHECKLIST

The following list is to help you prepare for your initial inspection, as well as future inspections. You are not required to submit this check list to the CANB. It is for your convenience.

- Adequate lighting and ventilation
- Separate from restaurant or other business handling food that is unwrapped
- Floors, walls and ceilings must be in clean condition at all times
- Covered sanitizer (disinfectant) for each cosmetologist
- Each cosmetologist must have a separate covered container for sanitized implements
- A sign displayed on the outside of the premises, during hours of operation.
- Display current and valid licenses in view of the public
- Dust free container for clean towels and linens and separate covered bin or hamper for soiled towels and linens
- Employ or be a certified cosmetologist
- A sink in the room or adjacent to the room where services are being offered
- Salon is separate from the living quarters
- A separate entrance to the salon, which does not require entry or visibility into the living quarters
- A washroom for the exclusive use of clients, which does not require entry or visibility into the living quarters
- Single use towels or disposable paper towel and/or air hand dryer in the client's washroom