



Procedures for Licensing Businesses

The following are procedures to be used to obtain a Business Licence:

- complete the application form;
- submit the required fee of \$185

For businesses which prepare or serve food, you must provide a report from a health inspector or a timetable for inspection from the regional Environmental Health Officer (which they will provide in writing):

Environmental Health Unit Yellowknife: (867) 767-9066

Environmental Health Unit Inuvik: (867) 777-4840

Environmental Health Unit Hay River: (867) 874-6596

Environmental Health Unit Norman Wells: (867) 587-2166

Businesses **with employees** must provide a proof of registration with the Workers' Safety and Compensation Commission. Phone: (867) 920-3888 or Toll Free: 1-866-277-3677.

- If your business is an eating or drinking establishment, store, theatre, dance-hall, factory or auditorium, or a place where the public may gather, you will require a certificate from the Office of the Fire Marshal that all fire safety precautions under the *Fire Prevention Act* have been met. This may require an inspection of your business. Please contact the Assistant Fire Marshal in your region at:

North Slave Region (867) 767-9167 Ext. 21133

South Slave Region (867) 872-6535

Sahtu Region (867) 587-7115

Inuvik Region (867) 777-7297

Deh Cho Region (867) 695-7230



Licenses are issued from April 1 and expire March 31 of the following year. Fees for licenses are for one year (or part thereof) and must be paid each year upon renewal. If you have any questions please feel free to contact this office.

Public Safety Division
Department of Municipal & Community Affairs
Government of the Northwest Territories
600 5201 50 AVENUE NORTHWEST TOWER
YELLOWKNIFE NT X1A 3S9
Phone: (867) 767-9161 Extension: 21021
Fax: (867) 873-0309

Please allow 3 to 4 weeks for processing. NOTE: Your licence will not be issued until all the information is complete.