



## Procedures for Licensing Businesses

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

- complete the [application form](#) or apply with [eServices](#)
- submit the required fee of \$218

Our office issues licenses to operate in the following communities and for businesses operating outside the municipal boundaries of any community in the Northwest Territories (NWT).

Colville Lake	Dettah
Fort Good Hope	Fort Providence
Fort Resolution	Kátł'odeeche
Jean Marie River	Kakisa
Nahanni Butte	Sambaa K'e
Tsiigehtchic	Wrigley
Łutselk'e	

If you will be operating in the following communities you will need to contact the community directly to obtain a licence.

Aklavik	Behchokǫ
Délı̨nę	Enterprise
Fort Liard	Fort McPherson
Fort Simpson	Fort Smith
Gametì	Hay River
Inuvik	Norman Wells
Paulatuk	Sachs Harbour
Tuktoyaktuk	Tulita
Whatì	Wekweètì
Ulukhaktok	Yellowknife

**Please allow 3 to 4 weeks for processing.**



**NOTE: Your licence will not be issued until all the necessary documents are provided and the required information is completed.**

**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.

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). Please contact the [Environmental Health Officer](#) at:

Environmental Health: (867) 767-9066 Ext: 49262

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 must provide a report from the [Office of the Fire Marshall](#) that all fire safety precautions under the [Fire Prevention Act](#) have been met.

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

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YELLOWKNIFE NT X1A 3S9

Phone: (867) 767-9161 Extension: 21021/21022

Fax: (867) 873-0309