



Procedures for Licensing Businesses

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

- complete the application form;
- submit the required fee of \$191

Our office issues licenses to operate in the following communities and for various locations in the Northwest Territories (NWT).

COLVILLE LAKE	DETTAH
FORT GOOD HOPE	FORT PROVIDENCE
FORT RESOLUTION	HAY RIVER RESERVE
JEAN MARIE RIVER	KAKISA
LUTSEL KE	NAHANNI BUTTE
SAMBAA KE	TSIIGETCHIC
WEKWEETI	WRIGLEY

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

AKLAVIK	BEHCHOKO
DELINE	ENTERPRISE
FORT LIARD	FORT MCPHERSON
FORT SIMPSON	FORT SMITH
GAMETI	HAY RIVER
INUVIK	NORMAN WELLS
PAULATUK	SACHS HARBOUR
TUKTOYAKTUK	TULITA
ULUKHAKTOK	WHATI
YELLOWKNIFE	

Please allow 3 to 4 weeks for processing.

NOTE: Your license 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 in your region at:

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

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 Fire Marshal 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
600 5201 50 AVENUE NORTHWEST TOWER
YELLOWKNIFE NT X1A 3S9
Phone: (867) 767-9161 Extension: 21021/21022
Fax: (867) 873-0309