

Procedures for Licensing Businesses

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

1. complete the application form;
2. submit the required fee;
3. 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):

-Fort Liard, Gameti, Jean Marie River, Lutsel K'e, Nahanni Butte, Behchoko (Rae-Edzo), Wekweeti (Snare Lake), Trout Lake, Wha Ti, Wrigley. Call Environmental Health Officer by phone (867) 873-2940, or (867) 669-6722

-Enterprise, Fort Providence, Fort Resolution, Hay River Reserve, Kakisa and Salt River call Senior Environmental Health Officer by phone (867) 874-7135

-Colville Lake, Deline, Fort Good Hope, Fort McPherson, Norman Wells, Paulatuk, Sachs Harbour, Tsiigehtchic and Tulita. Senior Environmental Health Officer by phone (867) 777-7250 and Environmental Health Officer by phone (867) 777-7220.

4. Businesses **with employees** must provide a proof of registration with the Workers' Compensation Board. Contact in Yellowknife: (867) 920-3888 or Toll Free: 1-800-661-0792 (outside of Yellowknife).

Fee Schedule

Resident (operates for 8 months or more each year):	\$ 50.00
Non-resident (operates for less than 4 months per year):	\$200.00
Second Hand Dealers and Pawnbrokers:	\$ 25.00

Licenses are issued from April 1 and expire March 31 of the following year. Fees for licenses are for one year and must be paid each year upon renewal.

If you have any questions please feel free to contact this office.

Consumer Services, Community Operations
Department of Municipal & Community Affairs
Government of the Northwest Territories
#600, 5201 – 50th Ave., Northwest Tower
YELLOWKNIFE, NT
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Phone: (867) 873-7672
Fax: (867) 873-0609

Please allow 2 weeks for processing.

NOTE: Your licence will not be issued until all the information is complete and all forms are received at our office.