

Resources for Businesses

Once you've registered your business or extra-territorial corporation, or incorporated your company, there are other requirements you will need to consider.

You will be required to obtain a business license. The Department of Municipal and Community Affairs (MACA) issues business licenses for some communities, as well as to businesses operating outside of community boundaries or on a territory-wide basis. In other communities, licenses are issued by your municipal government (town hall).

There are many other operating requirements you may need to address depending on your business activities, for example:

- property and fuel taxes
- wildlife regulations
- resource harvesting regulations
- tourism, guiding, and outfitting permits
- liquor licensing
- health and safety inspections
- Fire Marshall's requirements
- tobacco taxes
- zoning requirements

These are just a few examples of what you might need to consider. You can also find information regarding a number of agencies in the list provided below; however, the possible requirements and agencies mentioned here are not meant to be a complete checklist. **You are responsible for researching and complying with your company's specific requirements.**

<u>WHAT?</u>	<u>WHERE?</u>
<p>Business Incentive Policy (BIP) The Business Incentive Policy gives preference on government procurement to businesses that are owned and operated within the NWT; it is designed to promote economic growth and capacity within NWT businesses and the economy.</p>	<p>Phone: (867) 767-9212 GNWT, Dept. of Industry Tourism & Investment (ITI) 4190-50 Ave., YK Centre, Yellowknife NT See website for Sahtu, Beaufort Delta, Dehcho, and South Slave regional office contact information http://www.iti.gov.nt.ca/en/services/business-incentive-policy</p>
<p>Business Licencing You will need to obtain a license to operate your business; either through your municipal government/city or town hall, or the Department of Municipal and Community Affairs.</p>	<p>Phone: (867) 767-9161 ext. 21022 GNWT, Dept. of Municipal & Community Affairs (MACA) Consumer Affairs #600, 5201-50 Ave., Northwest Tower, Yellowknife NT http://www.maca.gov.nt.ca/en/services/business-licensing</p>
<p>NWT Business Development and Investment Corporation The BDIC provides a range of programs and services to help northern business succeed, including financial assistance and information on starting and maintaining your company.</p>	<p>Phone: (867) 920-6455 Toll free: 1-800-661-0599 NWT Business Development and Investment Corporation (BDIC) #701, 5201-50 Ave., Yellowknife NT http://www.bdic.ca/canada-business-nwt/start-a-business/</p>
<p>Canada Revenue Agency You will need to contact the Canada Revenue Agency, to obtain a GST number if your business charges Goods and Services Tax (GST), pays employees, pays corporate income tax, or imports and exports goods or services.</p>	<p>Toll Free: 1-800-959-5525 Govt. of Canada, Canada Revenue Agency (CRA) https://www.canada.ca/en/revenue-agency.html OR https://www.canada.ca/en/revenue-agency/corporate/contact-information/getting-changing-personal-tax-information.html</p>
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<p>Employment Standards Laws The Employment Standards Act applies to most employees and employers performing work within the Northwest Territories, and sets out the minimum employment standards for the NWT.</p>	<p>Phone: (867) 767-9351 ext. 71469 Toll Free: 1-888-700-5707 GNWT, Dept. of Education Culture & Employment (ECE) Labour Development and Standards 5019-52 St., Nova Plaza, Yellowknife NT https://www.ece.gov.nt.ca/en/services/employment-standards</p>
<p>Human Rights Laws It is against the law to harass or discriminate; as described in the Northwest Territories <i>Human Rights Act</i>, which protects the equality human rights of everyone in the NWT.</p>	<p>Phone: (867) 669-5575 Toll Free: 1-888-669-5575 Northwest Territories Human Rights Commission 5003-49 St., Laing Building, Yellowknife NT http://nwthumanrights.ca/</p>
<p>Professional Licensing If you possess a professional designation or are a member of a professional organization established by legislation, you will need to contact the Registrar of Professional Licensing.</p>	<p>Telephone: (867) 767-9067 GNWT, Dept. of Health & Social Services (HSS) Professional Licensing 5015-49 St., Centre Square Tower, Yellowknife NT http://www.hss.gov.nt.ca/en/services/professional-licensing</p>
<p>Payroll Tax Every employer must register with the Department of Finance for work or services performed in the NWT.</p>	<p>Phone: (867) 767-9244 Toll Free: 1-800-661-0820 GNWT, Department of Finance, Payroll Tax 5003-49 St., Laing Building, Yellowknife NT http://www.fin.gov.nt.ca/services/payroll-tax</p>
<p>Workers' Safety and Compensation You will need to contact the Workers' Safety and Compensation Commission to find out if you need coverage, or if you need clearance from coverage</p>	<p>Phone: (867) 920-3888 Toll Free: 1-800-661-0792 Workers' Safety & Compensation Commission (WSCC) 5022-49 St., Centre Square Tower, Yellowknife NT http://www.wsccl.ca/employer-services</p>
<p>Inspection of Electrical, Boilers, Gas etc. Certain businesses, including food cart vendors, may need to contact the Department of Infrastructure for registration, permit and/or inspection (this includes electrical, elevators, boilers and pressure vessels, and gas installations)</p>	<p>Phone: (867) 767-9043 GNWT, Dept. of Infrastructure, Electrical and Mechanical Safety 5003-49 St., Laing Building, Yellowknife NT https://www.inf.gov.nt.ca/en/services (Choose Sector: Electrical/Mechanical)</p>

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The pdf version of this document can be found here:
<https://www.justice.gov.nt.ca/en/resources-for-businesses/>