



Please note, all businesses operating within the City of Iqaluit require a business license. Any business that does not have a valid license after the application date is subject to fines as per City of Iqaluit Business License By-law No. 624. To apply or renew each year a business license, the following documents must be submitted:

- **Completed Business License Application form**
- **Payment of applicable fees**
- **WSCC – current Proof of Registration**
- **Home Based Business Form (if operating in a home)**
- **If renting or leasing an apartment or house, a letter of authorization from landlord to operate your business in their dwelling**
- **All other applicable documentation (please see below)**

To register your business name, contact Department of Justice – Legal Registries, 1st Floor Brown Building, 867 975 6590 or corporateregistrations@gov.nu.ca.

Co-operative - copy of Certificate of Incorporation and a Certificate of Status or Compliance no more than 30 days old.

Incorporated Company – copy of Certificate of Compliance no more than 30 days old (if newly incorporated, a copy of the Certificate of Incorporation is required)

Incorporated Non-resident business – copy of Certificate of Compliance no more than 30 days old (if newly registered, a copy of the Certificate of Extra-Territorial Registration is required)

Non-Profit/Charity/Society – copy of proof of good standing with the *Societies Act* no more than 30 days old.

Partnership – copy of Certificate of Status of Partnership no more than 30 days old (if newly registered, a copy of the Declaration of Partnership is required)

Sole Proprietorship – copy of Certificate of Status of a Business Name no more than 30 days old (if newly registered, a copy of the Declaration of Use of a Business Name is required)

For more information contact Tracy Cooke, City Clerk at **867-979-5600** or by email to t.cooke@city.iqaluit.nu.ca or to obtain the Business License application form visit www.city.iqaluit.nu.ca under the Department of Administration Tab.

Documents Required and Contact Information

Development Permit – City of Iqaluit, Planning & Development - 867 979 6363 ext. 227 Commercial and Home based businesses require a development permit; see if your business requires a permit.

Direct Sellers License – GN, Dept of CGS, Com Dev Div – 867 793 3315 Selling a product that is an International or Nationally marketed product (ie: Avon, Amway, Mary Kay, etc) you must apply for a direct sellers license.

Fire Inspection Report – GN, Dept of CGC, 867 975-5310 - Restaurants, hotels, B&B, daycares, theaters, and many other kinds of operations.

Health Inspection Report – Public Health 867 975 4800 Food handling operations, restaurants, hotels, daycares, hair salons, tattoo parlors and many other kinds of operations.

Home Based Businesses – the HBB form must be filled out to determine if zoning and/or a development permit may be required.

Renting or Leasing an apartment or house and operating a business out of that dwelling, a letter of authorization from your landlord to operate your business in their property must be attached to the application.

Tourism Operations – GN, Dept of ED&T, 867 899 7378 or enuarak@gov.nu.ca Any business operating as a bed and breakfast or outfitting and guiding must provide a copy of their tourism establishment license.

WSCC – Certificate of Clearance and/or Compliance – WSCC 867 979 8500 If you are employing workers, contractors and/or subcontractors, your business must register with the Workers' Safety and Compensation Commission and provide a current Clearance and Compliance.

City of Iqaluit Business License Fee Schedule

New Business License – Residential	\$250.00
a) New Business License – Non-Residential	\$550.00
b) New Business License – Non-Profit/Charity/Society	No Fee

Renewals – Before December 31

a) Renewal – Residential	\$200.00
b) Renewal – Non-Residential	\$450.00
c) Renewal – Non-Profit/Charity/Society	No Fee

Renewals – AFTER JANUARY 1st

a) Renewal – Residential	\$250.00
b) Renewal – Non-Residential	\$550.00
c) Renewal – Non-Profit/Charity/Society	No Fee

Administration Fee - after FEBRUARY 15th including Non-Profit/Charity/Society

- a) Extra \$50.00

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