



2017 Business Licensing Information

All businesses operating within the City of Iqaluit require a business license; this includes non-profit organizations and day homes providing child care services. Any business that does not have a valid license after the application deadline is subject to a fine as per City of Iqaluit Business License By-law No. 624 and amending By-law No. 645.

Please note the following requirements for your particular business type:

Incorporated Resident Companies:

- Completed Business License Application form
- Payment of applicable fee
- WSCC – current Proof of Compliance
- Home Based Business Form (if operating in a residential dwelling)
- If renting or leasing an apartment or house, a letter of authorization from landlord to operate your business in their dwelling
- Certificate of Compliance no more than 30 days old from the Nunavut Legal Registries Office

Incorporated Non-Resident Companies:

- Completed Business License Application form
- Payment of applicable fee
- WSCC – current Proof of Compliance
- Certificate of Compliance no more than 30 days old from the Nunavut Legal Registries Office

Sole Proprietorships:

- Completed Business License Application form
- Payment of applicable fee
- Home Based Business Form (if operating in a residential dwelling)
- If renting or leasing an apartment or house, a letter of authorization from landlord to operate your business in their dwelling
- WSCC – current Proof of Compliance (if you have employees)
- Copy of the filed Declaration of Use of a Business Name from the Nunavut Legal Registries office (**NOTE: This document is not required for renewals, it is only required for new license applications**)

Partnerships:

- Completed Business License Application form
- Payment of applicable fee
- WSCC – current Proof of Compliance (if you have employees)
- Copy of the filed Declaration of Partnership from the Nunavut Legal Registries office (**NOTE: This document is not required for renewals, it is only required for new license applications**)

Non-Profit Organizations:

- Completed Business License Application form
- WSCC – current Proof of Compliance
- Current Letter of Good Standing from the Nunavut Legal Registries office
- Current and satisfactory Environmental Health Report issued by Public Health (Daycares and Day Homes only)
- Current and satisfactory Fire Inspection Report issued by the Office of the Fire Marshall (Daycares and Day Homes only)
- Current copy of Daycare Operating License from the Government of Nunavut (if applicable)

Please note, depending on the nature of your business, there may be additional information required.

If you are unsure of what is required for your business, please direct your inquiries to businesslicense@city.igaluit.nu.ca or call 867-979-5600.

Documents That May Be Required and Contact Information

Development Permit – City of Iqaluit, Planning & Development - 867 979 6363 ext. 228, Commercial and Home based businesses may 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 CGS, 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 - Any business operating as a hotel, motel, bed and breakfast or outfitting and guiding must provide a copy of their Tourism Establishment License and/or Outfitter's License.

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

City of Iqaluit Business License Fee Schedule

New Business License

- | | |
|--|----------|
| a) Resident | \$250.00 |
| b) Non-Resident | \$550.00 |
| c) Registered Non-Profit/Charity/Society | No Fee |

Renewals – Received on or before December 31

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|-------------------------------|----------|
| a) Resident | \$200.00 |
| b) Non-Resident | \$450.00 |
| c) Non-Profit/Charity/Society | No Fee |

Renewals – Received January 1 to February 15

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|-------------------------------|----------|
| a) Resident | \$250.00 |
| b) Non-Resident | \$550.00 |
| c) Non-Profit/Charity/Society | No Fee |

All renewals received after February 15 are subject to a \$50.00 fee.