



Business Start Up

*Types of Business
Licences and Permits*



NEWFOUNDLAND & LABRADOR ORGANIZATION OF
WOMEN ENTREPRENEURS

Types of Business Licences and Permits



Business licenses and permits are issued by federal, provincial and municipal agencies.

Ensure you have the proper permits and licenses for your business sector or profession

For a detailed list, forms and assistance:

<https://bizpal.gov.nl.ca/>

Digital Government Services NL

<https://www.gov.nl.ca/dgsnl/licenses/>

Federal

Business Number

Your Business Number is a unique nine-digit number that identifies your company to federal, provincial and municipal programs

You need a business number for incorporation or CRA services and to apply to collect and remit GST/HST.

You can register for a Business Number online:

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/bro-register.html>

Trademarks, copyrights, or patents

(pending, existing, or purchased)

Does your business have intellectual property in need of a trademark, copyright or patent?

Will your business use intellectual property that may be owned by someone else?

Consult the Canadian Intellectual Property Office:

<http://www.ic.gc.ca/eic/siTe/cipointernet-internetopic.nsf/eng/home>

Exporting

If your business is considering the export market, research the following:

- applicable taxes/tariffs
- regulations
- trade agreements that may apply to your product or service
- shipping options

For assistance, contact the NL Department of Industry, Energy and Technology:

<https://www.gov.nl.ca/iet/accelerated-growth/internationalization/>

or the Government of Canada Trade Commissioner Services:

<https://www.tradecommissioner.gc.ca/guides/exporter-exportateurs/exporting-guide-exportation.aspx?lang=eng>



Provincial

Certificate of Incorporation

For incorporated companies in Newfoundland and Labrador

Are you an incorporated business or co-operative?

You must register with the **Registry of Companies**.

- Registry of Companies
www.servicenl.gov.nl.ca/registries/companies.html
- Registry of Co-Operatives
www.servicenl.gov.nl.ca/registries/cooperatives.html

Are you a sole proprietor or partnership within the Province of Newfoundland and Labrador?

If so, you are not required to register your business.

Labour Standards

For information regarding your requirements as an employer under The *Labour Standards Act* (e.g. wages, overtime, vacation, sick leave, terminations, etc.) visit: <https://www.gov.nl.ca/ecc/labour/>

Occupational Health and Safety

The *Workplace Health, Safety and Compensation Act* (the Act) requires all employers performing work in Newfoundland and Labrador to register with WorkplaceNL and pay assessments based on their workers' earnings (including directors) and report all contractors.

The *Occupational Health and Safety Act* has requirements for workplace committees, training, policies, reporting, etc.

Visit: www.workplacenl.ca

Industry-Specific Licences

There are licences for food establishments, gaming, liquor sales, health care services and other specific industries and operations.

For a detailed list and assistance:

<https://bizpal.gov.nl.ca/>



Environmental Regulations

Will your business require an environmental impact assessment or have an impact on air or water quality? Visit Environment and Climate Change:

<https://www.gov.nl.ca/ecc/environment/>

Insurance coverage

Will your business require coverages for vehicles, property, assets and liability?

For information, visit Insurance Bureau of Canada

<http://www.ibc.ca/nl/business>

Municipal

Each municipal unit has its own set of regulations and requirements.

Contact your municipal unit: <https://www.gov.nl.ca/mpa/municipal-directory/>

Some municipal permits governing business operations:

Planning and Development Permit

Required to confirm compliance of your business plan with municipal zoning and development regulations and by-laws

Building, Renovation and Repairs Permit

Needed for building, construction, engineering or other operations in, over, or under land within the boundaries of the municipality

Home-Based Business Permit

Required for approval prior to launching a business from home