

## Important Steps in Starting a Small Business

One of the primary objectives of Enterprise Miramichi is to inspire and promote continued growth in the small business sector, and to contribute to permanent job creation in Northumberland County.

Financial assistance, business counseling, property sale and business resources are a few of the services available at the Miramichi Economic Center.

If you are interested in starting a business, the following steps may assist you:

1. Contact Enterprise Miramichi at (506) 622-7890 or visit our web site at [www.ent-miramichi.ca](http://www.ent-miramichi.ca).
2. Decide on the type of business you wish to operate and a name for your business. Information is available at Enterprise Miramichi on selecting a proposed name. To do a **SEARCH** on your chosen name, contact one of the following agencies in the attached list. There is a fee involved.
3. Once a search of the business name has been completed, you must **REGISTER** the business name (forms at Enterprise Miramichi) or contact: Department of Justice - Corporate Affairs at (506) 453-2703. There is a fee to register the name, and with this, your company's trade name will be protected from copyright infringement within the **PROVINCE OF NEW BRUNSWICK** for five (5) years.
4. Most businesses are required to charge and collect Harmonized Sales Tax (HST) on the products and services they provide. To obtain an HST number, call 1-800-959-5525. Businesses with revenue in excess of \$30,000.00 must register for and charge HST.
5. To obtain an **EMPLOYER NUMBER**, register with Canada Customs and Revenue Agency (CCRA) at 1-800-959-5525. If you are an employer, you will be required to withhold amounts from salary, wages, etc. that are paid to your employees – ie: Income Tax, Canada Pension and Employment Insurance. By registering, they will forward you the necessary monthly remittance forms and deductions tables.
6. If you employ three (3) or more employees at any one time, you will have to register your business with the Workers Compensation Board at (506) 632-2820 or 1-800-222-9775.
7. To ensure proper training of employees, contact Occupational Health and Safety at 1-800-442-9776.
8. Contact the Miramichi Planning District Commission at (506) 778-5359 if you will be construction a business or expanding an existing one.

9. Contact the Municipal Clerk's office to check on zoning laws in your area to determine if the location of your business is zoned commercially. If not, obtain required permission to operate.

City of Miramichi – (506) 623-2200  
Village of Blackville – (506) 843-6337  
Village of Doaktown – (506) 365-7970

10. Any business involved in direct door-to-door sales, from a hotel, by written solicitation or by telephone, must obtain a **DIRECT SELLERS LICENSE** from the Department of Justice, Consumer Affairs at (506) 453-3728.
11. **LIQUOR LICENSING BOARD** (506) 453-3728.
12. Business which affects the environment, for regulations contact the Department of the Environment at (506) 778-6032.
13. Any business dealing with aesthetic work such as hairdressing, manicures, etc., must be licensed by the Cosmetology Association of New Brunswick. Telephone 1-800-561-8087 or fax: (506) 458-1354.
14. Fire regulations contact the Office of the Fire Marshall – (506) 778-6067.
15. Purchase the necessary insurance – either business, liability, crop, vehicle, fire and/or theft.
16. Regulations for food preparation contact Public Health Inspection at (507) 778-6102.
17. Regulations for lodging/accommodations contact the Tourism Grading Authority at (506) 458-1995.
18. If forming a partnership, consult your lawyer to obtain a partnership agreement, or if forming a corporation, seek legal advice.
19. Statistical information can be obtained by contacting the New Brunswick Statistics Agency at (506) 453-2381 or Stats Canada at 1-800-263-1136.
20. Provincial general inquiries contact NB Inquiries at 1-800-442-4400.

**PRIVATE SECTOR NAME SEARCH FIRMS WHICH OFFER THEIR SERVICES IN NEW BRUNSWICK. LES ENTREPRISES DE RECHERCHE DU SECTEUR PRIVÉ QUI OFFRENT LEURS SERVICES AU NOUVEAU-BRUNSWICK.**

<p><b>AAA - Atlantic Advantage Access/Docu-Tek Incorporated / ***</b>                  242 Dundonald Street                  Fredericton, NB E3B 1W9                  Phone: (506) 453-0653                  Fax: (506) 453-0727                  Toll Free Phone: 1-800-567-2313                  E-mail: <a href="mailto:docutek@nb.aibn.com">docutek@nb.aibn.com</a>                  Website: <a href="http://www.docu-tek.com">www.docu-tek.com</a></p>	<p><b>ACIS Atlantic Corporate Information Services</b>                  RI Group Inc.                  371 Brunswick Street                  Fredericton, NB E3B 2H1                  Phone: (506) 450-4494                  Fax : (506) 459-4611                  Toll Free Phone: 1-800-450-6440                  Toll Free Fax: 1-800-668-5400                  E-mail: <a href="mailto:corporate@rigroup.ca">corporate@rigroup.ca</a>                  Website: <a href="http://www.rigroup.ca">http://www.rigroup.ca</a></p>
<p><b>BizNameSearch.com</b>                  a division of Mikkema International                  Suite B, 532 Alphée St.                  Dieppe, NB E1A 6W6                  Website : <a href="http://www.BizNameSearch.com">http://www.BizNameSearch.com</a>                  Email: <a href="mailto:info@BizNameSearch.com">info@BizNameSearch.com</a></p>	<p><b>Charlotte County Searching Services Ltd.</b>                  Attention: Tammy Bedford                  17 Elm Street                  St. Stephen, NB E3L 2S2                  Phone: (506) 466-8233                  Fax: (506) 466-5539                  E-mail: <a href="mailto:ccsstd@nbnet.nb.ca">ccsstd@nbnet.nb.ca</a></p>
<p><b>Document Searching Services ***</b>                  60 Charlotte Street                  PO Box 6935 Stn A                  Saint John, NB                  E2L 4S4                  Phone: (506) 658-1525                  Fax : (506) 658-0314                  Toll Free Phone: 1-800-561-1525 (Canada &amp; USA)                  E-mail: <a href="mailto:dss@nbnet.nb.ca">dss@nbnet.nb.ca</a>                  Website : <a href="http://www.docsearch.ca">www.docsearch.ca</a></p>	<p><b>Dye &amp; Durham Co. Inc. ***</b>                  Attention: Glen/Phyllis Goldsmith                  40 Hennessy Road, Moncton, NB E1A 4W8                  Glen/Phyllis Goldsmith - <a href="mailto:ggold@nbnet.nb.ca">ggold@nbnet.nb.ca</a>                  Head Office – <a href="mailto:search_registration@dyledurham.ca">search_registration@dyledurham.ca</a>                  For Service in English                  Phone: (506) 383-8299 (Moncton)                  Fax : (506) 383-6982 (Moncton)                  Toll Free Phone: 1-800-668-8208 (Toronto)                  Toll Free Fax: 1-800-667-3146 (Toronto)                  For Service in French                  Toll Free Phone: 1-800-267-2718                  Toll Free Fax: 1-800-563-1085</p>
<p><b>Idealogic Searchouse Inc.</b>                  Suite 100                  50 Richmond St. East                  Toronto, Ontario                  M5L 1N7                  Phone: (416) 863-9747                  Toll Free Phone: 1-800-387-0827                  E-mail: <a href="mailto:Orders@idealogic.com">Orders@idealogic.com</a></p>	<p><b>Marque D'Or Inc. ***</b>                  Attention: Lisa Saltzman                  651 Notre Dame Street W., 3rd Floor                  Montreal, PQ H3C 1J1                  Phone: (514) 393-9900 Fax : (514) 393-4060                  Toll Free Phone: 1-800-363-4709                  Toll Free Phone: 1-800-668-0668 (NB)                  E-mail: <a href="mailto:info@marquedor.com">info@marquedor.com</a>                  Website: <a href="http://www.marquedor.com">www.marquedor.com</a></p>
<p><b>Mayday Fine Print Inc. ***</b>                  Unit 15, 385 Wilsey Road                  Fredericton, NB E3B 5N6                  Phone: (506) 452-1007                  Fax: (506) 458-9652                  Toll Free Phone: 1-888-mayday8(629-3298)                  Toll Free Fax: 1-800-253-5442                  E-mail: <a href="mailto:mayday@nbnet.nb.ca">mayday@nbnet.nb.ca</a>                  Website: <a href="http://www.mayday.nb.ca">http://www.mayday.nb.ca</a></p>	<p><b>Maximum Search House***</b>                  80 Gordon Street                  Moncton, NB                  E1C 1M2                  Phone: (506) 857-2997                  Fax: (506) 857-2123                  E-mail: <a href="mailto:maximum@nbnet.nb.ca">maximum@nbnet.nb.ca</a>                  Website: <a href="http://www.maximumsolutions.ca">http://www.maximumsolutions.ca</a></p>
<p><b>Power Plus Technology Inc.</b>                  2731 Mountain Road                  Moncton, NB                  E1G 2W5                  Phone: (506)857-9212                  Fax: (506)854-9227                  Toll Free: 1-877-PWR-PLUS (797-7587) (CAN/US)                  E-mail: <a href="mailto:jplutes@nbnet.nb.ca">jplutes@nbnet.nb.ca</a></p>	<p><b>(CAPS) Computer, Accounting, &amp; Paralegal Services</b>                  17 McAllen Lane                  Moncton, NB                  E1C 1R5                  Phone: (506) 855-2957                  Fax: (506) 382-5462                  E-mail: <a href="mailto:caps@nb.aibn.com">caps@nb.aibn.com</a></p>

**BILINGUAL SERVICE/SERVICE BILINGUE**

**\*\*\* THESE FIRMS HAVE INDICATED THEY OFFER BILINGUAL SERVICE CAPABILITY TO THEIR CLIENTS.**

**\*\*\*CES FIRMES NOUS ONT MENTIONNÉ QU'ELLES PEUVENT OFFIR UN SERVICE BILINGUE À LEURS CLIENTÈLES.**