



Department of Inland Revenue
Business Licence Division
Guide for Requirements for Business Licence

Nature of Business	Government Ministry/ Department or Other Regulatory Agency Requirement	Phone Contact	Type of Approval, Permit, Licence, Certificate or Letter of Approval	Frequency of Prior Approval Renewal
Accountants (certified professionals)	Bahamas Institute of Chartered Accountants	326-6619	Certification/Licence to Practice	Annual
Accounting Services	*Requirements For A Regular Business			Upon Application
Aircraft Maintenance Services	Dept. Civil Aviation - Flight Standard Inspectorate	326-0339	Licence	Annual
Air Charter	Department of Civil Aviation	326-0339	Charter Permit	Annual
Airlines	Department of Civil Aviation	326-0339	Letter of Approval	Annual
			Schedule Air Licence	Annual
Arawak Cay (Down Home Fish Fry) Vendors	Department of Lands and Surveys	502-1200	Lease Agreement/ Payment Confirmation	Annual
	Ministry of Agriculture & Marine Resources	397-7400	Permit	Annual
Architects	Professional Architects Board	326-3114	Licence	Annual
Automobile Rentals - <i>Cars/ Golf Carts/ Trucks/ Scooters</i>	Road Traffic Department	302-3850	Franchise Fee Payment	Annual
Automobile Repairs - <i>Body/ Electrical/ Engine</i>	Ministry of Public Works/ Building Control	322-4831	Garage Licence	Annual
	Department of Environmental Health Services	322-8037	Letter of Approval	Annual
Bakery	*Requirements For A Regular Business			Upon Application
	Department of Environmental Health Services	322-8037	Certificate of Sanitation	Annual
Bank & Trust Companies	Registrar General's Department	322-3316	Cert. of Incorporation/ Registration Fee	Upon Application/ Annual
	Central Bank of The Bahamas	302-2600	Bank Licence/ Bank & Trust Fee	Upon Application/ Annual
Barbershop	*Requirements For A Regular Business			Upon Application
Beach Vendor	Ministry of Tourism	302-2000	Letter Approval	Annual
	Property Owner		Letter Approval	Annual
Beauty Salon	*Requirements For A Regular Business/ Qualifications		Certificate/ Diploma/ Degree	Upon Application
Bed and Breakfast (<i>Except Hotels</i>)	Ministry of Tourism	302-2000	Letter of Approval/ Licence	Annual
Boat Rentals	Port Authority	326-7354	Boat Registration/Certificate	Annual
Bookkeeping	*Requirements For A Regular Business			
Bus Services - <i>Jitneys/ Omni/ Private Schedule</i>	Road Traffic Department	325-3323	Letter of Approval/ Franchise Fee	Upon Application/ Annual

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Catering	*Requirements For A Regular Business			
Collection (Debt) Agencies	Securities Commission	397-9100	Licence / Fee Payment Confirmation	Upon Application/ Annual
Computer Systems - <i>Web Page Design/ Repairs/ Systems Technology</i>	*Requirements For A Regular Business			
Corporate Service Providers	Securities Commission	397-4100	Licence / Fee Payment Confirmation	Upon Application/ Annual
Couriers and Express Delivery Services	Ministry of Transport/ Post Office Department	322-3025	Letter of Approval	Upon Application
Customs Brokers	Customs Department	326-4401	Brokerage Licence	Annual
Disc Jockey (DJ)	*Requirements For A Regular Business		References	Upon Application
Dry Cleaners/Laundromats	*Requirements For A Regular Business			Upon Application
Electrical Contractors	Bahamas Electricity Corporation	302-1000	Electrical Licence	Annual
Engineers (<i>All Areas</i>)	Professional Engineers Board	328-3574	Licence	
Events Planning	*Requirements For A Regular Business			
Farmer's Market (Golden Gates/ Blue Hill Road)	Ministry of Agriculture & Marine Resources	325-7502	Approval Letter	Annual
Farming	Ministry of Agriculture & Marine Resources	325-7502	Permit	Annual
Financial Services Providers	Securities Commission	397-9100	Licence / Fee Payment Confirmation	Upon Application / Annual
Fireworks/ Fireworks Display	Ministry of Public Works	322-4830	Permit	Annual
	Ministry of National Security	356-6792	Permit	Annual
Fishing - Commercial (Boats 20ft and over) (Boats under 20ft. no permit required)	Ministry of Agriculture & Marine Resources	397-7400	Fishing Permit	Annual
	Port Authority	326-7354	Boat Registration/ Licence	Annual
Florist	*Requirements For A Regular Business			

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Food Vendor	Department of Environmental Health Services	322-8048	Certificate of Sanitation	Annual
	Royal Bahamas Police Force/ Licencing Section	322-1647	Vendors Permit	Annual
Foreign Businesses	The Bahamas Investment Authority	327-5826 - 8	Letter of Approval	Upon Application
	Ministry of Finance	327-1530 - 7	Letter of Approval	Upon Application
Funeral Homes	*Requirements For A Regular Business			Upon Application
Game Room Operations - <i>Arcade Games/ Pool</i>	Ministry of Tourism	302-2000	Approval	Upon Application
Gaming Operations - Lotteries, Web Shops	Gaming Board	397-9200	Licence	Annual
Garbage Collections Services	Department of Environment Health Services	322-8048	Certificate of Approval	Annual
Gas Station	Ministry of Public Works/ Building Control	322-4831	Inspection -Explosive and Volatile Substance	Annual
	Royal Bahamas Police Force-Operation & Uniform		Fuel Storage Permit	Annual
Guard Dog Operation	Ministry of Agriculture & Marine Resources	325-7505	Approval/ Inspection - Veterinary	Annual
	Ministry of National Security	356-6793	Licence	Annual
Guest Houses	Ministry of Tourism	302-2000	Letter of Approval/ Licence	Annual
Heavy Equipment Operator	Ministry of Public Works	322-4831	Letter of Approval	Annual
Home Based - " <i>BY TELEPHONE ORDER ONLY</i> " <i>"POINT OF CONATCT ONLY"</i>	*Requirement For A Regular Business			
Hotels	Ministry of Tourism	302-2000	Hotel Licence	Annual
Insurance Brokers/Agents	Insurance Commission	328-1068	Licence	Annual
Insurance Companies - Insurers	Insurance Commission	328-1068	Licence	Annual
	Insurance Commission	328-1068	3% Gross Premium Fee Payment For Four Quarters Of Prior Financial Year	Annual
Investment Funds - <i>Dealers/Administrators</i>	Securities Commission	356-6291	Licence / Fee Payment Confirmation	Upon Application / Annual
Janitorial	Department of Environmental Health Services	322-8048	Certificate of Sanitation / Approval	Annual
Jet Ski Operators	Port Authority	326-7354	Licence	Annual
Jewellery Stores	*Requirements For A Regular Business			
Nature of Business	Government Ministry/ Department or Other Regulatory Agency Requirement	Phone Contact	Type of Approval, Permit, Licence, Certificate or Letter of Approval	Frequency of Prior Approval Renewal
Justice Of The Peace	Attorney General Office	502-0400	Licence to practice	Upon Application
	Attorney General Office	502-0400	Notary Public Licence	Annual
Landscaping Companies	*Requirements For A Regular Business			

Land Surveyors	Department of Lands & Surveys	322-2328	Licence	Annual
Lawyers	Chief Justice	322-7624	Law Bar Certificate	Upon Application
	Bahamas Bar Association/ Bar Council	393-3222/ 3	Certificate Good Standing	Annual
	Attorney General Office	502-0400	Notary Public Licence	Annual
Limousine Services	Road Traffic Department	325-3323	Franchise Letter of Approval/ Payment	Upon Application / Annual
Liquefied Petroleum Gas (L P Gas)	Ministry of Works/ Building Control	302-9511	Licence - Explosive & Volatile Substance	Annual
	Royal Bahamas Police Force/ Operation & Uniform Office		Fuel Storage Permit (volatile substance)	Annual
Liquor Stores - <i>Retail/Wholesale</i>	*Requirements For A Regular Business			
	Royal Bahamas Police Force/ Licencing Section	322-1647	Letter of Approval	Annual
	Department of Environmental Health Services	322-8048	Certification of Sanitation	Annual
Livery Car Service	Road Traffic Department	325-3323	Franchise Letter of Approval	Upon Application
Mail Boats	Port Authority	326-7354	Boat Registration	Annual
	Ministry of Transport	322-4830	Letter of Approval	Annual
	Dept. of Environmental Health Services	322-8048	Certificate of Sanitation	Annual
Manufacturer of Bottled Water	*Requirements For Regular Business			
	Dept. of Environmental Health Services	322-8048	Certificate of Sanitation	Annual
Manufacturing Business	*Requirements For Regular Business			Upon Application
Marinas	Department of Lands & Survey	502-1200	Lease Agreement	Upon Application / Annual
	Port Department	322-8832/ 322-1596	Marina Licence	Annual
Massage Parlor	*Requirements For A Regular Business			
Medical Professionals	Hospital & Health Care Facilities Licensing Board	326-0536	Licence or payment receipt	Annual
	Ministry of Health/Health Council	502-4700	Licence to practice	Annual
Nail Salon	*Requirements For A Regular Business			
Montague Beach Vendors	Ministry of Agriculture & Marine Resources	325-7502	Approval Letter	Annual
Movies/ Motion Picture Theatres	Ministry of National Security	356-6792	Approval/ Licence	Annual
Non-Profit Entities- <i>ecclesiastical, charitable, cultural institutions, cultural organizations</i>	Registrar General's Department	322-3316	Certificate of Incorporation	Upon Application
	Registrar General's Department	322-3316	Certificate of Good Standing	Annual
	Attorney General/ Minister of Legal Affairs	502-0400	Licence Certificate	Upon Application
Non-Resident Companies	The Central Bank of The Bahamas	302-2600	Exchange Control Letter "Designation	Upon Application
Nursery - Day Care Facilities/ Pre-Schools	Ministry of Education/ Dept. of Education	322-8140	Letter of Approval	Annual
	Department of Environmental Health Services	322-8048	Certificate of Sanitation	Annual
Nursery - Plants	Ministry of Agriculture & Marine Resources	325-7502	Approval / Permit	Annual
Nursing	Nursing Council	326-6566	Registration/ Letter Of Good Standing	Upon Application/ Annual

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Occasional Licence	Ministry of Public Works/ Property Owner	322-4831	Letter of Approval - event/ location	Upon Application
	Royal Bahamas Police Force	322-1647	Approval - sale of alcoholic drinks/ music & dance	Upon Application
	Department of Environmental Health Services	322-8048	Approval - sale of food items	Upon Application
Party Supplies Rental	*Requirements For Regular Business			
Pawnbrokers (Second-Hand Dealers)	Royal Bahamas Police Force (Commissioner of Police)	325-7601	Letter of Approval	
Pest Control	Department of Environmental Health Services	322-8048	Letter of Approval	Annual
Pharmacy	Bahamas Medical Council	502-4700/ 326-0566	Pharmaceutical Licence	Annual
	Bahamas Pharmacy Council	326 - 0566	Registration Certificate	Annual
	Department of Environmental Health Services	322-8048	Certificate of Sanitation	Annual
Plays (<i>Theatrical</i>)	Ministry of National Security	356-6792	Approval/ Licence	Upon Application
Photographic Services	*Requirements For Regular Business			
Porter's Cay Dock Vendors	Ministry of Agriculture & Marine Resources	325-7502	Letter of Approval/ Lease	Annual
Postal Service	Ministry of Transport - Post Office Department	322-4830	Letter of Approval	Annual
	Department of Civil Aviation	377-7281	Letter of Approval/Schedule Air Licence	Annual
Plumbers	Ministry of Public Works	322-4831	Plumbers Licence / Journeyman's Licence	Upon Application
Real Estate Activities - <i>Appraiser, Broker, Developer, Salesman</i>	Bahamas Real Estate Association	325-4942	Licence	Annual
Real Property Rentals	*Requirements For Regular Business			

Restaurants	*Requirements For Regular Business			
	Department of Environmental Health Services	322-8048	Certificate of Sanitation	Annual
	Royal Bahamas Police Force/ Licencing Section		Letter of Approval	Annual
Restaurant And Bar	*Requirements For Regular Business			
	Department of Environmental Health Services	322-8048	Certificate of Sanitation	Annual
	Royal Bahamas Police Force/ Licencing Section	322-1647	Letter of Approval	Annual
Residential Care Establishments (Homes for the elderly)	Ministry of Labour & Social Development	323-7815	Registration Certificate	Bi-Annual
			Licence Certificate	Bi-Annual
Road Builders	Ministry of Public Works	322-4831	Letter of Permit	Upon Application
Scrap Metal Dealers	Royal Bahamas Police Force (Commissioner of Police)	325-7601	Letter of Approval	Annual
	Ministry of Environment	322-6005	Letter of Approval	Annual
Nature of Business	Government Ministry/ Department or Other Regulatory Agency Requirement	Phone Contact	Type of Approval, Permit, Licence, Certificate or Letter of Approval	Frequency of Prior Approval Renewal
Seafood Vendors	Ministry of Agriculture & Marine Resources	325-7502	Letter of Approval	Annual
	Royal Bahamas Police Force	322-1647	Vendor's Permit	Annual
Security (<i>Guards/ Investigators</i>) Services	Ministry of National Security	356-6792	Licence	Annual
Septic Tank Collection Services	Department of Environmental Health Services	322-8048	Letter of Approval	Annual
Spa Health	*Requirements For A Regular Business			
Stevedore Services	Port Department	323-3230	Approval	
Straw Vendors	Straw Market Authority		Letter of Approval/Stall	Annual
Tattoo Parlor	*Requirements For A Regular Business			
Taxi Service	Road Traffic Department	325-3323	Franchise Approval Letter	Upon Application
Telecommunications Services/ Providers	Utilities Regulations & Competition Authority	322-4437	Approval/Licence	Annual
Telecommunication Resellers	BTC, Cable Bah., etc.....		Franchise Payment/ Agreement	Annual/ Upon Application
Timeshare Properties ®Developers ®Marketing ®Management	Investment Board/Office of The Prime Minister	356-5956	Letter of Approval	Upon Application
			Letter of Approval	Upon Application
			Letter of Approval	Annual
Tire Repair Shop	*Requirements For A Regular Business			
Tours- <i>Buses/ Cars / Company/</i>	Road Traffic Department	325-3323	Letter of Approval/ Franchise Payment	Upon Application/ Annual
Travel Agencies	International Association Travel Agents		Letter of Approval	Annual

Trucking Services	Ministry of Public Works	322-4831	Permit	Annual
Veterinarian / Services	Ministry of Agriculture & Marine Resources	325-7502	Approval	Annual
Vendors (General) - <i>Private Property</i>	Property Owner		Letter of Approval	Upon Application
	Royal Bahamas Police Force	322-1647	Vendors Permit	Annual
	Department of Environmental Health Services	322-8048	Letter of Approval	Annual
Nature of Business	Government Ministry/ Department or Other Regulatory Agency Requirement	Phone Contact	Type of Approval, Permit, Licence, Certificate or Letter of Approval	Frequency of Prior Approval Renewal
Vendors (General) - <i>Public Property</i>	Ministry of Public Works	322-4831	Letter of Approval	Annual
	Royal Bahamas Police Force	322-1647	Vendors Permit	Annual
	Department of Environmental Health Services	322-8048	Letter of Approval	Annual
Water Sports- <i>Boating, Banana Boat, Jet Ski, Parasailing</i> (Motorized/ Non-Motorized)	Port Authority	326-7354	Registration	Annual
Welders	Ministry of Public Works	322-4831	Letter of Approval	Annual
Zoo	Bahamas National Trust	393-1317	Approval	Annual
	Ministry of Agriculture & Marine Resources	325-7502	Approval. Animals/Marine Life	Annual
	Department of Environmental Health Services	322-8048	Certificate of Sanitation	Annual
<i>BUSINESS LICENCE ACT, 2010 (this Act came into force on the 1st day of January, 2011)</i>				
Section 3(6): Where an application is made in respect of a regulated business, the application shall be accompanied by a grant of approval in writing (or a licence) made under the other law regulating that business.				

***REQUIREMENTS FOR A REGULAR BUSINESS**

PROOF OF BAHAMIAN CITIZENSHIP (copy of valid passport)

FOREIGN PERSONS MUST BE APPROVED BY THE NATIONAL ECONOMIC COUNCIL/ THE BAHAMAS INVESTMENT AUTHORITY

Website: www.bahamas.gov.bs/bia

A COPY OF THE CERTIFICATE OF INCORPORATION (with proof that the company is 100% beneficially Bahamian owned) **AND/ OR A CURRENT ANNUAL FEE PAYMENT RECEIPT NATIONAL INSURANCE BOARD (NIB) REGISTRATION NUMBER AND CURRENT LETTER OF GOOD STANDING** (for the business), **PERSONAL NATIONAL INSURANCE BOARD CARD FOR THE APPLICANT**

Website: www.nib-bahamas.com

LEASE OR RENTAL AGREEMENT FOR THE BUSINESS LOCATION OR PROOF OF OWNERSHIP (copy of conveyance) **ALONG WITH APPROVALS FROM:**

Department of Physical Planning (*zoning*)

Ministry of Works/ Building Control (*inspection*)

Department of Environmental Health Services (*sanitation*)

Royal Bahamas Police Force/ Licencing Section (*if alcoholic beverages are being sold and/ or music and dancing*)

IF HOME BASED BUSINESS, A LETTER OF APPROVAL FROM THE DEPARTMENT OF PHYSICAL PLANNING

Proof of payment of Real Property Tax in respect of property or premises on which a business of the applicant is located and the applicant is the owner of such property or premises.

FOR NON-REGULATED BUSINESS, (includes a calling, vocation, occupation, trade, manufacture or undertaking of any kind, an adventure or concern in the nature of trade) **REFERENCES AND/ OR CERTIFICATE, DIPLOMA, DEGREE**