



**CITY OF YELLOWKNIFE
BUSINESS LICENCE APPLICATION
(Business Licence By-law No. 3451)**



SCHEDULE A

The following pages contain the application forms and documentation required to apply for a business licence: commercial or home based. **NOTE:** For a home based business only, "Form A1- Home Based Business Development Permit Application", page 6 of this document, also needs to be filled out.

The completed application and appropriate fees may be dropped off at City Hall or mailed to: City of Yellowknife, P O Box 580, 4807-52 Street, Yellowknife, NT X1A 2N4. Applications may also be faxed to (867) 920-5649. If you have any questions or concerns please contact City Hall during normal business hours at 920-5688.

COMPANY INFORMATION			
COMPANY NAME			
TYPE OF BUSINESS			
STREET ADDRESS			
MAILING ADDRESS			
PHONE NUMBER(S)			FAX
TRADE QUALIFICATIONS	Per Schedule E (Please attach photocopies of documents as required)		
CONTRACT/ PROJECT		LENGTH OF CONTRACT	
PERSONAL INFORMATION			
NAME			
RESIDENTIAL ADDRESS			
POSTAL CODE			
RESIDENTIAL PHONE(S)			
SIGNATURE OF APPLICANT			

For Office Use Only:

Customer ID	Business Licence No.	Amount Payable

THE FOLLOWING ARE THE AVAILABLE BUSINESS CATEGORIES

1. Commercial - \$200.00 (located in Commercial, Commercial Mixed, Old Town Mixed with Commercial upgrade, and N'Dilo)
2. Home Occupation - \$200.00 (\$50.00 Development Fee included) (operated from Residential Zone, Development Permit required)
5. Hawker/Peddler Resident - \$200.00 (door to door salesperson)
6. Hawker/Peddler 1 month - \$200.00 (door to door salesperson)
7. Hawker/Peddler 1 year - \$550.00 (door to door salesperson)
8. Non Resident - \$350.00 (Business office not located in Yellowknife City Limits, also includes House sitters, House boaters & Ingraham Trail)

SCHEDULE E

Professions which require submission of qualifications prior to the issuance of a Business Licence in the City of Yellowknife.

- Appliance Serviceman
- Asbestos Abatement
- Autobody Mechanic
- Blaster
- Carpenter
- Electrician
- Electronic Technician
- Floor Laying Mechanic
- Gas Fitter
- Heavy Duty Mechanic
- Insulator (Mechanical Systems)
- Machinist
- Motor Vehicle Mechanic
- Oil Burner Mechanic
- Plumber
- Refrigeration and Air Conditioning Mechanic
- Sheet Metal Mechanic
- Steam Fitter/Pipe Fitter
- Welder
- Massage Therapist

NOTE: It is the responsibility of the business owner to advise the City of any change of information/ location or termination of the business.

AGENCIES

Depending on the type of business you plan to operate, contact the appropriate agency listed below:

Workers' Compensation Board

Centre Square Mall, 3rd Floor - 5018-49 St.
(867) 920-3888

- All Businesses operating in Yellowknife & NWT must register. (A requirement of An Act respecting Cities, Towns and Villages in the Northwest Territories, City of Yellowknife Business Licence By-Law No. 3451).

Corporate Registries

GNWT – Department of Justice
1st Floor, Stuart M. Hodgson Building
5009-49th Street
Yellowknife, NT X1A 2L9
Ph: (867) 920-8987

- All businesses & non profit organizations operating in Yellowknife & NWT must register.

Municipal and Community Affairs

Government of the NWT
6th Floor- Northwest Tower - 5201 Franklin Avenue
(867) 873-7125

- Issues licences for out of town Bingo, lottery, casino, raffles, direct sellers, collection agents and Business Licences for jurisdictions that do not have municipal By-Laws.
- Consumer complaints and inquiries

City of Yellowknife

4807 - 52nd Street
920-5658

- Issues licences for local bingo, lottery, casino and raffles

Stanton Territorial Health Authority – Health Promotion

1st Floor Diamond Plaza - 5204-50th Avenue
(867) 669-8979

- Must make an appointment with a Health Officer for approval when planning to operate a business involving food products, health care, child care or accommodation.

GNWT - Education, Culture and Employment

Early Childhood Education Program - must register for all childcare businesses
Early Childhood Consultant
Government of the NWT
Box 1320
Yellowknife, NT X1A 2L9
Phone: 867-766-5114
Fax: 867-873-0423

Canada Revenue Agency (Goods & Services Tax)

Government of Canada
1-800-959-5525

Yellowknife Fire Division

City of Yellowknife
Firehall - #1 Franklin Avenue
(867) 766 5500

- Must make an appointment for final inspection with this Division prior to operating a Bed & Breakfast or Childcare.

Department of Public Works – Gas/Boilers/Electrical Section

Government of the NWT
1st Floor -5003-49 Street
(867) 920-8801

- Must make an appointment for approval of food vending cart

Industry, Tourism & Investment

Government of NWT
YK Centre - 2nd Floor
(867) 920-3473

- Must obtain Licence when operating Outfitting or Tourist Accommodation.

Department of Finance

Government of NWT
Tax Administration, 3rd Floor YK Centre - 4922-48 St.
(867) 873-7526

- Must complete an application to retail tobacco products.

Liquor Licensing Board

GNWT, Department of Finance, Hay River
(867) 874-2906 or
1-800-351-7770

- All inquiries regarding retailing liquor products

GNWT Business Incentive Policy

If you bid on GNWT Contracts - this message is for you!

What is the BIP?

To promote northern business development, the GNWT has a Business Incentive Policy (BIP). It provides benefits to BIP approved northern businesses on government contracts.

If you would like to register, please contact:

GNWT - Industry, Tourism & Investment, North Slave Regional Office

P.O. Box 1320
2nd Floor YK Centre
Yellowknife NT X1A 2L9
Attention: [Amy Audet](#) or [John Buist](#)
Tel: (867) 920-8967 (867) 920-3349
Fax: (867) 873-6109

**Form A1 – Home Based Business
Development Permit Application
Zoning By-law No. 4404**

Planning and Development Department, City of Yellowknife



I/We hereby make application for a Home Based Business Development Permit under the provisions of Zoning By-law No. 4404 in accordance with the plans and supporting information submitted herewith and which form a part of this application.

Applicant Information				
Name				
Telephone(s)	Home:		Work or Cell:	
Email				
Civic Address				
Legal Description	Lot:		Block:	
			Plan:	
Owner Information (if you are currently renting)				
If you are currently renting the premises, the owner of the property must give written permission by signing this form or a separate sheet.				
Owner Name				
Owner Telephone(s)	Home:		Work or Cell:	
Owner Email				
Owner Signature*				
Date				
Applicant Signature			Date	

Details of Business

FOR OFFICE USE ONLY:
Fee Paid: \$50, non-refundable.
Invoice #: _____
Permit #: _____

Home Based Business Requirements

A home based business may be permitted in a legally developed residence upon the approval of the Development Officer and expressly subject to the following conditions:

- 1) The home based business shall not be staffed by any person other than a resident of the home and not more than two adult residents of the home shall be permitted to work in the home based business except in the case of a "child care home" one of these two adults may reside elsewhere;
- 2) No more than two home based businesses may be allowed at any given residence;
- 3) Retail sales by home based business shall be limited to goods and articles directly related to the business. Goods and articles sold may include mail-order telephone sales, articles produced elsewhere, or on-site. If goods and articles are to be stored on-site, the storage shall: be within approved structures on the lot, not be of a hazardous nature, and not contravene conditions (4), (5), or any other conditions herein;
- 4) No variation from the external appearance and residential character of land or buildings shall be permitted;
- 5) The home based business shall not generate traffic or parking problems within the district;
- 6) Except with the approval of the Development Officer, only one commercial vehicle may be used in conjunction with the home based business and the said vehicle shall not exceed 4400 kilograms gross vehicle weight;
- 7) The home based business may be carried on only for the period of time the property is occupied by the applicant for such permitted uses;
- 8) The privacy and quiet enjoyment of adjacent dwellings shall be preserved;
- 9) Where a person performs a service, offers consulting services, or instruction of arts and/or crafts, the Development Officer may set a limit to the number of students or customers that may be in attendance at any one time, and if in the opinion of the Development Officer the residential character of the neighborhood is compromised by the activities of these students or customers, the Development Officer may reduce the number of students or customers that may be in attendance at any one time; and
- 10) All permits issued for home based businesses shall be subject to the condition that the permit may be revoked by the Development Officer at any time if the aforementioned conditions are contravened, or where the use is or has become detrimental to the amenities of the neighbourhood.

IMPORTANT NOTE: PLEASE READ THE FOLLOWING PRIOR TO SUBMITTING THIS APPLICATION

By having signed this form, you have certified that you will abide by the above conditions after you have received a Development Permit for the Home Based Business and know that failure to do so will result in cancellation of the Development permit and possible action taken by the City of Yellowknife.

Your application must be accompanied by a letter addressing the following issues:

- | | |
|---|---|
| ✓ Who and how many people will operate the business | ✓ Number of customers/patrons in attendance (if applicable) |
| ✓ Any variation to the residence | ✓ Use of the home (office, etc.) |
| ✓ Confirmation that vehicles associated with the business will not generate traffic or parking problems | ✓ Hours of operation |