



City of Yellowknife
Business Licence Application & Development Permit Application for
HOME BASED BUSINESS

Completed applications can be hand delivered to City Hall 4807-52 Street or sent via mail, fax or email as per below.

City of Yellowknife
PO Box 580, Yellowknife, NT
X1A 2N4

Fax: 867-920-5649
Email: businesslicence@yellowknife.ca
Phone inquiries: 867-920-5600

Business Licence By-law No. 3451
Zoning By-law No. 5045

Business Information

Business Name:

Business Type:

Business Services Offered (Be Specific):

Business use of home (Office, etc.):

Civic/Street Address:

Legal Description Lot: Block: Plan:

Mailing Address:

*Business Email: Bus. Ph:

Business Website: Bus. Fax:

Please answer the following questions regarding your business:(Enter X in the Yes/No Boxes)

Has the business been registered with WSCC?

Will the business operate exclusively from one address?

Is the home under a Condominium Corporation? (If Yes, Please read "Important Note " on back)

Will there be any staff/employees other than the resident(s) of the home?

Will any commercial vehicles be used in conjunction with the business?

If "Yes", please specify the # of vehicles

Will the business require any vehicle(s) which exceed 4,400 Kg GVWR (e.g. cube van, moving truck, etc)

Will vehicles associated with the business be parked on your property at all times?

If Yes, please state where vehicles will be parked on site.

Will the business application involve any of the following at the proposed location, building or office:
construction, alteration,installation of signage, or a change of occupancy that requires renovation:

If Yes, Please specify:

Is any variation to the external appearance or residential character of land and buildings
required by the business?

If Yes, please specify:

Will any clientele/visitors be on site at any time?

How many customers/patrons will be in attendance

What type of goods related to the business will be stored on the property?

Where will goods and articles associated with the business be stored on the property? (Check all that apply)

Inside the home

Shed

Garage

Outdoors

Other (Specify)

Are the business operators, residents of the home?

Please list all people who will operate the business:

Hours of operation of business?

The City of Yellowknife has an online Business Directory on its website that can display information about
your business.

Please include the following on the Business Directory (check those that apply):

Business Name, Telephone Number and Email address

Business Address

Do not publish information regarding my business on the online Business Directory

How would you like to receive your business licence? (Check all that apply) Picked Up Email PDF Mail

Primary Business Owner's Contact Information

Applicant's Name:

Mailing Address:

Phone #'s Cell: Office: Fax:

Email:

Credit Card No.: EXP:

CVV:

Applicant's Signature:

Property Owners (Address) Acknowledgment of Business Operation - Home Based Business	
I/We as the owner of _____ am aware of the proposed home based business application noted above and hereby give my permission for such business to occur on my property. Owner's Signature: _____ Date: _____ *Declarations of consent can also be emailed to permits@yellowknife.ca . If you are emailing your consent please include contact phone numbers so that, if necessary, you can be contacted for additional information/verification.	

OFFICE USE ONLY	
Amount Paid: _____	Customer ID: _____
BL #: _____	_____
_____	_____
Planning & Environment _____	Approval Date: _____
Lands and Building Services _____	Approval Date: _____
Protective Services (MED) _____	Approval Date: _____
Financial Services -CSR/FO _____	Approval Date: _____
Financial Services -Operations (SFO/Manager) _____	Approval Date: _____

Home Based Business Regulations

In accordance with Section 8.2.5 of the City's Zoning By-law, No 5045, as amended ,Home Based Businesses are subject to the following regulations:

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) A Home Based Business may require a Development Permit prior to the issuance of a Business License.
- 2) An approval of a HomeBased Business does not exempt the applicant from compliance with any federal or territorial regulation and legislation, including but not limited to the Child Care Act and Standards Regulations and the Public Health Act; RSNWT (Nu) 1988, c C-5.
- 3) No variation from the external appearance and residential character of land or buildings shall be permitted;
- 4) 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 Day Care Facility, Home one of these two adults may reside elsewhere;
- 5) All Home Based Business shall be Accessory Use to the Residential Use of the Dwelling;
- 6) The applicant shall submit the Floor Area and plans designated for the Home Based Business with the submission of the Development Permit application;
- 7) When a Development Permit is issued for a Home Based Business; the Development Permit is valid only for the address stated on the application and is not transferable to a new address; no more than than two Home Based Businesses may be allowed at any one residence;
- 8) The Development Officer may impose conditions relating to the hours and days of operation;
- 9) 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;
- 10 Retail sales by Home Based Businesses shall be limited to goods and articles produced on-Site or packaged for distribution and may include the sales of goods made electronically, by telephone or pick up by customers;
- 11) where a Home Based Business involves the presence of clientele and visitors on-Site, and if in the opinion of the Development Officer, the residential character of the neighborhood is compromised by the activities of these clients, the Development Officer may reduce number that may be in attendance at any one time ;
- 12) the Home Based Business shall not generate traffic or parking problems within the neighbourhood;
- 13) 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;
- 14) Uses which are likely to generate traffic problems or require vehicles that do not conform to the By-laws of the City within the residential Zone shall not be allowed;
- 15) Not with standing Section 7.9 of this By-law, a Sign may be allowed for a Home Based Business if:

i) the Sign displays only the name and type of the business, telephone number and logo:

ii) the Sign does not exceed 0.16 m2;

iii) the sign is unlit: and

the Sign is unobtrusive and complementary to the neighbouhood;
- 16) 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 conditions (1) to (15) are contravened, or where the use is or has become detrimental to the amenities of the neighborhood.
- 17) The home based business shall not be operated so as to become unsightly.
- 18) The home based business shall be compliant with City Bylaws regarding waste management and disposal.
- 19) The City can revoke or withdraw a business license for any violations of City Bylaws.
- 20) An Employee authorized by the City may conduct an inspection of the business to determine compliance with City Bylaws by giving 24 hours notice
- Home Based Business does not include:

*Animal Services and Kennels (unless for grooming purposes)*Cannabis Retail and Cannabis Production and Distributions

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

CONDOMINIUM OWNERS/RENTERS:

Condominium corporations may have rules/by-laws respecting HomeBased Businesses. It is the responsibility of the applicant to know

and understand these rules / by-laws prior to submitting their application for a Home Based Business.

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. Condominium corporations may have rules / by-laws respecting Home Based Businesses. It is the responsibility of the applicant to know and understand these rules / by-laws prior to submitting their application for a Home Based Business.

New business license applications will take up to 10 business days to process.

SCHEDULE "E"

Under the City of Yellowknife Business By-law No. 3451, professions which require submission of qualifications prior to the issuance of a Business Licence are as follows:

https://www.ece.gov.nt.ca/sites/ece/files/resources/nwt9318_fillable.pdf

ADDITIONAL INFORMATION:

It is the responsibility of the business owner to advise the City, in writing, of any changes to information regarding the business, such as location, contact information or termination of business.

AGENCIES – BUSINESS LICENCE

Workers Safety & Compensation Commission (WSCC)
Centre Square Mall, 5 Floor, 5022-49 Street, PO Box 8888
Yellowknife, NT X1A 2R3 Ph: 867-920-3888 * All
businesses operating in Yellowknife & NWT must register.

GNWT - Education, Culture & Employment, Early Childhood Education Program *Register for all childcare businesses, Early Childhood Consultant, GNWT, PO Box 1320, YK, NT X1A 2L9 Ph: 867-766-5114 Fax: 867-873-0423

Municipal & Community Affairs, GNWT,
6 Floor, Northwest Tower, 5201 Franklin Avenue,
Ph: 867-873-7125

Department of Public Works & Services - Gas/Boilers/Electrical Sections, GNWT, 1 Floor,
5003-49 Street, Ph: 867-920-8801, *Must make an appointment for approval of a food vending cart.

Corporate Registries, GNWT, Dept of Justice, 1 Floor,
Stuart Hodgson Building, 5009-49 Street, Yellowknife, NT X1A 2L9 Ph: 867-920-8987 *All businesses & non-profit organizations operating in Yellowknife & NWT must register.

Stanton Territorial Health Authority - Health Protection,
1 Floor, Diamond Plaza, 5204-50 Avenue, Ph: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.

Canada Revenue Agency (Goods & Services Tax),
Government of Canada, Ph: 800-959-5525

Industry, Tourism & Investment, GNWT,
YK Centre, 2 Floor, Ph: 867-920-3473, *Must obtain Licence when operating Outfitting or Tourist Accommodation.