City of Yellowknife

Business Licence Application - COMMERCIAL

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 ext 0

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

Business Information

DO NOT USE THIS APPLICATION FOR HOME BASED/FOOD TRUCK VENDOR BUSINESS/

Business Name: _____

Business Type: _____

Business Services Offered (Be Specific): _____

_____

Street Address: _____

Mailing Address: _____ Postal Code: _____

* Business Email: _____ Bus. Ph: _____

Business Website: _____ Bus. Fax: _____

Resident* ☐ Non-Resident* ☐ (*See reverse for definition)

Non-Resident Businesses Specify Yellowknife Project Location or Local Base of Operations: _____

_____

This business will be operated as (please choose one of the following): ☐ Sole Proprietorship

☐ Partnership ☐ Corporation ☐ Co-operative ☐ Non-Profit

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

	YES	NO
Will the business have employees?	☐	☐
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: _____

	YES	NO	
Does the Business have an Effective Development and/ or Building Permit?	☐	☐	Application Permit # _____
Has the business been registered with WSCC in the NWT?	☐	☐	
Will the business operate exclusively from one address?	☐	☐	

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☐ Do not publish information regarding my business on the online Business Directory

Primary Business Owner's Contact Information (Please provide contact information for additional owners if applicable)

Applicant's Name: _____

Street Address: _____

Mailing Address: _____

Phone #'s Cell: _____ Office: _____ Fax: _____

Email: _____

Credit Card No.: _____ Exp: _____

Applicant's Signature: _____ CVS: _____

OFFICE USE ONLY

Invoice # _____ Customer ID: _____

Business Licence #: _____

Planning & Environment		Approval Date:	
Lands and Building Services		Approval Date:	
Protective Services (MED)		Approval Date:	
Financial Services -CSR/FO		Approval Date:	
Financial Services -O (SFO/Manager)		Approval Date:	

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

1) The business shall not be operated so as to become unsightly.
2) A Development Permit may be required for the proposed business.
2) The business shall be compliant with City Bylaws regarding waste management and disposal.
3) The City can revoke or withdraw a business license for any violations of City Bylaws.
4) An Employee authorized by the City may conduct an inspection of the business to determine compliance with City Bylaws by giving 24 hours notice
5) 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:

*Appliance Serviceman	*Electrician	*Insulator (Mechanical Systems	*Plumber
*Asbestos Abatement	*Electronic Techinician	*Machinist	*Sheet Metal Mechanic
*Autobody Mechanic	*Floor Laying Mechanic	*Motor Vehicle Mechanic	*Steam Fitter/Pipe Fitter
*Blaster	*Gas Fitter	*Oil Burner Mechanic	
*Carpenter	*Heavy Duty Mechanic	*Regrigeration & Air Conditioning Mechanic	*Welder

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.

DEFINITIONS:
Resident: Means a person having a permanent place of business within the City of Yellowknife.
Non-Resident: Includes any business, trade, profession, industry, calling or provider of goods or services which is not situated within or does not maintain a place of business within the corporate boundaries of the City of Yellowknife but operates either partly or wholly within the corporate boundaries of the City of Yellowknife.

AGENCIES – BUSINESS LICENCE

Workers Safety & Compensation Commission (WSCC)
Centre Squre 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 accomodation.

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

Industry, Tourism & Investment, GNWT, YK Centre, 2 Floor, Ph: 867-767-9212, *Must obtain a Tourism Operator Licence when conducting a guided commercial activity.