



# 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](mailto:businesslicence@yellowknife)  
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):  
 Partnership  Corporation  Co-operative  Sole Proprietorship  Non-Profit

Please answer the following questions regarding your business:

Will the business have employees? ..... YES  NO

Has the business been registered with WSCC in the NWT? ..... YES  NO

Will the business operate exclusively from one address? ..... YES  NO

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- Do not publish information regarding my business on the online Business Directory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

Amount Paid: \_\_\_\_\_ Customer ID: \_\_\_\_\_

Business Licence #: \_\_\_\_\_ Permit #: \_\_\_\_\_

DP Approved By : \_\_\_\_\_

Planning & Environment \_\_\_\_\_ Approval Date: \_\_\_\_\_

Lands and Building Services \_\_\_\_\_ Approval Date: \_\_\_\_\_

EOI- Manager \_\_\_\_\_ Approval Date: \_\_\_\_\_

Public Safety (MED) \_\_\_\_\_ Approval Date: \_\_\_\_\_

Financial Services -O (SFO/Manager) \_\_\_\_\_

Approved By: \_\_\_\_\_ 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) 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 Technician	*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	*Refrigeration & 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 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.

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.

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

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.

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

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

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.

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