



City of Yellowknife
Business Licence Application
SHORT-TERM RENTAL ACCOMMODATION

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

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

Email: businesslicence@yellowknife.ca
 Phone: 867-920-5600 ext. 0
 Fax: 867-920-5649

Important Documents to review:
 Business Licence By-law No. 3451
 Zoning By-law No. 5045

SECTION 1 - CONTACT INFORMATION

Applicant: _____
 Civic/Street Address: _____
 Mailing Address: _____ Postal Code: _____
 Email Address: _____ Phone: _____
 Website/Listing Website: _____

If different from the applicant, please provide contact information for the property owner:

Name of property owner: _____ Phone: _____
 Property owner email: _____
24 hour Contact Person: _____

Please provide the name and contact information for a representative that can be reached 24 hours per day while the short-term rental is operated. This individual must have the authority to make decisions in relation to the property and the rental agreement, and, have the ability to access the premises should the need arise.

Same as applicant: Yes
 No

If no, please provide:

Primary Contact Name: _____ Phone: _____ Email: _____

Secondary Contact (Should the primary contact not be reachable)

Name: _____ Phone: _____ Email: _____

SECTION 2 - PROPERTY INFORMATION

Will you offer to rent your short-term rental accommodation for thirty (30) consecutive days or less?
 Yes No

Is the short-term rental accommodation being proposed at your principle residence? Yes No

What type of building is the short-term rental accommodation being proposed in? (Select from options below)

- | | | |
|---|--|---|
| <input type="checkbox"/> Single-detached dwelling | <input type="checkbox"/> Duplex dwelling | <input type="checkbox"/> Multi-unit dwelling |
| <input type="checkbox"/> Factory-built | <input type="checkbox"/> Townhouse dwelling | <input type="checkbox"/> Detached secondary suite |
| <input type="checkbox"/> Condominium | <input type="checkbox"/> Other (specify) _____ | |

Do you own or rent this residence? Own Rent

If you rent, please complete the attached owner consent form

Do you have permission from the property owner to operate a short-term rental at the address? Yes No

Is the location under a Condominium Corporation or Housing Co-op? Yes No

If yes, please complete the attached Condominium Consent form

Do you intend to use the entire property for short-term rental accommodation? Yes No

How many bedrooms will you be using for your short-term rental accommodation per night?

How many people (maximum) will stay at your short-term rental accommodation per night?

Will commercial vehicles be used in conjunction with the short-term rental accommodation? Yes No

If yes, please specify the number and type(s) of vehicles:

Will the business require any vehicle(s) which exceed 4400 GVQR (eg. cube van, moving truck etc...)? Yes No

On which platforms will your short-term rental accommodation be advertised? (List all that apply)

SECTION 3 - SUPPORTING DOCUMENTATION

Please provide the following support documentation:

- Signed City of Yellowknife Short-term Rental Accommodation Application Form
- Proof of Principle Residence eg. (Drivers Licence, tenancy agreement, utility bill)
- Copy of Corporate Registries or Articles of Incorporation
- Signed City of Yellowknife Owner Consent Form (if applicable)
- Signed City of Yellowknife Condominium Consent Form (if applicable)

SECTION 4 - BUSINESS DIRECTORY

The City of Yellowknife utilizes an online Business Directory to display information about local businesses on its website. Please indicate below if you would like your business information included in the online directory.

- Business Name, Telephone Number and Email address Business Address
- Do not publish information regarding my business on the online Business Directory

SECTION 5 - APPLICANT DECLARATION

I, _____ hereby confirm as the business owner / operator of the above noted property, that the information provided is true and will comply with all relevant provisions of the City of Yellowknife Business Licence By-law, Zoning By-law, and all other City By-laws and Public Health Regulations, including the Government of the Northwest Territories Public Health Act.

I understand that it is the responsibility of the business owner to advise the City, in writing, of any changes to information regarding the short-term rental such as, ownership, location, contact information or termination of the business. Further, I understand that my business licence number must be displayed on all advertising of the short-term rental, including advertising associated with online booking platforms. I shall be committed to proactively cooperating with neighbours and the City to ensure there is minimal impact on the neighbourhood as a result of short-term rental operations.

I acknowledge that the failure to meet these obligations may result in the business licence being suspended or revoked by the City of Yellowknife.

I understand that this application does not constitute a valid business licence and I cannot commence business until such time that a Short-term Rental Business Licence has been approved, paid in full, and issued.

Applicant's Name: _____

Date: _____

Applicant's Signature: _____

OFFICE USE ONLY

Signed City of Yellowknife Short-term Rental Accommodation Application Form

Proof of Principle Residence eg. Drivers Licence, tenancy agreement, utility bill

Copy of Corporate Registries or Articles of Incorporation

Signed City of Yellowknife Owner Consent Form (if applicable)

Signed City of Yellowknife Condominium Consent Form (if applicable)

Application Fee

Amount Paid: _____ Customer ID: _____

BL #: _____ Permit #: _____

DP Approved By: _____

Planning and Environment _____ Approval Date: _____

Land and Building Services _____ Approval Date: _____

EOI-Manager _____ Approval Date: _____

Public Safety(MED) _____ Approval Date: _____

Financial Services-(O)(SEO/Manager) _____

Approval Date: _____

Important Information

City of Yellowknife Business Licence Department

4807 - 52 Street

Yellowknife, NT, X1A 2N4

Email: businesslicence@yellowknife.ca

Phone: 867-920-5600

Corporate Registries - GNWT Department of Justice

Stuart Hodgson Building, 5009-49 Street

Yellowknife, NT, X1A 2L9

Email: corporateregistries@gov.nt.ca

Phone: 877-743-3302

1. The Short-term rental business shall not be operated so as to become unsightly.
2. The Short-term rental 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.

Short-term Rental Accommodation Website

The City of Yellowknife short-term rental accommodation website can provide you with the information you need to operate a short-term rental accommodation within Yellowknife. Please visit www.yellowknife.ca/shorttermrentals

to view applicable by-laws, review frequently asked questions, access a short-term rental operators guide, a guide for guests and additional forms that may be required to be submitted with your application.



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Owner Consent Form
IF APPLICABLE

This is to certify that I, _____, as the legal owner(s) of
_____ (Owner)
_____ have read the Short-Term Rental Business License Application Form
(Address)
submitted by _____ and consent to the above premises being used as a Short-Term
(Operator)
Rental in compliance with City of Yellowknife By-laws.

I, the undersigned, confirm as the dwelling owner that the above noted information is true and will comply with all relevant provisions of the City of Yellowknife Business Licence By-law and Zoning By-law and all other applicable City By-laws.

Operator's Name: _____

Operator's Signature: _____ Date: _____

Owner's Name _____ Owner's Signature _____ Date _____

Owner's Name _____ Owner's Signature _____ Date _____

Owner's Name _____ Owner's Signature _____ Date _____

Owner's Name _____ Owner's Signature _____ Date _____

Owner's Name _____ Owner's Signature _____ Date _____

Please note: If there is more than one registered owner, all owners are required to sign the Owner Consent Form.



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CONDOMINIUM CONSENT FORM
IF APPLICABLE

This is to certify that I, _____, as the condominium
(Condominium Corporation Representative)

Corporation Representative for _____ have read the Short-Term
(Address)

Rental Business License Application submitted by _____. I can confirm that our
(Operator)

Condominium Corporation has no By-laws prohibiting the above address from operating as a short-term rental in compliance with the City of Yellowknife By-laws.

I, the undersigned, confirm as the Condominium Corporation Representative that the above noted information is true and will comply with all relevant provisions of the Business Licence By-law, Zoning By-law and all other applicable City of Yellowknife By-laws.

Operator's Name: _____

Operator's Signature: _____ Date: _____

Condominium Representatives Name: _____

Condominium Representatives Signature: _____ Date: _____