



# 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](mailto:businesslicence@yellowknife.ca)  
Phone inquiries: 867-920-5601

Business Licence By-law No. 3451  
Zoning By-law No. 4404

### Business Information

**\*DO NOT USE THIS APPLICATION FOR HOME BASED BUSINESS\***

Business Name: \_\_\_\_\_  
Business Type: \_\_\_\_\_  
Business Services Offered (Be Specific): \_\_\_\_\_

Street Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
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:

	YES	NO
Will the business have employees? .....	<input type="checkbox"/>	<input type="checkbox"/>
Has the business been registered with WSCC in the NWT? .....	<input type="checkbox"/>	<input type="checkbox"/>
Will the business operate exclusively from one address? .....	<input type="checkbox"/>	<input type="checkbox"/>

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- Do not publish information regarding my business on the online Business Directory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 (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: \_\_\_\_\_

### OFFICE USE ONLY

Amount Paid: \_\_\_\_\_    Customer ID: \_\_\_\_\_  
Business Licence #: \_\_\_\_\_    Accepted By: \_\_\_\_\_  
Approved By: \_\_\_\_\_    Approval Date: \_\_\_\_\_

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

**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: 867-920-3473, \*Must obtain Licence when operating Outfitting or Tourist Accommodation.