



# 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 (see back of this form)

### Business Information

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

Business use of home (Office, Storage, 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:

Has the business been registered with WSCC?  YES  NO

Will the business operate exclusively from one address?  YES  NO

Is the home under a Condominium Corporation? (If yes, please read "Important Note" on back)  YES  NO

Will there be any staff/employees other than the resident(s) of the home?  YES  NO

Is the business use of the home anything other than office or storage?  YES  NO

Is any variation to the external appearance of the residence required?  YES  NO

Will any commercially-registered vehicles associated with the business be parked on the property? If "YES", please specify the # of vehicles in the blank.  # \_\_\_\_\_  NO

Will the business require any vehicle(s) over 4400 kgs? (e.g. cube van, moving truck, etc.)  YES  NO

Will any vehicles associated with the business generate parking or traffic problems?  YES  NO

Will any customers/patrons be in attendance at any time?  YES  NO

If applicable, how many customers/patrons will be in attendance? \_\_\_\_\_

If applicable, what type of goods related to the business will you be storing on the property? \_\_\_\_\_

If applicable, 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 (please specify): \_\_\_\_\_

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 Do not publish information regarding my business on the online Business Directory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

Applicant's Name: \_\_\_\_\_

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

Phone #'s Cell: \_\_\_\_\_ Office: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**By signing below, I hereby certify that the information above is accurate and true. I acknowledge that submitting false or misleading information that does not comply with the above may result in my Business Licence and/or Development Permit being revoked. I acknowledge it is my responsibility to notify the City of Yellowknife immediately in writing of any change in information provided on this application.** Please charge my credit card the appropriate fees for my Home Based Business Licence Application (\$200.00 for Business Licence and, if applicable, \$50.00 for Development Permit for a total of \$250.00 if a Development Permit is required).

Credit Card No.: \_\_\_\_\_ Exp: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

### Property Owners 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](mailto:permits@yellowknife.ca) if the property owner(s) is/are not available to sign this application (please include contact phone numbers so that you may be contacted for additional information/verification).

### OFFICE USE ONLY

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

BL #: \_\_\_\_\_ Permit #: \_\_\_\_\_

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

Approval Date: \_\_\_\_\_ Approval Date: \_\_\_\_\_

# WHERE TO SUBMIT YOUR HOME BASED BUSINESS APPLICATION

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

## HOME BASED BUSINESS REQUIREMENTS

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) 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 "child care home" one of these two adults may reside elsewhere;
- 2) No more than two home based businesses may be allowed at any given residence;
- 3) Retail sales by home based businesses shall be limited to goods and articles directly related to the business. Goods and articles sold may include mail-order telephone sales, articles produced elsewhere, or on-site, the storage shall be within approved structures on the lot, not be of a hazardous nature, and not contravene conditions (4), (5) or any other conditions herein;
- 4) No variation from the external appearance and residential character of land or buildings shall be permitted;
- 5) The home based business shall not generate traffic or parking problems within the district;
- 6) 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;
- 7) 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;
- 8) The privacy and quiet enjoyment of adjacent dwellings shall be preserved;
- 9) Where a person performs a service, offers consulting services, or instruction of arts and/or crafts, the Development Officer may set a limit to the number of students or customers that may be in attendance at any one time, and if in the opinion of the Development Officer the residential character of the neighbourhood is compromised by the activities of these students or customers, the Development Officer may reduce the number of students or customers that may be in attendance at any one time; and
- 10) 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 (9) are contravened, or where the use is or has become detrimental to the amenities of the neighborhood.

### Home Based Business does not include:

- \*A commercial entertainment or commercial recreational use
- \*A Dating or Escort Service
- \*Animal Services and Kennels
- \*Motor Vehicle and Power Sports Equipment Sales, Rental, Storage, Service or Repair

**\*\*\*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. \*\*\***

## IMPORTANT NOTE FOR CONDOMINIUM OWNERS/RENTERS

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.

### 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                       | *Welder                   |
| *Carpenter            | *Heavy Duty Mechanic   | *Refrigeration & Air Conditioning Mechanic |                           |

### 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.