



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 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

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: _____ Postal Code: _____

*Business Email: _____ Bus. Ph: _____

Business Website: _____ Bus. Fax: _____

Please answer the following questions regarding your business:

	YES	NO
Has the business been registered with WSCC? _____	<input type="checkbox"/>	<input type="checkbox"/>
Will the business operate exclusively from one address? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is the home under a Condominium Corporation? (If yes, please read "Important Note" on back) _____	<input type="checkbox"/>	<input type="checkbox"/>
Will there be any staff/employees other than the resident(s) of the home? _____	<input type="checkbox"/>	<input type="checkbox"/>
Will any commercial vehicles be used in conjunction with the business? _____ If "YES", please specify the # of vehicles. _____	<input type="checkbox"/>	<input type="checkbox"/>
Will the business require any vehicle(s) which exceed 4400 GVWR? (e.g. cube van, moving truck, etc.) _____	<input type="checkbox"/>	<input type="checkbox"/>
Will the business create any change or variation in the external appearance or residential character of land or buildings? _____	<input type="checkbox"/>	<input type="checkbox"/>
Does the business have the potential to generate pedestrian or vehicular traffic or parking in excess of what is normal in your neighbourhood's zone? _____	<input type="checkbox"/>	<input type="checkbox"/>
Will any clientele/visitors be on site at any time? _____	<input type="checkbox"/>	<input type="checkbox"/>
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? 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 <input type="checkbox"/> Shed <input type="checkbox"/> Garage <input type="checkbox"/> Outdoors <input type="checkbox"/> Other (please specify): _____		
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

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: _____ CVD: _____

Property Owners (Address) Acknowledgment of Business Operation - Home Based Business

I/We as the owner of (address) _____ 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 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: _____

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:

- a) A Home Based Businesses may require Development Permit approval prior to the issuance of a Business License;
- b) An approval of a Home Based Business Use does not exempt the applicant from compliance with any federal or territorial regulation and legislation, including but not limited to the Child Care Act and Standards Regulations and the Public Health Act; RSNWT (Nu) 1988, c C-5.
- c) No variation from the external appearance and residential character of land or Buildings shall be permitted;
- d) 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 Day Care Facility, Home one of these two adults may reside elsewhere;
- e) All Home Based Businesses shall be Accessory Use to the residential Use of the Dwelling;
- f) the applicant shall submit the Floor Area and plans designated for the Home Based Business with the submission of the Development Permit application;
- g) When a Development Permit is issued for a Home Based Business, the Development Permit is valid only for the address stated on the application and is not transferable to a new address; no more than two Home Based Businesses may be allowed at any given residence;
- h) the Development Officer may impose conditions relating to the hours and days of operation;
- i) the Home Based Business may be carried out only for the period of time the property is occupied by the applicant for such Permitted Uses;
- j) retail sales by Home Based Businesses shall be limited to goods and articles produced on-Site or packaged for distribution and may include the sales of goods made electronically, by telephone or pick up by customers;
- k) where a Home Based Business involves the presence of clientele and visitors on-Site, and if in the opinion of the Development Officer, the residential character of the neighborhood is compromised by the activities of these clients, the Development Officer may reduce the number that may be in attendance at any one time;
- l) the Home Based Business shall not generate traffic or parking problems within the neighbourhood;
- m) except with the approval of the Development Officer only one commercial vehicle, may be Used in conjunction with the Home Based Business and shall be parked on-Site at all times if it is not in operation. The vehicle shall not be larger than 4,400 kg;
- n) Uses which are likely to generate traffic problems or require vehicles that do not conform to the By-laws of the City within the residential Zone shall not be allowed;
- o) Not with standing Section 7.9 of this By-law, a Sign may be allowed for a Home Based Business if:
 - i) the Sign displays only the name and type of the business, telephone number and logo;
 - ii) the Sign does not exceed 0.16 m²;
 - iii) the Sign is unlit; andthe Sign is unobtrusive and complementary to the neighbourhood; and,
- p) All Development Permits issued for Home Based Businesses shall be subject to the condition that the Development Permit may be revoked by the Development Officer at any time if conditions (b) to (o) 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
- *Cannabis Sales

*****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:

https://www.ece.gov.nt.ca/sites/ece/files/resources/trade_qualification_designation_trainer_application.pdf

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 Squire Mall, 5 Floor, 5022-49 Street, PO Box 8888
Yellowknife, NT X1A 2R3 Ph: 867-920-3888

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

Stanton Territorial Health Authority - Health Protection,
1 Floor, Diamond Plaza, 5204-50 Avenue, Ph:867-767-9066
*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.

Corporate Registries, GNWT, Dept of Justice, 1 Floor,
Stuart Hodgson Building, 5009-49 Street, Yellowknife, NT X1A 2L9 *All businesses & non-profit organizations operating in Yellowknife & NWT must register.

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 Licence when operating Outfitting or Tourist Accomodation.

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