



General Information For Applicants

Development Consultation

The City By-laws outline development and permitting requirements. Developments that require a development permit and/or a variance are listed in Zoning By-law No. 5045. Applicants are to ensure that their development complies with the regulations. Applications are required where the regulations cannot be met or where the By-law specifically outlines a permit is required.

The City of Yellowknife strongly encourages applicants to pre-consult with City Planning and Development staff prior to submitting an application. Please contact the Planning and Development Department to schedule a meeting at (867)-920-5600.

Application Fee

The fee for processing a permit application shall be paid to the City in accordance with the [Fees and Charges By-law No. 4436](#), as amended. Where the application involves more than one type of development or service, the fee shall be the sum of all applicable fees. Where development proceeds without a permit being first obtained, the appropriate fees shall be doubled. Where a demolition application is separate from an application for construction on the same site, the demolition permit application shall be based on the type of building/structure to be demolished. Where more than one variance is requested, one application is to be made per property and may include more than one variance.

Application Form

Each application must be filled out completely and clearly, and must be accompanied by a development sketch with all relevant information as described on the back of Form P - Development Permit Application. Incomplete applications and sketches will be returned without further processing until the corrected material is filed. Applications are encouraged to be made through our City of Yellowknife Portal: <https://cityview.yellowknife.ca/Portal>

Sketch Details and Measurements

The development sketch shall include, as a minimum, the following details:

1. All abutting lands owned by the owner (if any) and their boundaries and dimensions;
2. Parcel of land that is the subject of the application, its boundaries, dimensions and the requested variance(s) or development;
3. Exact location of existing structures, proposed structures, outdoor fuel storage; Use of each structure;
4. Approximate location of all natural and artificial features on the subject lands (e.g. buildings, trees, watercourses, drainage ditches, road and access, banks, wetlands, wooded areas), and the location of any of these features on adjacent lands that may affect this application;
5. Existing uses of adjoining land (e.g. residential, extractive, commercial, etc.); and
6. Location and nature of any restrictive covenant or easement affecting the subject lands.

Measurements shall be expressed in metric units, and drawings shall be through computer-assisted softwares.

Road Names, Civic Addresses

Please use the street names and property addresses on the development sketch which have been adopted by the City of Yellowknife as the civic address of the property which is the subject of the application.

Supporting information for your application or permit may be required. The Development Officer and/or Building Inspector may request these documents.

Development Permit Fees

| SERVICE | FEE |
|--|---|
| Single Detached Dwelling or Secondary Suite | \$300.00 per application |
| Duplex Dwelling | \$400.00 per application |
| Multi Unit Dwelling or Townhouse Dwelling | \$500.00 per application + \$150.00 per unit |
| Commercial, Industrial Use or other Non-Residential Use (includes non-residential Additions and accessory structures) | \$500.00 per application + \$2.00/m ² of gross floor area + \$0.10/m ² of land area for new site development |
| Home Occupation / Home Based Business | \$100.00 per application |
| Sign | \$100 per application for temporary + \$50 per sign \$300 per application for permanent + \$100 per sign |
| Residential Addition | \$250.00 per application |
| Residential decks, fences and accessory structures | \$125.00 per application |
| Request for Discretionary Use | \$1,500.00 per application |
| Request for Change of Use | \$1,000.00 per application |
| Request for an amendment to an Effective Development Permit | \$200.00 for a single Detached or Duplex dwelling \$400.00 for Multi-Unit or Townhouse dwelling, Commercial, Industrial or other Non-Residential Use |
| Variance Request | \$400.00 per application (50% of variance request fee refundable if variance denied) |
| Zoning and/or Community Plan Amendment | \$3,500.00 for Zoning Amendment \$7,000.00 for Zoning and Community Plan Amendment |
| Request for Certificate of Compliance or File Information Letter | \$100.00 per letter for a Single Detached or Duplex dwelling \$200.00 per letter for a Multi-Unit or Townhouse dwelling, Commercial, Industrial or other Non-Residential Use |
| Development Permit Appeal | \$400.00 per application (fee reimbursed if decision of Development Officer is reversed) |
| License Agreement | \$1,000.00 one time fee |
| Municipal Land Test Drilling | \$500.00 |
| Conversion of Paper Submission (maximum paper size of 11" x 17") to Electronic Form | \$50.00 + \$2.00 per page |
| <p>Where the development involves more than one type of development or application, the fee shall be the sum of all applicable fees. Where development requiring a permit proceeds without one being obtained, the appropriate application fee(s) shall be doubled.</p> | |

Building Permit Fees

| NBC Part 9 Residential Building Permits | |
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| SERVICE | FEE |
| Additions | \$50.00 + \$0.6/sq. ft. of GFA |
| a) Garages b) Carports c) Decks d) Accessory Buildings | \$50.00 + \$0.45/sq. ft. of GFA |
| a) Alterations and Improvements b) Remodeling any occupancy to Residential building c) Signs | \$50.00 + \$7.50 per \$1,000.00 of value of work |
| Demolitions | \$250 flat fee |
| Temporary Building | \$100/ month |
| Foundations | \$50.00 + \$0.50/sq. ft. of GFA |
| Building Envelope | \$50.00 + \$1.00/sq. ft. of GFA |
| New Construction | \$50.00 + \$1.50/sq. ft. of GFA |
| Pre-fabricated Building | \$50.00 + \$1.50/sq. ft. of GFA |
| Change of Occupancy | \$50.00 + \$7.50 per \$1,000.00 of value of work |
| Heating, Ventilation, Air Conditioning (HVAC), Plumbing | \$50.00 + \$7.00 per \$1,000.00 of value of work |

| NBC Part 9 Non-Residential Building Permits and All Part 3 Building Permits | |
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| SERVICE | FEE |
| All Non-Residential Building Applications | \$50.00 + \$7.00 per \$1,000.00 of value of work |
| Heating, Ventilation, Air Conditioning (HVAC), Plumbing | \$50.00 + \$7.00 per \$1,000.00 of value of work |
| Demolition | \$50.00 + \$7.00 per \$1,000.00 of value of work |
| Sign | \$50.00 + \$7.00 per \$1,000.00 of value of work |

| Other Services | |
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| SERVICE | FEE |
| Re-Inspection Fee | \$150.00 per inspection (for every re-inspection following a failed inspection) |
| File Information Request and Certificate of Compliance - single/duplex - multi-family, residential and non-residential buildings | \$100.00 \$200.00 |

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| Water Meter Fee (as per section H) Effective September 1, 2014 | 100% cost recovery |
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| Connect or Disconnect Permit (includes inspection)* (as per section I) Effective September 1, 2016 | \$50.00 + \$5.00 per \$1,000.00 of value of work |
| Re-Inspection Fee Effective September 1, 2016 | \$100 per inspection |

| Surety Bonds All Building Permits | |
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| SERVICE | FEE |
| Single-family issuing an occupancy permit before non-life safety paperwork has been submitted | \$5,000.00 |
| Duplex issuing an occupancy permit before non-life safety paperwork has been submitted per unit | \$3,000.00 Per unit |
| Multi-family issuing an occupancy permit before non-life safety paperwork has been submitted per unit | \$500.00 Per unit |
| All other Part 9 and all Part 3 Buildings issuing an occupancy permit before non-life safety paperwork has been submitted per floor | \$1,500.00 Per floor |
| INTERPRETATION OF PART 2 SCHEDULE "A" | |
| GFA stands for Gross Floor Area. It is calculated by adding the area of each floor, including subgrade levels. | |

