

Check List



- ✓ Register your tradename at Consumer &

Corporate Affairs

- ✓ If necessary, receive approval from

Workers Compensation and Environmental

Health

- ✓ Complete application for Business

License

- ✓ Obtain Liability Insurance if you are a

mobile vendor

- ✓ Obtain a Home-Based business

Development Permit if necessary

- ✓ Return application to the Planning

Services office at 4210-4TH Avenue for

processing

Contacts

Consumer and Corporate Affairs
307 Black Street
Whitehorse, YT
667-5314

Planning & Development Services
4210-4th Ave
Whitehorse, YT
668-8346
Fax: (867) 668-8395

Building Inspection Department
4210-4th Ave
Whitehorse, YT
668-8340

Yukon Worker's Compensation Health &
Safety Board
401 Strickland Street
Whitehorse, Y.T.
667-5645

Environmental Health
#2 Hospital Road
Whitehorse, YT
667-8391

Bylaw Services
305 Range Road
Whitehorse, YT
Phone: 867-668-8317

City of Whitehorse

The Wilderness City

Business License Information



Here's Some Things That you Should Know

Anyone conducting any kind of endeavor for profit or gain, within the City of Whitehorse, is required to obtain a business license. This includes Non-Profit Organizations and seasonal operations.

Getting Started

Business License applications can be printed off the City of Whitehorse website at www.whitehorse.ca or can be obtained at the Planning Services office located at 4210-4th Avenue, Whitehorse, Yukon or by calling (867) 668-8346.

The first thing that you should do is register your trade name with Consumer and Corporate Affairs, YTG if you plan to name your business anything other than your own name. You will be required to show your trade name certificate to the issuing officer in order to have your license issued.

If your business will employ anyone other than yourself, you must obtain a letter of compliance from the Workers Compensation Board.

If your business relates to any kind of food service or personal service such as a hair salon, you must obtain approval from Environmental Health.

Once you have received the above documentation, your application can be submitted to the Planning Services office located at 4210-4th Avenue, Whitehorse Yukon.

Development and Building Permits

Depending on where you are locating your business, and what type of business you are operating, you may be required to obtain a development permit. A Development Permit issued for home-based businesses ensures that the business you are proposing to operate, is an allowable use in the residential zone in which you live. Development permits are a one-time \$25.00 fee and remain in effect for as long as you live at your residence. If you move, you will be required to obtain a new one.

If you intend to operate a home based business from a property you rent, you will be required to bring a letter from your landlord stating his/her approval. If you have this with you at the start it will help to speed up the process.

If you are doing any renovations to the location of your business, you will be required to get a building permit. Your business license cannot be approved until the renovations are finished and approved by the Building Department.

Door-To-Door Sales

If you go from place to place, or sell goods by means of door to door sales, you must register your company with Yukon Government Community Services. If you have more than one salesperson, you must be registered with Yukon Workers Compensation. As well, each salesperson will be required to carry a City-issued identification card as well as the business license for the company. In order to approve your application we require proof of 2 million dollars liability insurance. If you are going to sell your wares door to door we also require you to have a criminal record check done.

These applications must be submitted to Bylaw Services.

Fees

Standard business license fee:

- \$160.00 This is the basic fee for all licenses.

Surcharges (these are charged in addition to the standard business license fee):

- Door-to-door, Non-resident—\$846.00
- Door-to-door, Resident—186.00
- Licensed premises (liquor) over 70 square meters—\$2.11 per square meter
- Accommodation (hotel/motel/apartment building) over 5 rooms—\$7.92 per room
- Mobile home park over 5 spaces—\$7.92 per space
- Retail sales/Wholesale outlets over 220 square meters—\$0.66 per square meter.
- \$26.40 for a name change or address change
- Outdoor storage—\$100.00

An Inter-Municipal license allows you to operate your business in a Yukon community, other than the one you live. Inter-Municipal fees are in addition to the standard City of Whitehorse business license fee and are in effect from January 1—December 31 of each calendar year

CITY OF WHITEHORSE

4210-4th Ave

Whitehorse, YT

Phone: 867-668-8346

Fax: 867-668-8395