

## CHECKLIST

Applications for a new business license must include:

- ☐ Completed Business License application form
- ☐ Certificate of Trade Name Registration (if you plan on naming your business other than strictly your first & last name)
- ☐ Approval from YG Workers' Compensation (if you have employees or if the business is incorporated)
- ☐ Approval from Environmental Health (if your business relates to food service or personal service such as hair salon)
- ☐ Proof of liability insurance (if you are operating on public property)
- ☐ Any other information required by the Business License Bylaw

Applications for a new business license, changes and renewals must be submitted to the Building Services office.

## CONTACTS

### Building Services

187A Range Road  
Whitehorse, YT  
668-8340  
adminbuilding@whitehorse.ca

### Bylaw Services

305 Range Road  
Whitehorse, YT  
668-8317

### Professional & Corporate Affairs

#### Yukon Government

307 Black Street  
Whitehorse, YT  
667-5314 or 667-5111

### Yukon Workers' Compensation Health & Safety Board (WCB)

401 Strickland Street  
Whitehorse, YT  
667-5645

### Environmental Health

2 Hospital Road  
Whitehorse, YT  
667-8391

## BUSINESS LICENSE INFORMATION



THE WILDERNESS CITY

*This pamphlet is for reference purposes only—complete up-to-date details can be obtained by contacting Building Services*



2121 SECOND AVE  
WHITEHORSE, YUKON  
Y1A 1C2  
WWW.WHITEHORSE.CA





## WHO NEEDS A BUSINESS LICENSE?

Persons conducting any kind of endeavor for profit or gain within the City of Whitehorse are required to obtain a business license. This includes Non-Profit Organizations and seasonal operations. Temporary fundraising activities, registered charitable organizations, rental property management involving three or fewer rental units, and garage sales are exempted from requiring a business license.

## HOW TO GET A BUSINESS LICENSE

Business License application forms can be obtained from the City of Whitehorse website or in person at the Building Services office. Completed applications for a new business license can be submitted to the Building Services office.

## INFORMATION TO PROVIDE

**Trade Name Registration Certificate:** You must register your trade name with YG Professional & Corporate Affairs, except if you plan use your own name as your business name.

**Letter of Compliance:** If your business will employ anyone other than yourself, or if the business is incorporated, you must obtain a letter of compliance from the Workers' Compensation Board.

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

**Proof of Insurance:** If you will be operating your business on public property, such as mobile food sales, door-to-door sales, or placing a sign on public property in accordance with the Zoning Bylaw, you must have general liability insurance with the City named as an additional insured (coverage amount varies by activity).

**Licensed Professionals:** If you are a licensed professional, please check with YG Professional Licensing & Regulatory Affairs to see if you need additional licensing.

## DEVELOPMENT AND BUILDING PERMITS

A development permit is required for new construction, a change of use, and for all home-based businesses. A development permit affirms that your proposed business is an allowable use in the zone where you will be operating the business. Contact Building Services if you are not sure whether you require a development permit. If you are making structural changes to a building, you will need to obtain a building permit.

## ADDITIONAL REQUIREMENTS

Some types of businesses may have additional requirements, such as door-to-door sales, pawn shops, cannabis sales, and vehicles for hire. Please contact Building Services for more information.

## FEES

| Standard fees                                          |                           |
|--------------------------------------------------------|---------------------------|
| Standard business license (12 months)                  | \$176                     |
| Seasonal business license (6 months)                   | \$110                     |
| Additional fees                                        |                           |
| Door-to-door sales – Non-resident                      | \$913                     |
| Door-to-door sales – Resident                          | \$205                     |
| Liquor licensed premises of 70 m <sup>2</sup>          | \$2.32 per m <sup>2</sup> |
| Accommodation over 5 rooms                             | \$8.71 per room           |
| Mobile home park over 5 spaces                         | \$8.71 per space          |
| Retail sales/Wholesale outlets over 220 m <sup>2</sup> | \$0.73 per m <sup>2</sup> |
| Name change/address change                             | \$29.04                   |
| Outdoor storage                                        | \$110                     |

| Development Permit fees                      |             |
|----------------------------------------------|-------------|
| Home-based business                          | \$40        |
| Minor change of use (no zoning requirements) | \$95        |
| Major change of use or new use               | \$350/\$400 |

## INTER-MUNICIPAL LICENSE

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 expire December 31 of each calendar year.

## RENEWALS

Business licenses must be renewed annually. There are penalties for late renewal. Renewals with no changes can be paid at [www.whitehorse.ca/make-an-online-payment/](http://www.whitehorse.ca/make-an-online-payment/).

## WHERE TO APPLY

Applications for a new business license and changes to an existing license must be submitted to the Building Services office in person at 187A Range Road, or by email at [adminbuilding@whitehorse.ca](mailto:adminbuilding@whitehorse.ca).



The City of Whitehorse recognizes that businesses are critical to creating a healthy, diverse, and resilient economy