BUSINESS LICENSE APPLICATION

SECTION A THIS IS AN APPLICATION FOR: (Check all that apply)		
☐ New Business	☐ Change of Address	☐ Change of Business Name Current Name:
☐ Personal Name Change	☐ Mailing or ☐ Physical	

SECTION B TO BE COMPLETED BY ALL BUSINESS LICENCE APPLICANTS BUSINESS INFORMATION NOTE: BUSINESS INFORMATION IS NOT CONSIDERED PERSONAL INFORMATION AND MAY BE RELEASED IN A PUBLIC DOCUMENT		
☐ Retail Sq. ft. _____	☐ Food Services Sq. ft. _____	☐ LIQUOR LICENSED Sq. ft. _____
☐ Retail Services Restricted	☐ Accommodation / Mobile Home Park - # of Rooms/Pads _____	

Business Name			
Business Owner Name	LAST	FIRST	
Additional Owner (if applicable)	LAST	FIRST	
Business Physical Address	ADDRESS	CITY	POSTAL CODE
Mailing Address (If different from above)	ADDRESS	CITY	POSTAL CODE
Contact Information	PHONE	EMAIL	
Type of Business What services are you providing?			

# of Local Employees _____ Including Business Owner(s)	**Renovating or altering the premises?** ☐ YES ☐ NO	**If yes, please describe**

SECTION C REQUIRED DOCUMENTS DEPENDING ON THE NATURE AND LOCATION OF THE BUSINESS, THE MUNICIPALITY MAY REQUIRE:	
Proof of Business Name Registration - Yukon Government, Federal or Extra-Territorial **only**	Property Owner/Landlord Authorization
Home-based Business Development Permit	Yukon Environmental Health Approval
Proof of Yukon Workers Compensation Board	City of Whitehorse Fire Inspection

SECTION D APPLICANT DECLARATION

☐ I/we the undersigned, do make an application for a business license in accordance with the information enclosed.

☐ I/we understand that a business cannot operate in the City of Whitehorse without first obtaining and maintaining a valid business license from the City of Whitehorse.

☐ I/we declare that the statements made in this form are true and correct.

☐ I/we commit to complying with all City of Whitehorse Bylaws.

SIGNATURE: **DATE:**

OFFICE USE ONLY			
Department	**Date**	**APPROVAL**	**Comments**
Development Officer			
Yukon Gov. Environmental Health			

Physical Address: 187-A Range Road, Whitehorse, YT Y1A 2S2
Mailing Address: 2121, 2nd Avenue, Whitehorse, YT Y1A 1C2
Email: adminbuilding@whitehorse.ca
Tel: (867) 668-8340