



# THE CITY OF DAWSON

Box 308 Dawson City, YT Y0B 1G0  
PH: 867-993-7400 FAX: 867-993-7434  
[www.cityofdawson.ca](http://www.cityofdawson.ca)

OFFICE USE ONLY	
APPLICATION FEE:	
DATE PAID:	
RECEIPT NUMBER:	
APPROVED (Y OR N)	

## BUSINESS LICENSE APPLICATION

PLEASE READ THE ATTACHED INFORMATION, GUIDELINES AND SUBMISSION REQUIRMENTS PRIOR TO COMPLETING FORM.

NEW APPLICATION <input type="checkbox"/>	RENEWAL <input type="checkbox"/>	CHANGE OF BUSINESS NAME <input type="checkbox"/>	CHANGE OF OWNERSHIP <input type="checkbox"/>	CHANGE OF LOCATION <input type="checkbox"/>
--	----------------------------------	--	--	---

### BUSINESS INFORMATION

BUSINESS NAME: \_\_\_\_\_

BUSINESS SERVICES OFFERED (BE SPECIFIC): \_\_\_\_\_

BUSINESS PHYSICAL ADDRESS-LEGAL DESCRIPTION: LOT(S) \_\_\_\_\_ BLOCK \_\_\_\_\_ ESTATE \_\_\_\_\_

BUSINESS CIVIC ADDRESS: \_\_\_\_\_

BUSINESS MAILING ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

BUSINESS PHONE #: \_\_\_\_\_ BUSINESS EMAIL: \_\_\_\_\_

\*LOCAL BUSINESS  \*REGIONAL BUSINESS  \*NON-LOCAL BUSINESS  (\*SEE REVERSE FOR DEFINITION)

### PRIMARY BUSINESS OWNER'S CONTACT INFORMATION

APPLICANT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

PHONE #: \_\_\_\_\_ ALTERNATE PHONE #: \_\_\_\_\_

Please check this box if you do **NOT** want your business listed on our website.

Please check this box if this is a onetime business license that will **NOT** renew next year.

How would you like to receive your business license? (Check all that apply) PICKED UP  EMAIL PDF  MAIL

### OTHER INFORMATION (Check Yes or No to each question.)

	YES	NO	
Will you be operating your business in other Yukon communities?			If yes, purchase an Inter-Municipal Business License
Are you renovating or altering the premises in any way?			If yes, Development Permit is required
Will there be any new signage?			If yes, Development Permit is required
Is this application for a Vehicle for Hire business license?			If yes, requirements of the Vehicle for Hire Bylaw must be met
Is this application for a Vendor business license?			If yes, Temporary Development Permit is required
Is this business subject to a federal or territorial license or permit? (i.e. Environmental Health Permit, Child Care Services License, Wilderness Tourism License, Cannabis License, etc.)			If yes, copy of license or permit must be attached to this application

I hereby make application for a license in accordance with all the information stated above and declare that this is a true and correct statement. I understand that if I am granted the license applied for, I will comply with all the laws and Bylaws now in force or which hereafter come in force in the City of Dawson.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE SIGNED

## BUSINESS LICENSE APPLICATION SUBMISSION REQUIREMENTS

- 1 Completed Business License Application Form, in full.
- 2 Application fee as per the City of Dawson Fees and Charges Bylaw.
- 3 Any permits, approvals, certificates or licenses required by other agencies in relation to the type of business being applied for i.e. Environmental Health- permits for food or personal service (restaurants, hair salons, etc.), Social Services-Childcare Services License, Yukon Parks-Wilderness Tourism License, etc.).  
**It is the responsibility of the business owner to research their business type and obtain any permits/certificates/licenses required.**
- 4 Proof of General Liability Insurance in an amount of at least two million dollars (\$2,000,000.00)- if you are operating on public property.
- 5 Vendors- Approved Temporary Development Permit

## INFORMATION AND GUIDELINES

### IT IS IMPORTANT TO READ AND UNDERSTAND THE FOLLOWING INFORMATION AND GUIDELINES PRIOR TO COMPLETING THE APPLICATION FORM.

#### 1. Definitions:

**Local Business-** means any business which operates from a permanent residence within the Tr'ondëk Hwëch'in Traditional Territory

**Regional Business-** means any business which operates from a permanent residence outside of the Tr'ondëk Hwëch'in Traditional Territory but within the Yukon Territory

**Non-Local Business-** means a business that is not a Local Business or a Regional Business

**Family Day Home-** means an establishment licensed under the *Yukon Child Care Act* that is intended to provide care, educational services, and supervision for children during a period of less than 24 consecutive hours. Unlike childcare centres, family day homes are located in dwelling units and are secondary to a residential use.

**Home Industry-** means a small-scale industrial use operated as a secondary use to a single detached dwelling.

**Home Occupation-** means a small business that is based out of a dwelling unit.

#### 2. License Conditions:

- a) Every business shall post their Business License in a conspicuous location within the business premises. Should the business not have a premise the business license shall be presented upon request of the License Inspector.
- b) No license shall be issued until application fee or any previous fees or penalties levied pursuant to the Business Bylaw are paid.
- c) Business license fees are non-refundable.
- d) Business licenses are non-transferable. The business license is valid only in the business owner's name in which the license was issued and the business address for which the license was issued.
- e) Any construction contractor who proceeds with any construction without a City of Dawson Development Permit for the project will have his business license suspended until such time the permit is obtained.

#### 3. Suspension and Revocation of a License:

- a) A License Inspector may suspend or revoke a business license anytime where a license holder is contravening any of the aforesaid Federal or Territorial laws or regulations or Municipal bylaw or regulations or where in the opinion of the License Inspector there is just and reasonable cause to do so.
- b) Where a License Inspector suspends or revokes a business license, the suspension or revocation will commence immediately.

#### 4. Appeals:

- a) Any person who has been refused a business license and any license holder whose license has been refused, suspended or revoked may appeal in writing within thirty (30) days of the date of refusal, revocation or suspension to Council.