



THE STATE
of **ALASKA** *Department of Commerce, Community, and Economic Development*
Division of Corporations, Business and Professional Licensing

Business Licensing Section

333 Willoughby Avenue, 9th Floor, Juneau, AK 99801

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550 • Fax: (907) 465-2974

Email: businesslicense@alaska.gov

Website: BusinessLicense.Alaska.Gov

NEW APPLICATION: Alaska Business License And Tobacco Endorsements Instructions

FOR IMMEDIATE PROCESSING: file online at www.BusinessLicense.Alaska.Gov and print your business license.

If you file **hardcopy (paper)**, applications are processed in date order received. Standard processing time from March-September is 10-15 business days. During heavy business licensing filing seasons, October-February, the processing time will be delayed.

This application is to purchase a new business license only and/or a new tobacco endorsement(s).

- If you need a new tobacco endorsement you must apply using the hardcopy (paper) application along with the appropriate fees.
- If you want to renew an existing business license, file online for immediate processing or submit Renew Alaska Business License Application (*Form 08-4617*) via fax or mail along with the appropriate fees.

IMPORTANT: The status of your professional license and/or entity may directly affect your business license. Per AS 43.70.020(d) you must comply with any regulatory provisions (i.e. professional licensing and/or registering your entity) to be entitled to a business license. To check the status of your professional license and/or entity go to, www.BusinessLicense.Alaska.Gov and click *License Search*.

TIP: to avoid delays do not leave any applicable portion of the new business license application incomplete.

PART I: BUSINESS NAME

Select your business name carefully. Business names cannot be changed once the business license has been issued. Business license fees are non-refundable once the business license has been issued. For more information, go to www.BusinessLicense.Alaska.Gov and click *Selecting a Name for Your Business*.

TIPS:

- Conduct a thorough search of business names before applying for your business license. Companies that have used a business name for a long period of time may have created a common law right to the use of the name. Places to search include, but are not limited to: the internet; business license records; corporations registration records; professional license records; telephone directories; trade magazines; trademark records; and catalogs. For more information regarding distinguishable names go to www.BusinessLicense.Alaska.Gov and click, *Selecting a Name for Your Business*.
- You must operate and advertise in the exact name listed in the Business Name section (Part I) on this application.
- A separate business license is required for each different business name.
- Check your spelling. Special characters and symbols are not valid and will not be accepted.
- Do not use the acronym "dba" in your official business name unless you intend to advertise in the exact full name on the business license including the "dba". Example: "James K. Smith DBA Smith Auto Shop".
- If the name you wish to use on a business license (Part I) has an entity indication (such as: INC, LLC, LLP, or LP) then the same name must be used for the owner name (Part III) and must match the entity name on record with the Corporations Section.

- If the owner of the business license is an entity, then the owner entity will appear on the business license. Who owns the entity (i.e. shareholder or member) may be found on the corporate record, not on the business license.
- If you have branch offices then one business license may cover all branch offices of the same business if all branches engage in the same line of business (based on the six-digit NAICS code) AND use the exact same name. If the branch offices sell tobacco products then each branch location will require its own Tobacco Endorsement.

PART II: BUSINESS LICENSE FEES

Business license fees are non-refundable once the business license has been issued. Business License fees are \$50 per year and may be purchased for 1 year (\$50) or 2 years (\$100). All business licenses expire on December 31st regardless of the date of purchase. The expiring year depends on your choice of an annual (1 year) or biennial (2 year) license. Payment can be made by check, money order, MasterCard or Visa. Make checks payable to the State of Alaska.

DISCOUNTS: only a sole proprietorship (a business license owned by one individual) may qualify for a Senior Discount or a Disabled Veteran Discount business license fee of \$25.00 per year. The discounted fee is not available to other types of businesses; such as Partnerships (two or more people no matter their age), Corporations, LLCs, LLPs, or LPs. Only one qualified discount may be applied to a business license fee.

- **Senior Discount:** if you are 65 years or older or will turn 65 during the licensing period to which you are applying and you are willing to provide your date of birth. Online filing is available for a Senior Discount.
- **Disabled Veteran Discount:** if you are a service connected disabled veteran and you are willing to provide a copy of your service connected disability determination letter or ID from Veteran Affairs. Online filing is not available at this time for Disabled Veteran Discount. For additional information go to www.BusinessLicense.Alaska.Gov and click *Disabled Veteran Discount FAQs*.

TOBACCO ENDORSMENT FEES: \$100 per location, in addition to the Business License fee, is non-refundable once the tobacco endorsement has been issued. Tobacco Endorsements expire on the same date as the business license to which they are attached. For more information see the instructions on the Tobacco Endorsement page and go to www.BusinessLicense.Alaska.Gov, click *Tobacco Endorsement FAQs*. The Tobacco Endorsement page must be completed and submitted with the business license application if you are purchasing a Tobacco Endorsement.

TIP: The tobacco endorsement fee is a flat rate of \$100 per location, whether you purchase a one or two-year business license. For a better bargain, purchase your business license with tobacco endorsement(s) for a two-year period.

PART III: OWNERSHIP INFORMATION

Provide the type and name of the organization which will own the business license. For more information, go to www.BusinessLicense.Alaska.Gov and click *Business Structure FAQs*.

- **Sole Proprietor** – One (1) natural individual. The State of Alaska defines a sole proprietor as one (1) natural individual. This is different from the IRS, which allows a husband and wife (married couple) to file taxes as a sole proprietor. If the business is owned by a sole proprietor then list on the Alaska Business License application only one (1) individual's name.
- **Partnership** – Two or more persons (natural individuals or entities). List all partners' names and attach a separate sheet if necessary. If one or more of the partners is an entity then you must, per AS 43.70.020(d), provide the entities' Alaska Entity Number(s). For more information, including how to register an entity and check its status, go to: www.Corporations.Alaska.Gov
- **LLC, LLP, LP, PC, Non-profit, Cooperative, or Corporation** – An entity on record with the Corporations Section. List the registered entity name (for example: XYZ L.L.C. or XYZ Inc.) and, per AS 43.70.020(d), you must provide its Alaska Entity Number. For more information, including how to register an entity and check its status, go to: www.Corporations.Alaska.Gov
- **Other** – Such as a trust, tribe, village, municipality, etc. If the organization is not one of the above and you select this option, you must provide the legal name of the organization AND a description of the type of organization this business will operate as.

NOTE: Business licenses are not transferable. A change in ownership will require a new business license.

PART IV: SIX-DIGIT NAICS CODES

Provide the six-digit NAICS (North American Industry Classification System) code(s) which best describe your primary and/or secondary lines of business activities. For more information, including how to determine your business' six-digit NAICS Code(s) go to www.BusinessLicense.Alaska.Gov and click *Line of Business/Alaska NAICS Code*.

IMPORTANT: The State of Alaska uses the 2007 six-digit NAICS Codes. The first two digits of the six-digit NAICS Code(s) identify your Line(s) of Business and will appear on your business license certificate

PART V: ALASKA PROFESSIONAL LICENSE NUMBERS

Any line of business, based on the six-digit NAICS Code(s), subject to a professional license, per AS 43.70.020(d), must be listed as the primary and/or secondary line of business, per 12 AAC 12.030(2), on the business license application.

IMPORTANT: If a line of business is subject to a professional license then you must obtain and provide a current Alaska professional license number prior to obtaining an Alaska Business License. For more information go to www.ProfessionalLicense.Alaska.Gov

To determine if the six-digit NAICS code for your business activity requires a professional license go to www.BusinessLicense.Alaska.Gov and click *Line of Business/Alaska NAICS Code*. If the six-digit NAICS code you choose is listed in ***italicized, bold print*** then you may require professional licensing.

In addition, if you will be practicing one of the following professions then check the appropriate box to identify if you are renting a chair from a Shop Owner or if you are the Shop Owner:

- Barber
- Esthetician (skin care)
- Hairdresser
- Nail Technician
- Body Piercing
- Tattooing
- Permanent Cosmetic Coloring

For more information go to www.BusinessLicense.Alaska.Gov and click on *Barber and Hairdressers FAQs*.

PART VI: SIGNATURE

Provide the printed name, title, signature, date, phone number and email.

PART VII: TOBACCO ENDORSEMENT INSTRUCTIONS

If you sell tobacco products you must have a tobacco endorsement. A tobacco endorsement cannot stand on its own: it must be attached to a current business license.

- **Location:** A separate tobacco endorsement is required for each physical location where tobacco products will be sold.
- **Tobacco Endorsement Fee(s):** \$100 per location in addition to the business license fee.
- **Expiration Date:** Tobacco Endorsements will expire on the same date as the business license to which they are attached. Tobacco Endorsements must be renewed at the same time as the business license to which they are attached.

TIP: The tobacco endorsement fee is a flat rate of \$100 per location, whether you purchase a one or two-year business license. For a better bargain, purchase your business license with tobacco endorsement(s) for a two-year period.

- **Required Sale of Tobacco Signage:** A “the sale of tobacco products to persons under the age 19 is illegal” sign will be mailed to you with your new business license and must be displayed at each location where tobacco products are sold. This sign must be displayed in a conspicuous location to a person purchasing or consuming tobacco products. There are significant penalties for improper sales of tobacco products. It is the licensee’s responsibility to be familiar with the proper sale of tobacco.

For more information go to: www.BusinessLicense.Alaska.Gov and click on *Tobacco Endorsement FAQs*

ADDITIONAL INFORMATION

Multiple Business Licenses: If you have multiple business licenses with the exact same business name and the exact same owner then you may be able to consolidate these into one business license. For more information go to www.BusinessLicense.Alaska.Gov and click on *Multiple Lines of Business FAQs*.

Business Licensing Exemptions: You may not have to purchase a business license if your business activity is an Investment Club or if you hold one of the following licenses from another agency:

- Fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game.
- Liquor licenses issued by Alaska Department of Revenue for alcohol sales only.
- Insurance licenses issued by State of Alaska Division of Insurance.
- Mining licenses issued by Alaska Department of Revenue.

NOTE: An exemption may exist under business licensing statutes; however it may not exist under another agency's statutes which may require an Alaska Business License:

- For example: Alaska Department of Fish and Game requires Sport Fish businesses to have an Alaska Business License issued by the Division of Corporations, Business and Professional Licensing in addition to the Sport Fish license.

Companies that hold the above licenses from other agencies are clearly exempt from business licensing requirements if they are operating only within the activities outlined by the other State Agency's license requirements; however, if the business engages in additional activities beyond the scope of the other agency's Industry License, then they will need an Alaska Business License.

- For example: a liquor store is exempt from business licensing if it only sells liquor; however, if it sells anything else, such as ice, cups, non-alcoholic mixes, sundries, etc., then it must have an Alaska Business License.

If you think you are exempt from business licensing, please consult a Business Licensing Examiner about your specific situation.

IMPORTANT: an exemption to register with another agency or under other statutes and regulations (such as, an exemption to register your entity with the Corporation Section under Title 10) does not exempt you from business licensing requirements unless you also qualify for a business licensing exemption under Business Licensing Statutes & Regulations.

Protect your business name: The purchase of a business license does not automatically register the business name under Title 10 and does not give you exclusive rights to the name. Business Licensing Statutes and Regulations do not limit the number of business licenses with the exact same name. To obtain exclusive rights to your business name you may register your business name under Title 10 with the Corporations Section. **IMPORTANT: Exclusive rights are exercised through the court system, not through this Division.** For more information about registering your business name to obtain exclusive rights, go to www.BusinessLicense.Alaska.Gov and select *Reserve or Register a Business Name*.

For additional Business Licensing information, such as some of the following, go to www.BusinessLicense.Alaska.Gov:

- *Business Structures FAQs;*
- *How To Get Started;*
- *Business Licensing FAQs;*
- *Reserve or Register a Business Name (for exclusive rights which you may exercise through the courts);*
- *Allowable Changes to a Business License FAQs;*
- *Business Licensing Statutes and Regulations;*
- *Worker's Compensation Information (if you will be an employer);*
- *Resources (where you may go for additional help or assistance)*

For additional Professional Licensing information, go to www.ProfessionalLicense.Alaska.Gov

For additional Corporation information, go to www.Corporations.Alaska.Gov