



STATE OF ALASKA  
 Department of Community and Economic Development  
 Division of Occupational Licensing  
**BUSINESS LICENSE PROGRAM**  
 P.O. Box 110806  
 Juneau, Alaska 99811-0806

**BUS/TOB**

**ALASKA BUSINESS LICENSE APPLICATION**

Alaska statute requires a business license before engaging in business in the State of Alaska. A business subject to licensing provisions of a regulatory nature must obtain that license *before* a business license is granted. All business licenses expire on December 31. An annual license expires on December 31 of the year it was purchased. A biennial license expires on December 31 of the year after it was purchased. Please complete the appropriate section below.

If applicable, please provide your professional or occupational license number: \_\_\_\_\_

Choose license duration:

- 2009 Annual License, \$100
  - 2009/2010 Biennial, \$150
  - Sole Proprietor, 65 Years or Older (Annual) \$50
  - Sole Proprietor, 65 Years or Older (Biennial) \$75
- Date of Birth (*Required to receive discount*): \_\_\_\_\_
- Tobacco Endorsement, \$100 for *each* endorsement. Number of Tobacco Endorsement Locations: \_\_\_\_\_

**1. BUSINESS NAME**  
 List the name you will be doing business as (DBA):

**2. MAILING ADDRESS**  
 of the principal place of business:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Business Telephone #: \_\_\_\_\_

**3. PHYSICAL ADDRESS**  
 of the principal place of business:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**4. OWNERSHIP Information:**  
 Sole Proprietor: First: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_  
 (Name of Owner)

Partnership: First: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_  
 (Name of Partner)

(Name of Partner) First: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_  
 Attach separate sheet if necessary

Corporation: \_\_\_\_\_ Alaska  
 (Name of Corporation) Entity # \_\_\_\_\_

Limited Liability Company: \_\_\_\_\_ Alaska  
 (Name of LLC) Entity # \_\_\_\_\_

Limited Liability Partnership: \_\_\_\_\_ Alaska  
 (Name of LLP) Entity # \_\_\_\_\_

**5. LINE OF BUSINESS: A separate business license is required for each line of business.** The first two digits of the NAICS Code indicate the line of business. Enter the 6-digit NAICS codes that best describe the activities of the business and the secondary activity code if any.

**Primary NAICS Code:** \_\_\_\_\_ **Secondary NAICS Code:** \_\_\_\_\_

By signing this application I declare, under penalty of perjury, that this application is true and complete, including any information provided in the tobacco endorsement section.

Printed name and title of the person completing the application on behalf of the business:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:** **BL Number:** \_\_\_\_\_ **Issued:** \_\_\_\_\_ **By:** \_\_\_\_\_

## TOBACCO ENDORSEMENT

Complete the section below if your business will sell tobacco products. You must obtain a tobacco endorsement for each location or outlet where tobacco products are sold. The fee is **\$100.00 for each endorsement in addition to the business license fee**. The tobacco endorsement(s) will expire on the same date as the business license and are renewable.

A sign that reads: "The sale of tobacco products to persons under the age 19 is illegal" will be mailed and must be displayed at each location where tobacco is 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 sales of tobacco.**

**List the physical address of each location tobacco products will be sold:**

**Business Name (Must be the same as listed on Business License Application):**

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**1. Physical address where tobacco will be sold:**

City:	State: AK	Zip Code:

**2. Physical address where tobacco will be sold:**

City:	State: AK	Zip Code:

**3. Physical address where tobacco will be sold:**

City:	State: AK	Zip Code:

**4. Physical address where tobacco will be sold:**

City:	State: AK	Zip Code:

**5. Physical address where tobacco will be sold:**

City:	State: AK	Zip Code:

**6. Physical address where tobacco will be sold:**

City:	State: AK	Zip Code:

Copy this form or attach additional pages to purchase more tobacco endorsements.

## Business License Application Instructions

**A business license is not transferable.** If a business is sold the new owner must purchase a new license. A new license must be purchased if a business changes its Line of Business.

Any individual, company, or partnership, which regularly engages in business activity in Alaska, must have a business license for that activity. Business activity includes both nonprofit and for profit operations. You do not have to purchase a business license if your business activity is an Investment Club or if you hold one of the following licenses:

1. Fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game.
2. Liquor licenses issued by Alaska Department of Revenue for alcohol sales only.
3. Insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance.
4. Mining licenses issued by Alaska Department of Revenue.

**A separate business license is required for each line of business.** The first two digits of the NAICS Code indicate the line of business. A list of NAICS codes is available at the website listed below. NAICS codes may also be searched online from our website.

**Exception:** Codes beginning with 31, 32 and 33 will be grouped under line of business 31 (Manufacturing). Codes beginning with 42, 44 and 45 will be grouped under line of business 42 (Trade). Codes beginning with 48 and 49 will be grouped under line of business 48 (Transportation and Warehousing).

One license will cover branch offices of the same business as long as all of the branches engage in the same activity or line of business and under the same name. On the other hand a business, which engages in several different activities in a single location, will require more than one business license.

**Select your business name carefully.** Once a business license is issued, the business name cannot be changed without purchasing a new license. Do not use "dba" in your business name. You must operate and advertise in the exact name listed on the Business Name section of your application.

Before choosing your business name it is recommended that you check the Corporations database at [www.corporations.alaska.gov](http://www.corporations.alaska.gov). The name you choose must be distinguishable from other business names registered with the Division. If you do not have Internet access, you may call our office to check the name availability.

**To protect your business name you must register the name.** When incorporated, organized, or certified in Alaska, the names of the following entity types are registered automatically: corporations, limited liability companies, limited liability partnerships, limited partnerships, cooperatives, nonprofit corporations, Alaska religious corporations, and professional corporations. Online business name registration is available at [www.corporations.alaska.gov](http://www.corporations.alaska.gov). You can also visit the same website to download the necessary form to register the name.

Even if a name is not registered or reserved, people who have used a business name for a long period of time may have created a common law right to the use of the name. Therefore, you are strongly advised to conduct a thorough search BEFORE registering or reserving a name, even though that name may be available for registration. Places to look include, but are not limited to, business license records, telephone directories, trade magazines, trademark records, catalogs, and so on.

Additional licenses may be required in addition to the business license. Some activities require a professional license or other federal, state or local permits. Contact your local government for municipal license information. The NAICS code list with codes in bold may require a professional license. If a state professional license is required you must provide the professional license number on the application.

Internet Address: [www.businesslicense.alaska.gov](http://www.businesslicense.alaska.gov)

Email Address: [license@commerce.state.ak.us](mailto:license@commerce.state.ak.us)

Mailing Address: State of Alaska  
Division of Corporations, Business and Professional Licensing  
Alaska Business Licensing Program  
PO Box 110806  
Juneau, AK 99811-0806

Phone: 907-465-2550

Fax: 907-465-2974