

CITY OF UNALASKA
Office of the City Clerk
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Phone (907) 581-1251 Fax (907) 581-1417

BUSINESS LICENSE APPLICATION INSTRUCTIONS

This application may be used to purchase a new Business License or renew an existing Business License. **Business Licenses are not transferable.** A new Business license is required for the following:

- A change in the business name
- A change in the line of business
- A change in the ownership of the business
- A change in business entity (for example, changing from a sole proprietorship to a corporation)
- A license that is expired for more than 2 years

Business License Fees: The annual fee for a City of Unalaska Business License is \$25. Business Licenses expire on December 31 each year. Business Licenses renewed after January 31 will incur a \$10 late fee. In addition, a person who fails to procure or renew a business license when required shall be assessed a penalty of 25% of the license fee for each 30-day period, or portion thereof, during which the person engages in business without a valid license.

NAICS Business Activity Code: A separate business license is required for each line of business or business activity. You must list your primary NAICS Code on the application. Please choose a code from the following:

Code	Description	Code	Description
114	Fishing, Hunting & Trapping	493	Warehousing & Storage
212	Mining (Except Oil & Gas)	517	Telecommunications
236	Construction of Buildings	518	Internet Service Providers & Data Proc.
237	Heavy & Civil Engineering Construction	531	Real Estate
238	Specialty Trade Contractors	532	Rental & Leasing Services
339	Miscellaneous Manufacturing	541	Professional, Scientific & Technical Svc
423	Merchant Wholesalers, Durable Goods	561	Administrative & Support Services
424	Merchant Wholesalers, Nondurable Goods	562	Waste Management & Remediation Svc
441	Motor Vehicle & Parts Dealers	621	Ambulatory Health Care Services
444	Building & Gardening Materials & Supplies	624	Social Assistance
447	Gasoline Stations	711	Performing Arts & Related Industries
452	General Merchandise Stores	712	Museums and Historical Sites
453	Miscellaneous Store Retailers	713	Amusement, Gambling & Recreation
454	Nonstore Retailers	721	Accommodation
481	Air Transportation	722	Food Services & Drinking Places
483	Water Transportation	811	Repair & Maintenance
484	Truck Transportation	812	Personal, Cleaning, & Laundry Services
485	Transit & Ground Passenger Transport	813	Religious, Civic & Professional Org's
492	Couriers, Messengers & Expeditors		

If you have any questions about the Business License Application, the City of Unalaska Sales Tax ordinances, or other aspects of conducting business in Unalaska, please contact the Unalaska City Clerk's office at (907) 581-1251.