

**CITY OF UNALASKA**

Office of the City Clerk

P.O. Box 610, Unalaska, Alaska 99685

Tel (907) 581-1251 ▪ Fax (907) 581-1417 ▪ Email mveeder@ci.unalaska.ak.us

**BUSINESS LICENSE APPLICATION**

Application is for:  New Business  Renewal

**1. Business Name** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street or PO Box City State Zip

Physical Address \_\_\_\_\_

Street City State Zip

**2. Choose Ownership Type**

Sole Proprietor  Partnership  Corporation  LP  LLC  Other

Name(s) of Owner(s) \_\_\_\_\_

*Name of sole proprietor, OR list of partners if partnership, OR list of officers if corporation. Attach additional sheets if necessary*

**3. Contact Information**

Contact Person Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**4. Business Description**

Business Activity Codes (*see instructions on reverse*) \_\_\_\_\_

Describe business activities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I declare, under penalty of perjury, that this application is true and complete and that I will report and pay, in a timely manner, any and all taxes due to the City of Unalaska.**

Print Name Signature Title Date

*The issuance of a City of Unalaska Business License does not imply any expertise or qualifications to conduct a trade or business, nor does it imply compliance with any State of Alaska licensing requirements.*

**CITY CLERK'S OFFICE USE ONLY**

Approved  Denied License Number Issued \_\_\_\_\_

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

**CITY OF UNALASKA**  
**INSTRUCTIONS - BUSINESS LICENSE APPLICATION**

For the privilege of engaging in business in the City of Unalaska, a business license is required.

This application may be used to purchase a new Business License or renew an existing Business License.

**Business License not required for:** nonprofit organizations (license fee waived for NPOs obtaining sales tax exemption certificates); investment clubs; state and federal government; and remote sellers with no physical presence in Unalaska that are registered with the Alaska Remote Seller Sales Tax Commission.

**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 2 years or more

**Business License Fee:** \$25 (new licenses and renewals)

**Late Fees and Penalties:** A person who fails to procure a business license or who fails to submit a timely application to renew a business license is assessed a late fee of \$10, plus a penalty of twenty-five (25%) of the license fee due for each thirty (30) day period of violation, or portion thereof, during which the person engages in business without a license. Additionally, you may be subject to a minor offense and the penalty as provided by UCO § 1.24.010, presently \$300.

**Application for Renewal:** Business licenses expire on December 31 each year. Applications to renew business licenses along with the applicable fee must be submitted to the City Clerk before 5:00 p.m. on December 31 each year. In the event December 31 falls on a weekend, the application to renew and the applicable fee will be considered timely if received before 5:00 p.m. on the first business day following December 31. Applications to renew and payment postmarked on December 31 are considered timely.

**Business Activity Code:** A business license issued to a person covers all of its operations in the City in that line of business, regardless of the number of its establishments. Please choose up to three codes from the following list to describe the business activity, with the first code listed being the primary line of business:

- |   |   |
|---|---|
| 111 Crop Production                           | 483 Water Transportation                          |
| 112 Animal Production & Aquaculture           | 484 Truck Transportation                          |
| 114 Fishing, Hunting & Trapping               | 485 Transit & Ground Passenger Transport          |
| 212 Mining (Except Oil & Gas)                 | 487 Scenic & Sightseeing Transportation           |
| 221 Utilities                                 | 488 Support Activities for Transportation         |
| 236 Construction of Buildings                 | 492 Couriers, Messengers & Expeditors             |
| 237 Heavy & Civil Engineering Construction    | 493 Warehousing & Storage                         |
| 238 Specialty Trade Contractors               | 517 Telecommunications                            |
| 311 Food Manufacturing                        | 518 Internet Service Providers & Data Processing  |
| 312 Beverage & Tobacco Product Manufacturing  | 531 Real Estate                                   |
| 323 Printing & Related Support Activities     | 532 Rental & Leasing Services                     |
| 332 Fabricated Metal Product Manufacturing    | 541 Professional, Scientific & Technical Services |
| 339 Miscellaneous Manufacturing               | 561 Administrative & Support Services             |
| 423 Merchant Wholesalers, Durable Goods       | 562 Waste Management & Remediation Services       |
| 424 Merchant Wholesalers, Nondurable Goods    | 621 Ambulatory Health Care Services               |
| 441 Motor Vehicle & Parts Dealers             | 624 Social Assistance                             |
| 443 Electronics & Appliance Stores            | 711 Performing Arts & Related Industries          |
| 444 Building & Gardening Materials & Supplies | 712 Museums & Historical Sites                    |
| 445 Food & Beverage Store                     | 713 Amusement, Gambling & Recreation              |
| 447 Gasoline Stations                         | 721 Accommodation                                 |
| 448 Clothing & Accessories Stores             | 722 Food Services & Drinking Places               |
| 452 General Merchandise Stores                | 811 Repair & Maintenance                          |
| 453 Miscellaneous Store Retailers             | 812 Personal, Cleaning & Laundry Services         |
| 454 Nonstore Retailers                        | 813 Religious, Civic & Professional Organizations |
| 481 Air Transportation                        |   |

If you have any questions about Business Licenses, Sales Tax, Fish Tax or Hotel/Motel Tax, or other aspects of conducting business in Unalaska, please telephone the Unalaska City Clerk's office at (907) 581-1251, or by email to [mveeder@ci.unalaska.ak.us](mailto:mveeder@ci.unalaska.ak.us)