

# CITY OF UNALASKA

Office of the City Clerk

P.O. Box 610, Unalaska, Alaska 99685

Tel (907) 581-1251 ▪ Fax (907) 581-1417 ▪ Email [emagdaong@unalaska.gov](mailto:emagdaong@unalaska.gov)

## 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	Non-store 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 [emagdaong@unalaska.gov](mailto:emagdaong@unalaska.gov)