

12 AAC 12.020. Business license

- (a) A business license is required for each business name under which the applicant seeks to engage in business in the state.
- (b) An independent contractor must have a business license separate from the person to whom the contractor provides goods or services.
- (c) A business that receives revenue for the performance of contracts with the state, its political subdivisions, or the federal government is not exempt from the business licensing requirements of [AS 43.70](#) and this chapter.
- (d) Upon proper application, as described in [12 AAC 12.030](#), the department will issue a business license to a business that is exempt from business licensing requirements under [AS 43.70.105](#).
- (e) Repealed 1/1/2019.
- (f) Repealed 1/1/2019.
- (g) In advertising and operating, a business license holder must use the business name that appears on the business license.
- (h) Repealed 3/26/2015.
- (i) The business license or a photocopy of the business license must be displayed in a conspicuous location at each business establishment.

12 AAC 12.030. Application for business license

An applicant for a business license shall submit the business license fee specified in [12 AAC 12.010](#) and a completed application on a form provided by the department. To be complete, a business license application must include

- (1) the business name;
- (2) each primary and each secondary line of business to be conducted; any line of business subject to licensing provisions of a regulatory nature under [AS 43.70.020](#)(d) shall be listed as a primary or secondary line of business under [AS 43.70.020](#)(a)(2);
- (3) the names of the persons engaging in the business;
- (4) the mailing address and physical address of the principal place of business;
- (5) information regarding other licenses or permits, if applicable;
- (6) a statement as to whether the business will sell tobacco products, electronic smoking products, or products containing nicotine as a retailer and the physical address of each outlet or location where tobacco products, electronic smoking products, or products containing nicotine will be sold;
- (7) the name of the natural person completing the application on behalf of the business and that person's title or position in the business; and
- (8) specification whether the applicant seeks an annual initial license, a biennial initial license, renewal for an annual license period, or renewal for a biennial license period.
- (9) the applicant's date of birth, if the applicant is a sale proprietor who seeks a business license or renewal for which the fee is reduced under [AS 43.70.030](#)(a)(1), or a copy of documentation from the United States Department of Veterans Affairs that the applicant is a veteran with a service-connected disability, if the applicant is a sole proprietor who seeks a business license or renewal for which the fee is reduced under [AS 43.70.030](#)(a)(2).

12 AAC 12.040. Term of business license; license renewal

- (a) A person may seek an annual or a biennial business license. A new business license will be assigned a renewal year by the department at the time the initial license is issued. Except as provided in (b) of this section, the initial
- (1) annual license period includes the remainder of the calendar year in which the business license is issued;
- or
- (2) biennial license period includes the remainder of the calendar year in which the business license is issued and all of the following calendar year.
- (b) If the department issues an initial business license on or after October 1, the
- (1) annual license period includes the remainder of the calendar year in which the business license is issued and all of the following calendar year; or
 - (2) biennial license period includes the remainder of the calendar year in which the business license is issued and all of the following two calendar years.
- (c) The department will renew a business license that has been lapsed for two years or less if the applicant for renewal of the business license pays the business license renewal fee specified in [12 AAC 12.010](#)(b) in a manner specified by the department on the renewal application.
- (d) The department will not renew a business license that has been lapsed for more than two years. The previous holder of a business license that has been lapsed for more than two years may apply for a new business license under this chapter.

12 AAC 12.050. Changes in business license

- (a) A new business license under [12 AAC 12.030](#) is required if
- (1) the name of the business changes, unless the change is limited to the addition or removal of a
 - (A) professional title of a business owner used in the name of the business; or
 - (B) word describing the legal form of organization of the business and the ownership of the business has not changed; or
 - (2) the ownership of the business changes.
- (b) If the business license holder submits the fee specified in [12 AAC 02.105](#)(3) along with the updated information on a form provided by the department, the department will update a business license to show a change in
- (1) the business license holder's legal name; or
 - (2) the business name as described in (a)(1)(A) or (B) of this section.
- (c) A business license is not transferable or assignable.
- (d) A business license holder may request a new business license under [AS 43.70.030](#)(e)(2) within 30 days after issuance of the initial business license if when preparing the license application the holder
- (1) in error placed information in the wrong place on the application; or
 - (2) made an error in entering information; in this subparagraph, "error"
 - (A) means a typographical or similar non-substantive mistake;

(B) includes a spelling error or an error in identifying a primary or secondary line of business.

(e) At any time during the life of a business license, the department will update the mailing or physical address at no charge upon the license holder's request.