



**Matanuska-Susitna Borough**  
**Finance Department/Budget & Revenue Division**  
**BUSINESS LICENSING**  
**350 E. Dahlia Avenue**  
**Palmer, Alaska 99645**  
**(907) 861-8442**  
**E-mail: [businesslicensing@matsugov.us](mailto:businesslicensing@matsugov.us)**

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Thank you for your interest in conducting business in the Matanuska-Susitna Borough.

**Do I Need a Business License?**

**Any individual, company, or partnership which engages in business activity in the Matanuska-Susitna Borough must have a business license for that activity. Business activity includes nonprofit as well as profit operations.**

Business licenses are issued biennially for a two year period or for any part thereof. The biennial period will begin with January 1 of the year the license is being applied for and end December 31 of the following year. Newly established businesses applying for a borough business license after December 1st will be issued a business license for the following biennial period. The license expires on the last day of the **biennial** period. The cost for the biennial license is \$100 (make checks payable to the Matanuska-Susitna Borough).

You can contact our office at the above address or phone number to have an application mailed or faxed or you can retrieve the application by clicking on the following link: [http://www.matsugov.us/document?search\\_tags=128](http://www.matsugov.us/document?search_tags=128)

**Are there other rules or permits required for my business?**

Businesses may be subject to additional Borough rules. Other Borough Permits may also be required. Contact the Borough Code Compliance Division to determine applicable rules or permits (907) 861-7822 or 861-7854.

The following links to the other web sites provide additional information for certain lines of business.

***Bed Tax Registration Form*** – The Matanuska-Susitna Borough collects a bed tax. If you provide traveler accommodations, you are required to collect the tax and file a return every quarter. A registration form should be filled out and returned to us, please call 861-8632 and we will mail or fax a form to you. Go to this site to find the Borough Code Chapter 3.32 for the Transient Accommodations Tax:

<http://www.codepublishing.com/AK/matanuskasusitnaborough/>

***Excise Tax (Tobacco)*** – If you are selling ANY tobacco products you should contact the Excise Tax Specialist @ (907) 861-8503.

Matanuska-Susitna Borough Code Chapter 3.30

<http://www.codepublishing.com/AK/matanuskasusitnaborough/>

**Do I need other licenses to conduct business in the Matanuska-Susitna Borough?**

You are required to have a State of Alaska business license and if you are conducting business in the city limits of Palmer, Wasilla or Houston you are required to have a city license also. Please see the following contact information for these applications.

**State of Alaska** – All businesses in Alaska must have a state business license. The current fee for a State Business license is \$50 per year or \$100 for two years. If your business activity includes tobacco sales, a tobacco endorsement is also required. Contact:

Alaska Department of Commerce, Community and Economic Development  
Division of Corporations, Businesses and Professional Licensing  
P.O. Box 110806  
Juneau, Alaska 99811-0806  
(907) 465-2550

<http://alaska.gov/businessHome.html>

**City of Palmer** – To apply for a City Business License, you will need to have your State and Federal Employer's Identification Number or your Social Security number. The fee for a City Business License is \$25 for the calendar year or any part of a calendar year. Contact:

City of Palmer Department of Administration  
Attention: Finance Division  
231 W. Evergreen Avenue  
Palmer, Alaska 99645  
(907) 745-3271

[http://www.cityofpalmer.org/index.asp?Type=B\\_BASIC&SEC={661E96E1-1524-4787-9372-882F7327C431}](http://www.cityofpalmer.org/index.asp?Type=B_BASIC&SEC={661E96E1-1524-4787-9372-882F7327C431})

**City of Wasilla** – A business license is required for any business conducting transactions within Wasilla city limits. The cost for a business license is \$25 per calendar year. Contact:

City of Wasilla Finance Department  
290 E Herning Avenue  
Wasilla, Alaska 99654  
(907) 373-9088

<http://cityofwasilla.com/departments-divisions/finance>

**City of Houston** - For the privilege of engaging in business in the City, a person shall first apply to do so, and pay the license fee provided in HMC 5.04.040. The license fee for each business shall be \$25.00 for the calendar year. Contact:

City of Houston  
PO Box 940027  
Houston, Alaska 99694-0027  
(907) 892-6869

[http://www.houstonak.com/index.asp?SEC=5E808C9A-0134-40F3-AF62-8B93CBoA2Boo&Type=B\\_BASIC](http://www.houstonak.com/index.asp?SEC=5E808C9A-0134-40F3-AF62-8B93CBoA2Boo&Type=B_BASIC)

### **Does the Borough have any incentives for businesses?**

Yes, you can contact The Economic Development Department at (907) 861-8519 or you can see the incentives at the following link: <http://www.matsugov.us/businessincentives>

Updated 7/2015