



**Matanuska-Susitna Borough**  
 Finance Department  
 350 East Dahlia Avenue,  
 Palmer, Alaska 99645-6411  
 Phone (907) 861-8442

Borough Application #:

**BUSINESS LICENSE APPLICATION**

**LICENSE FEE: \$100.00**

Business Name: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip Code

**(The physical address/location is required for license to be issued)**  
 Business Telephone: \_\_\_\_\_  
 Location of Business: \_\_\_\_\_  
 Additional Locations: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

Description of Business: \_\_\_\_\_

**State of Alaska Business License #** \_\_\_\_\_

**Ownership is:**  
 Sole Proprietorship \_\_\_\_\_  
 Partnership \_\_\_\_\_  
 Corporation \_\_\_\_\_  
 Non-Profit \_\_\_\_\_  
 Other \_\_\_\_\_

**Business Location:**  
 City of Palmer \_\_\_\_\_  
 City of Wasilla \_\_\_\_\_  
 City of Houston \_\_\_\_\_  
 Outside City Limits \_\_\_\_\_

**Application is:**  
 Renewal \_\_\_\_\_  
 New \_\_\_\_\_

**NAICS Code #:** \_\_\_\_\_  
**Secondary Code #:** \_\_\_\_\_

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. The license expires on the last day of the **biennial** period. The borough business license must be prominently displayed at the place of business of every seller; any seller who has no regular place of business shall display the license upon request. When a business has more than one location, each location shall be listed on the license. The original license shall be displayed at the main location and a copy of the license displayed in each branch location. If the business is continued at the same location but there is a change in its form of organization, such as from a single proprietorship to a partnership or a corporation, the admission or withdrawal of a partner, or any other change, the seller making the change shall surrender his old borough business license to the borough for cancellation. The successor seller shall file a new application for a borough business license, and upon receipt of a proper application properly executed, a new borough business license will be issued to the successor seller. When there is a change of location for the seller's place of business, a new business license is required showing the new address. Failure to comply in obtaining a borough business license is subject to the borough's penalty code. Make checks in the amount of **\$100.00** payable to the Matanuska-Susitna Borough.

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

\*\*\*\*\*

I do hereby make application for a Matanuska-Susitna Borough Business License for the biennial period \_\_\_\_\_.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Printed \_\_\_\_\_

# MATANUSKA-SUSITNA BOROUGH

## Department of Finance

## Division of Assessment

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 861-8637 • Fax (907) 861-8693

[www.matsugov.us](http://www.matsugov.us)



### Business Inventory Discovery Questionnaire

Complete, sign and date this questionnaire if you are obtaining a business license.

The Matanuska-Susitna Borough Code requires business owners to report business inventory (*saleable wholesale inventory*) for taxing purposes. If qualified, a Business Inventory Assessment Return\* will be mailed by December 15<sup>th</sup>.

Please Provide:

Business Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone # (with area code): \_\_\_\_\_

Business Location (indicate street address): \_\_\_\_\_

Type of Business: \_\_\_\_\_

**The anticipated inventory amount as of January 1<sup>st</sup>:** \_\_\_\_\_

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

\*The Business Inventory Assessment Return can be found on our website at [www.matsugov.us](http://www.matsugov.us)

*Providing Outstanding Borough Services to the Matanuska-Susitna Community.*