



**City of Fairbanks**  
800 Cushman Street  
Fairbanks, AK 99701  
(907) 459-6702 or Fax (907) 459-6710  
Email: cityclerk@fairbanks.us

**FOR CALENDAR  
YEAR 2024**  
Last Updated 8/23/24

## New Business License Form

**NOTE:** To renew or make changes to an existing business license, please contact the City Clerk's Office and request a renewal form.

IF 2023 GROSS RECEIPTS ARE:	THEN LICENSE FEE IS:	IF 2023 GROSS RECEIPTS ARE:	THEN LICENSE FEE IS:
Place an "X" in the correct box		(Continued from Previous Column)	
\$ 0 - \$49,999 <input type="checkbox"/>	\$50.00	\$20,000,000 - \$39,999,999 <input type="checkbox"/>	\$3,350.00
\$50,000 - \$249,999 <input type="checkbox"/>	\$120.00	\$40,000,000 - \$59,999,999 <input type="checkbox"/>	\$4,500.00
\$250,000 - \$999,999 <input type="checkbox"/>	\$350.00	\$60,000,000 - \$79,999,999 <input type="checkbox"/>	\$5,900.00
\$1,000,000 - \$2,999,999 <input type="checkbox"/>	\$580.00	\$80,000,000 - \$99,999,999 <input type="checkbox"/>	\$11,500.00
\$3,000,000 - \$9,999,999 <input type="checkbox"/>	\$1,125.00	\$100,000,000 - \$119,999,999 <input type="checkbox"/>	\$16,000.00
\$10,000,000 - \$19,999,999 <input type="checkbox"/>	\$2,200.00	\$120,000,000 and Above <input type="checkbox"/>	\$25,000.00
(Amounts Continued)		Place an "X" in the correct box	

<b>Business Information</b>	Business Name (DBA)*: <small>* Issuance of a business license by the City of Fairbanks confers no rights to the applicant as to any business name. The right to a business name is a matter of state and federal law.</small>		
	Physical Address: <small>(Principal Place of Business - List Others on Reverse Side)</small>		
	City:	State:	Zip Code:
	Business Mailing Address:		
	City:	State:	Zip Code + 4:
	Phone Number:	Contact Name:	
	Email Address:	<input type="checkbox"/> Please check here if you would like future renewals or correspondence via EMAIL (whenever possible)	

<b>Owner Information</b>	State Business License Number : (If Applicable)		Line of Business/NAICS Code (2 Digit):
	Nature of Business:		
	Owner's Full Name:		
	Mailing Address: <small>(If Different from Business)</small>		
	City:	State:	Zip Code + 4:

<b>Payment Method</b>	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK #: _____		REMITTANCE AMOUNT: _____
	<input type="checkbox"/> VISA / MC / DC CARD #: _____		EXP: ____ / ____ CVV: _____
	I AUTHORIZE THE CITY OF FAIRBANKS TO CHARGE THE AMOUNT LISTED ABOVE. I UNDERSTAND THAT A CONVENIENCE FEE UP TO 3.6% (MINIMUM CHARGE \$2.50) WILL APPLY IF PAYING BY CREDIT OR DEBIT CARD.		
	PRINT NAME AS IT APPEARS ON CARD _____		AUTHORIZED SIGNATURE _____

Fairbanks General Code (FGC) Sec. 14-603 provides that failure to register and pay for a business license is punishable by a \$50 civil penalty, and continued non-compliance is punishable as provided in FGC Sec. 1-15. Business licenses expire on the last day of January following the licensing year. If you hold a City business license, you will receive a renewal in January and you **should not use this form**. Renewals are due the **last business day of February**. Fees and licenses are nontransferable and nonrefundable.

Sign your application and return it to the address above with a check, money order or credit card authorization. **This license will not be processed unless accompanied by payment.** You may email or fax your application with credit card authorization (if emailing or faxing, do not also mail in the application). All checks should be made payable to the City of Fairbanks.

I hereby state that the information provided is true and complete to the best of my knowledge.

\_\_\_\_\_  
AUTHORIZED SIGNER

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

Additional information, including applicable City Code and additional copies of this application, are available at [www.fairbanksalaska.us](http://www.fairbanksalaska.us).