

**CONTRACTOR APPLICATION PACKET**  
**MUNICIPALITY OF ANCHORAGE**



***PLUMBING,***  
***MECHANICAL***  
***& ELECTRICAL***  
***ONLY***

## CONTRACTOR'S LICENSE APPLICATION

CHECK ONE:  Renewal       New  
 Change of name or ownership  
Former name: \_\_\_\_\_

1. Date of application: \_\_\_\_\_

2. \_\_\_\_\_  
Name of business (name as it appears on your state contractor's license)

3. Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Cell number: \_\_\_\_\_ E-mail: \_\_\_\_\_

5. **Provide a copy of your current  
State Of Alaska Construction & Administrator License.  
(*NOT Business license*)**

**State** Contractor's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

6. If applicable, attach a copy of your **State of Alaska Electrical Administrator's License**.

Admin Name: \_\_\_\_\_ License #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

7. If applicable, attach a copy of your **State of Alaska Mechanical Administrator's License**.

Admin Name: \_\_\_\_\_ License #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

There is a \$400.00 fee for each license General, Mechanical, and Electrical Contractors. The license will expire in two (2) calendar years on February 14.


As a specialty contractor, you can only perform the work that is listed on your State of Alaska license. If you want to perform other work, you will have to change your State of Alaska designations, or upgrade your license to a General Contractor. Residential work requires a residential endorsement on your State of Alaska General Contractor's License.



**Provide Any and All State License copies:**

- General Contractor License**
- Specialty Contractor License**
- Mechanical Contractor License including All Administrator License**
- Electrical Contractor License including All Administrator License**

\* Must have a current Plumbing Contractor, Sheet Metal Contractor, or Gas Piping Contractor Certificate of Qualification Card issued by the Municipality of Anchorage. The card holder named on the application must be a responsible managing employee of the company.

8. Place a  in the appropriate category boxes below for all license you hold with the State of Alaska Occupational Licensing department.

	<b>MECHANICAL &amp; PLUMBING \$400.00</b>	<b>ELECTRICAL \$400.00</b>

I CERTIFY that I have in my possession a copy of the currently applicable code, together with pertinent amendments and referenced standards, and that I am fully aware of, and will abide by, the administrative procedures and functions as set forth in the Anchorage ordinance and relevant codes.

I FURTHER AGREE as a condition of licensing, to comply with all requirements, rules, and regulations of all Municipal Building Codes which apply to the activities mentioned in this application.

I HEREBY CERTIFY that the above information is true and complete to the best of my knowledge. I understand that any false or misleading information may result in failure to obtain a contractor's license or subsequent revocation of my contractor's license.

OWNER'S PRINTED NAME: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_

**REPRESENTATIVE OF OWNER WITH OWNER'S KNOWLEDGE OF MY SIGNING THIS APPLICATION ON HIS/HER BEHALF.**

REPRESENTATIVE'S PRINTED NAME: \_\_\_\_\_

REPRESENTATIVE'S SIGNATURE: \_\_\_\_\_

The owner of the business named below has authorized the following individuals to apply for permits on behalf of this company:



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

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

Business Owner's Name: \_\_\_\_\_

Authorized Individuals:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

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Owner or Representative Signature

MAIL: Municipality of Anchorage  
Development Services Department  
Building Safety ATTN: LICENSING

Mailing: P.O. Box 196650, Anchorage, AK 99519-6650  
Physical: 4700 Elmore Road, Anchorage, AK 99507

MUNICIPALITY OF ANCHORAGE  
Development Services Department  
Building Safety Division  
Licensing Section



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IF YOUR COMPANY PERFORMS GAS PIPING THEN THE GPC CARDHOLDER NEEDS TO FILL  
OUT THIS FORM

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DATE: \_\_\_\_\_

This notice is to inform the Municipality of Anchorage, Building Safety Division,

Licensing Section that I \_\_\_\_\_ am assigning my  
(Card Holders *PRINTED* Name)

*GAS PIPING CONTRACTOR* Certificate of Qualification Card **GPC** \_\_\_\_\_ to

\_\_\_\_\_  
(Company Name)

and that I am a responsible managing employee of company named above and am on  
above company's payroll.

Effective: \_\_\_\_\_.

I understand that I may assign my Plumbing Contractor Certificate of Qualification Card to ONLY ONE Company at a time and that if I leave the employment of the company named above that I will notify MOA Licensing Office in writing that my Qualification Card is no longer assigned to above named Company.

\_\_\_\_\_  
(Signature of Card Holder)

DATE: \_\_\_\_\_

MUNICIPALITY OF ANCHORAGE  
Development Services Department  
Building Safety Division  
Licensing Section



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IF YOUR COMPANY PERFORMS PLUMBING THEN THE PC CARDHOLDER NEEDS TO FILL  
OUT THIS FORM

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DATE: \_\_\_\_\_

This notice is to inform the Municipality of Anchorage, Building Safety Division,

Licensing Section that I \_\_\_\_\_ am assigning my  
(Card Holders *PRINTED* Name)

**PLUMBING CONTRACTOR** Certificate of Qualification Card **PC** \_\_\_\_\_ to

\_\_\_\_\_  
(Company Name)

and that I am a responsible managing employee of company named above and am on  
above company's payroll.

Effective: \_\_\_\_\_.

I understand that I may assign my Plumbing Contractor Certificate of Qualification Card to ONLY ONE Company at a time and that if I leave the employment of the company named above that I will notify MOA Licensing Office in writing that my Qualification Card is no longer assigned to above named Company.

\_\_\_\_\_  
(Signature of Card Holder)      DATE: \_\_\_\_\_

MUNICIPALITY OF ANCHORAGE  
Development Services Department  
Building Safety Division  
Licensing Section



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IF YOUR COMPANY PERFORMS SHEET METAL THEN THE SMC CARDHOLDER  
NEEDS TO FILL OUT THIS FORM

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DATE: \_\_\_\_\_

This notice is to inform the Municipality of Anchorage, Building Safety Division,

Licensing Section that I \_\_\_\_\_ am assigning my  
(Card Holders *PRINTED* Name)

*SHEET METAL CONTRACTOR* Certificate of Qualification Card **CSM** \_\_\_\_\_ to

\_\_\_\_\_  
(Company Name)

and that I am a responsible for managing employees of the company named above and on the  
above company's payroll.

Effective: \_\_\_\_\_.

I understand that I may assign my Plumbing Contractor Certificate of Qualification Card to ONLY ONE Company at a time and that if I leave the employment of the company named above that I will notify MOA Licensing Office in writing that my Qualification Card is no longer assigned to above named Company.

\_\_\_\_\_  
(Signature of Card Holder)      DATE: \_\_\_\_\_



## PAYMENT

Municipality of Anchorage License # if RENEWING: **CON** \_\_\_\_\_

Total Payment: \_\_\_\_\_

**NEW \$400**  
 **Renewal \$400 + 70 Late fee = \$470**  
 **\$70 Admin Late Fee**  
(ONLY for Renewals after 2/28)

CASH       CHECK    Check #: \_\_\_\_\_ (Make check out to MOA)



**There is a 2.75% service fee on all credit card transactions.**

VISA     MASTERCARD      **KEY: 1**

Name on Card: \_\_\_\_\_      **CHG Receipt #** \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ (CW2) **3 digit PIN on back** \_\_\_\_\_

Credit Card Statement Address: \_\_\_\_\_

1. **Deliver/ Mail:** Development Services  
Building Safety Division  
Attn: Licensing  
4700 Elmore Rd  
Anchorage, Alaska 99507

2. **Email:** [permitcounter@muni.org](mailto:permitcounter@muni.org)