

Data provided to the City of North Pole relative to Sales Tax is confidential except as may be required for the enforcement of Section 4.08 of the North Pole Code of Ordinances.

Check One: <input type="checkbox"/> New - \$50 Fee <input type="checkbox"/> Renewal- \$50 Fee Acct# _____
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**City of North Pole**  
 125 Snowman Lane  
 North Pole, Alaska 99705  
 (907) 488-2281

**BUSINESS LICENSE APPLICATION**

Date Business Started \_\_\_\_\_ Today's Date \_\_\_\_\_

Name of Business \_\_\_\_\_ AK Business License # \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip

Business Address \_\_\_\_\_  
Street City State Zip

Business Phone # \_\_\_\_\_ Fax Phone# \_\_\_\_\_

Business Location: Fairbanks  North Pole  Borough/Outside Cities   
 Type(s) of Sales: Retail  Wholesale  Rental  Service  Other

Specify

Indicate nature of goods sold or rented \_\_\_\_\_

**Separate application and certificate required for each location.**

Did you buy the above business? Yes  No   
 If yes, name and address of Seller \_\_\_\_\_

Type of Ownership: Individual  Partnership  Corporation  Other   
 If "Other", please explain \_\_\_\_\_

**All businesses must complete owner information section on back of this form**

Do you currently conduct another business in the City of North Pole? Yes  No   
 If yes, give name and address \_\_\_\_\_

Do you formerly conduct another business in the City of North Pole? Yes  No   
 If yes, give name and address \_\_\_\_\_

**IMPORTANT**  
**THE INFORMATION ON ALL SIDES MUST BE COMPLETED**

## OWNER INFORMATION

For a Sole Proprietor or Partnership, this information must be completed for all legal owners. For a Corporation, this information must be completed for all Corporate Officers (i.e. President, Vice President, Secretary and Treasurer). Social Security number is optional.

1.	Name _____ Title _____	Social Security Number _____	Telephone Number _____
	Home Address _____	Mailing Address _____	
2.	Name _____ Title _____	Social Security Number _____	Telephone Number _____
	Home Address _____	Mailing Address _____	
3.	Name _____ Title _____	Social Security Number _____	Telephone Number _____
	Home Address _____	Mailing Address _____	
4.	Name _____ Title _____	Social Security Number _____	Telephone Number _____
	Home Address _____	Mailing Address _____	

## INDIVIDUAL RESPONSIBLE FOR SALES TAX INFORMATION

- (1) The individual responsible for the records and sales made by the business and such other books or accounts as may be necessary to determine the amount of tax the business must pay to the City (owner, partner, manager, bookkeeper, etc.) Social Security number is optional.

Name _____ Title _____	Social Security Number _____	Telephone Number _____
Home Address _____	Mailing Address _____	

- (2) The individual who calculates, holds for the benefit of the City, and transmits to the City the amount of tax collected by the business each month (bookkeeper, manager, owner, etc.) Social Security number is optional.

Name _____ Title _____	Social Security Number _____	Telephone Number _____
Home Address _____	Mailing Address _____	

- (3) The individual who will file the tax returns for the business with the City each month (bookkeeper, manager, owner, etc.) Social Security number is optional.

Name _____ Title _____	Social Security Number _____	Telephone Number _____
Home Address _____	Mailing Address _____	

I HEREBY CERTIFY that the statements made herein have been examined by me, and are, to the best of my knowledge and belief true and complete.

Name \_\_\_\_\_  
(Must be signed by Owner, Partner, or Corporate Officer)

Title \_\_\_\_\_



Please sketch the floor plan of your business. Please include accurate dimensions, location of hazardous materials, or other hazards, egress routes, and fire protection systems. If there have been changes since the last application please note changes to the floor plan. This information will be only be used for training and response purposes. If security is a concern please contact Chief Buddy Lane at 488-2232. Thank you.

A large, empty rectangular box with a double-line border, intended for the user to sketch their business floor plan. The box is currently blank.