



Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
BOARD OF BARBERS AND HAIRDRESSERS
P.O. Box 110806, Juneau, Alaska 99811-0806
333 Willoughby Avenue, 9th Floor, Juneau, Alaska 99801-0806
Telephone: (907) 465-2547 ★ Fax: (907) 465-2974
E-mail: license@alaska.gov
Website: www.commerce.state.ak.us/occ/pbah.htm

SHOP OWNER APPLICATION

PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THE APPLICATION. ANY PORTION OF THE APPLICATION THAT IS NOT SUBMITTED MAY DELAY THE ISSUANCE OF YOUR LICENSE.

Shop owner applicants must submit the following:

1. Complete notarized application.
2. A check or money order payable to State of Alaska as follows:
 - \$80.00 Nonrefundable Application Fee
 - \$240.00 Shop Owner License Fee
3. A copy of the satisfactory sanitary health inspection report completed by the Alaska Department of Environmental Conservation, or its designee, conducted within the 90 days before or 90 days after the date the shop owner application is submitted to the division (for shops that perform hairdressing, barbering, manicuring, or esthetics).

Shops that perform body piercing or tattooing and permanent cosmetic coloring must have a "Certificate of Sanitary Standards" issued by the Department of Environmental Conservation. The Department of Environmental Conservation will send the division proof that you are in compliance with that agency.

Inspection Information – To obtain your shop inspection/approval in Anchorage, Eagle River or Girdwood, contact the Municipality of Anchorage at (907) 343-4200. All other locations, contact the Department of Environmental Conservation at (907) 269-7501 for your shop inspection/approval.

- A shop owner who is not a licensed practitioner (hairdresser, barber, esthetician, manicurist, body piercer or tattooist and permanent cosmetic colorist), in the State of Alaska, may not conduct business without employing a manager who is currently licensed as a hairdresser, barber, esthetician, manicurist, body piercer, or tattooist and permanent cosmetic colorist in the State of Alaska.
- A shop owner must have a separate Shop Owner License for each shop owned. If the location of the shop changes, a new copy of a satisfactory sanitary health inspection must be submitted along with written notification of the new address before conducting business in the new location. A change in location requires a \$5.00 fee.
- A Shop Owner License is not transferable to another person. The buyer, lessee, or transferee must apply for and be issued a new Shop Owner License before conducting business.
- A Shop Owner License for practitioners renting a chair/booth is not required but is optional.
- If you rent a chair/booth in a shop that already has been inspected, you may attach a copy of that shop's inspection report or advise the division that a copy has already been submitted.
- A State Business License is required for chair/booth renters as well as shop owners. Please contact the Business Licensing Section at (907) 465-2550 in Juneau and (907) 269-8160 in Anchorage.
- Licensed shop owners and chair/booth renters should contact their local tax office with the Department of Labor to discuss unemployment insurance tax requirements (see next page).

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INSTRUCTIONS CONTINUED

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS -- If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

RENEWAL INFORMATION – All licenses expire on August 31 of odd-numbered years regardless of when first issued, except new licenses issued within 90 days of the license expiration date will be issued through the next renewal date.

PUBLIC INFORMATION – All information supplied with this application is considered public information unless required by state or federal law to remain confidential. Information about licensees, including mailing addresses, is available on the division's website at:
www.commerce.state.ak.us/occ under "License Search."

DEPT OF LABOR TAX OFFICES:

Anchorage

3301 Eagle St.
Room 106
P.O. Box 241767
Anchorage, AK 99524-1767
(907) 269-4850

Juneau

111 W. 8th St.
Room 203
P.O. Box 115509
Juneau, AK 99811-5509
(907) 465-2787

Fairbanks

675 7th Ave.
Station L
Fairbanks, AK 99701-4596
(907) 451-2876

Kenai

11312 Kenai Spur Hwy.
Suite 2
Kenai, AK 99611-9106
(907) 283-4478

Wasilla

877 Commercial Dr.
Wasilla, AK 99654
(907) 352-2535

6. Your Practitioner License number: _____ (Barber, Hairdresser, Esthetician, Manicurist, Body Piercing, Tattooing and Permanent Cosmetic Coloring)

7. If you are a new owner, has the shop location been inspected or approved by the Municipality of Anchorage or the Department or Environmental Conservation within the last 90 days? YES NO

***Attach a copy of the Inspection or Approval Report**

8. Do you own other shops? Yes No If yes, provide the Shop Owner License number(s): _____

9. If you rent or lease space in an existing shop, provide the name of the shop owner and the license number:

Shop Owner: _____ Shop Owner License Number: _____

10. If the shop owner is not an Alaska licensed practitioner, provide the name and license number of the licensed practitioner who is employed as the manager:

Name of Manager: _____ License Number: _____

I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge.

SIGN HERE 

Signature of Applicant

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20_____.

NOTARY 

Notary Public

NOTARY SEAL

My Commission Expires: _____