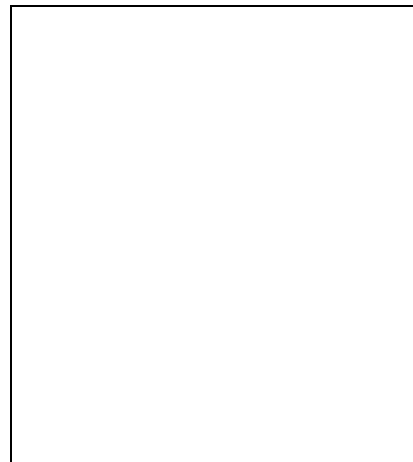




Department of Commerce, Community, and Economic Development  
 Division of Corporations, Business and Professional Licensing  
**Contractor Licensing Section**  
 P.O. Box 110806, Juneau, Alaska 99811-0806  
 Phone: (907) 465-2550 ★ E-mail: license@alaska.gov  
 Website: www.commerce.alaska.gov/occ/pcon.htm

**BIENNIAL LICENSE RENEWAL FOR GENERAL  
 CONTRACTOR - WITH RESIDENTIAL  
 CONTRACTOR ENDORSEMENT**  
 January 1, 2011 – December 31, 2012



Your license to practice as a General Contractor - With Residential Contractor Endorsement in the State of Alaska expires on December 31, 2010. It is illegal for you to practice if your license has expired. To renew your license for the period from January 1, 2011 through December 31, 2012, complete this renewal application and mail along with the required bonding and insurance documents to the above address with a check or money order payable to the State of Alaska or use the credit card payment form attached. Incomplete renewal applications or insufficient fees may cause delays in processing. **Contractor licenses cannot be renewed online.**

**GENERAL CONTRACTOR NUMBER:** \_\_\_\_\_

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

**Mailing Address:** \_\_\_\_\_  
 Street or P.O. Box

\_\_\_\_\_

City State ZIP Code

**Daytime Telephone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**LICENSE RENEWAL FEES**

- \$200.00 – for license numbers **1 to 35177**.
- \$100.00 – for license numbers **35178 or higher** (prorated fee for initial licenses issued for less than 12 months within the concluding licensing period).

**TYPE OF BUSINESS OWNERSHIP**

Licenses are not transferable. ***If there has been a change in ownership or business name since your last renewal, you cannot use this form.***

- Sole Proprietorship (one person)       Partnership (two or more persons)       Corporation       LLC

Name of Owner(s), Partners or Corporate Officers	Social Security #	Date of Birth of Birth
1.		
2.		
3.		

**(If more space is needed, attach a separate sheet.)**

**RESIDENTIAL ENDORSEMENT**

Will this business build or remodel residential structures of one-to-four units?  Yes  No

If "No", the license will be issued as General Contractor – without Residential Contractor Endorsement.

If the business will be building residential structures of one- to four-units, a Residential Endorsement holder **must** be assigned to the business. A residential endorsement holder may be assigned to no more than two general contractors. If you do not list a residential endorsement holder your license will be renewed as General Contractor – without Residential Contractor Endorsement.

\_\_\_\_\_  
Name of Endorsement Holder

\_\_\_\_\_  
Endorsement Number

\_\_\_\_\_  
Name of Endorsement Holder

\_\_\_\_\_  
Endorsement Number

**If you are the residential endorsement holder assigned to your own business as a General Contractor please submit your residential endorsement renewal together with this general contractor renewal to avoid delays in processing.**

**ELECTRICAL AND/OR MECHANICAL ADMINISTRATOR ASSIGNMENT**

If your business performs electrical or communications contractor work, list the Electrical Administrator's name and license number assigned. Attach separate sheet if necessary.

\_\_\_\_\_  
Name of Electrical Administrator

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Name of Electrical Administrator

\_\_\_\_\_  
License Number

If your business performs mechanical or plumbing work, list the Mechanical Administrator's name and license number assigned.

\_\_\_\_\_  
Name of Mechanical Administrator

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Name of Mechanical Administrator

\_\_\_\_\_  
License Number

If the Administrator/s assigned to your business has changed during the licensing period, a completed "Change of Employer/Affiliation" must be submitted with your general contractor renewal application. This form is available on line at [www.commerce.alaska.gov/occ/pub/ead4102.pdf](http://www.commerce.alaska.gov/occ/pub/ead4102.pdf).

**BONDING AND INSURANCE REQUIREMENTS**

***Proof of a current bond must be provided every renewal and each time a change in the bonding information occurs. All bonding documents must be submitted with this renewal form.***

**SURETY BOND** - The bonding information you submit must be consistent with the information that is currently on file with the division. Contact your bonding company for a continuation certificate. **Or** if you have been issued a new bond at any time during the licensing period and did not submit it to the division at the time of issue, submit the new original signed bond and power of attorney with this renewal application.

**CERTIFICATE OF CASH DEPOSIT** (in lieu of a surety bond)

If a certificate of deposit is posted for your business in lieu of the bond please provide the following:

\_\_\_\_\_  
Certificate of Deposit Number

\_\_\_\_\_  
Name of Issuing Bank

\$\_\_\_\_\_  
Amount

If the issuing bank's name and/or certificate of deposit number has changed from the time the original cash deposit was filed submit a new "Assignment of Cash Deposit" form and a letter from the bank explaining why a change/s occurred.

**STATE TRUST ACCOUNT** – no information required if you have a state trust account on file with the Division.

**Proof of current insurance coverage must be provided every renewal and each time a change in the insurance information occurs. All insurance documents must be submitted with this renewal form.**

**GENERAL LIABILITY INSURANCE** – submit a certificate of insurance listing the name of the insurance provider, policy number, commencement date and expiration date. The certificate of insurance must be attached to this general contractor renewal.

**WORKERS' COMPENSATION INSURANCE**

**With Employees** – If you have employees you are required to carry Worker's Compensation insurance. Submit a certificate of insurance issued by your provider listing the name of the insurance provider, policy number, commencement date and expiration date. This certificate of insurance must be attached to this general contractor renewal.

**No Employees** – Check the box below, sign and date it if your business is under a sole proprietorship or partnerships or LLC. If you are a Corporation you have to submit proof of current workers' compensation coverage issued by your provider **OR** a copy of an Executive Officer Waiver issued by the Alaska Board of Workers' Compensation. Contact the board at (907) 465-2790 for questions concerning a waiver.

<p>My business is under a <input type="checkbox"/> sole proprietorship, <input type="checkbox"/> partnership, <input type="checkbox"/> LLC, and I confirm that I do not have employee(s).</p> <p>Name: _____ Signature: _____</p> <p>Date: _____</p>
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**Note:** Please attach bonding and insurance certificate to this renewal. Do not submit documents separately. Licenses cannot be renewed without current bond and insurance information.

**LICENSE ACTION**

**The following question must be answered. A "Yes" answer may not automatically result in license denial.**

**Since the date of your last application for a general contractor license:**

1. Have you or an owner, partner, or corporate officer, had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you hold in any jurisdiction including Alaska and including that of any military authorities or is any such action pending?  Yes  No

**If you answered "Yes" to the above question, please explain dates, locations, and circumstances on a separate piece of paper and you must send any supporting documents that are applicable (including court records, judgments, charging documents, etc.). Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.**

<p><b>WARNING:</b> The department may deny, suspend, or revoke the license of a person who has obtained or attempted to obtain a license to practice as a General Contractor by fraud or deceit. The person may also be subject to criminal charges for unsworn falsification. (AS 11.56.210)</p>
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**I certify that the information in this application, including the attached insurance and bonding documents, is true and correct, and that I am the owner of this general contractor license if it is a sole proprietorship or partnership, or that I am an authorized agent of this business if it is a corporation.**

**SIGN HERE** 

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Print Name**

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

## CHECK LIST

- Did you sign your renewal?
- Did you attach the required documents? **Copies of certificates are acceptable.**
- Did you enclose the payment?
- Did you make a copy of your renewal for your files?
- Did you attach the residential endorsement renewal?

**PLEASE MAKE A COPY OF YOUR RENEWAL FOR YOUR FILES AND KEEP THE FOLLOWING INFORMATION.**

<b>PROCESSING TIME</b>	Processing time for correct and completed applications is four to six weeks after receipt. There is no lapse in licensing if your renewal application is post marked before January 1, 2011 provided the fees have been paid and the renewal application is complete and accurate. If you require confirmation of receipt for your renewal, please request this from the delivery service. All renewals are processed in date order received. Please allow additional time for processing if you answer "yes" to any of the professional fitness questions.
<b>ASSIGNED ENDORSEMENTS</b>	Attach the residential endorsement renewal application (as much as possible) to this general contractor renewal. Failure to submit the Residential Endorsement renewal <u>with this</u> application may cause substantial delays in processing or rejection of application.
<b>NAME CHANGE</b>	If you are a sole proprietor or a partner and have had a legal name change since the last renewal was issued, enclose a certified true copy of the legal document (marriage certificate, divorce decree, etc.), as proof of the change.
<b>CHANGE OF BUSINESS NAME OR OWNERSHIP</b>	Licenses are not transferable. If you have changed your business name or ownership (deleted or added partners, incorporated, etc.), please check the division's website at: <a href="http://www.commerce.alaska.gov/occ/pcon.htm">www.commerce.alaska.gov/occ/pcon.htm</a> , for information or contact the division directly.
<b>EXPIRED LICENSES</b>	There is no "inactive" license status. Licenses which have expired for more than five years are no longer eligible for renewal.
<b>SOCIAL SECURITY NUMBERS</b>	In accordance with AS 08.01.100, the department is not authorized to renew a sole proprietor or partnership license, unless the applicant's social security number has been provided to the department. If a partnership, the social security numbers for all partners is required. If you do not have a social security number, obtain a waiver request from the division website at: <a href="http://www.commerce.alaska.gov/occ/pub/adm4372.pdf">www.commerce.alaska.gov/occ/pub/adm4372.pdf</a> . If you previously qualified for a waiver to meet this requirement, you must still requalify to renew.
<b>PAYMENT OF CHILD SUPPORT AND STUDENT LOANS</b>	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.
<b>PUBLIC INFORMATION</b>	Please be aware that all information on this renewal form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the division's website at: <a href="http://www.commerce.alaska.gov/occ">www.commerce.alaska.gov/occ</a> under "License Search."
<b>BUSINESS LICENSES</b>	<b>This is not a business license renewal.</b> Renewal applications for business licenses are mailed separately. For more information about business licenses, call (907) 465-2550 or go online at <a href="http://www.commerce.alaska.gov/occ/home_bus_licensing.htm">www.commerce.alaska.gov/occ/home_bus_licensing.htm</a>

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If the first word of your business name begins with A – K contact: (907) 465-8444

If the first word of your business name begins with L – Z contact: (907) 465-5372

Website: [www.commerce.alaska.gov/occ/pcon.htm](http://www.commerce.alaska.gov/occ/pcon.htm)

**NOTIFICATION OF PROPOSED REGULATION CHANGES**

**If you would like to receive notice of all proposed Contractor regulation changes, please send a written request adding your name to the Contractor Interested Parties List to:**

REGULATIONS SPECIALIST  
Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing  
P.O. Box 110806  
Juneau, Alaska 99801-0806

## **CONTRACTOR BONDING AND INSURANCE**

**Section 08.18.071. Bond required.** (a) Each applicant shall, at the time of applying for a certificate of registration, file with the commissioner a surety bond running to the state conditioned upon the applicant's promise to pay

(1) all taxes and contributions due the state and political subdivisions;

(2) all persons furnishing labor or material or renting or supplying equipment to the applicant; and

(3) all amounts that may be adjudged against the applicant by reason of negligent or improper work or breach of contract in the conduct of the contracting business or by reason of damage to public facilities occurring in the course of a construction project.

(b) If the applicant is a general contractor, the amount of the bond shall be \$10,000; if the applicant is a mechanical or specialty contractor, the amount of the bond shall be \$5,000. In lieu of the surety bond, the applicant may file with the commissioner a cash deposit or other negotiable security acceptable to the commissioner in the amount specified for bonds.

(c) The bond required by this section remains in effect until canceled by action of the surety, the principal, or the commissioner. An action may not be commenced upon the bond later than three years after its cancellation.

**Sec. 08.18.081. Claims against contractor.** (a) A person having a claim against a contractor for any of the items referred to in AS 08.18.071 may bring suit upon the bond in the district court of the judicial district in which venue lies. A copy of the complaint shall be served by registered or certified mail upon the commissioner at the time suit is filed and the commissioner shall maintain a record, available for public inspection, of all suits commenced. Two additional copies shall be served upon the director of the division of insurance with the payment to the director of a fee set under AS 21.06.250, taxable as costs in the action. This service upon the director shall constitute service on the surety and the director shall transmit the complaint or a copy of it to the surety within 72 hours after it has been received. The surety upon the bond is not liable in an aggregate amount in excess of that named in the bond, but in case claims pending at any one time exceed the amount of the bond, the claims shall be satisfied from the bond in the following order:

(1) labor, including employee benefits;

(2) taxes and contributions due the state, city and borough, in that order;

(3) material and equipment;

(4) claims for breach of contract;

(5) repair of public facilities.

(b) If a judgment is entered against the cash deposit, the commissioner, upon receipt of a certified copy of a final judgment, shall pay the judgment from the amount of the deposit, in accordance with the priorities set out in (a) of this section.

**Sec. 08.18.091. Cancellation of bond.** This chapter does not impair the right of a bonding company to cancel its bond of a contractor for lawful reasons.

**Sec. 08.18.101. Insurance required.** Each applicant, at the time of applying for registration or upon renewal of registration, shall file with the commissioner satisfactory evidence that the applicant has in effect

(1) to the extent required under AS 23.30, workers' compensation insurance that is purchased from a private insurer who is admitted to do business in the state and that shows coverage in this state, appropriate employee classifications, and rates applicable in this state, or a valid workers' compensation self-insurance certificate issued by the Alaska Workers' Compensation Board; and

(2) public liability and property damage insurance covering the applicant's contracting operations in this state in the sum of not less than \$20,000 for damage to property, \$50,000 for injury, including death, to any one person and \$100,000 for injury, including death, to more than one person.

**Sec. 08.18.111. Advertising bond and insurance.** Contractors may not advertise that they are bonded and insured simply because they have complied with the bond and insurance requirements of the chapter.

**Section 08.18.115. Return of cash deposit.** (a) A contractor who has filed a cash deposit and who ceases doing business as a contractor may request the return of as much of that cash deposit as is held by the commissioner by

(1) filing a notarized statement with the commissioner that the contractor has ceased doing business as a contractor; and

(2) filing a notarized statement with the commissioner at least three years after filing the statement in (1) of this subsection which

(A) requests return of the cash deposit;

(B) certifies that the former contractor has not been engaged in business as a contractor for at least three years; and

(C) certifies that to the best of the contractor's knowledge no action has been commenced upon the cash deposit which has not been dismissed or reduced to a final judgment which has been satisfied.

(b) The commissioner, after paying any judgments against the cash deposit under AS 08.18.081(b), shall return the remainder of a former contractor's cash deposit to the contractor if

(1) the former contractor has complied with (a) of this section; and

(2) no action has been commenced upon the cash deposit which has not been dismissed or reduced to a final judgment which has been satisfied.

**12 AAC 21.090. NEGOTIABLE SECURITY IN PLACE OF SURETY BOND.** (a) When a negotiable security is filed with the commissioner in place of the bond as provided in AS 08.18.071(b), the owner of the security shall execute an assignment of the security to the state which is attached to and becomes a part of the security.

(b) The following negotiable securities are acceptable for the purposes of AS 08.18.071(b):

(1) for a specialty contractor, a time certificate of deposit in the face amount of \$5,000 issued by a bank or trust company authorized to do business in Alaska, and meeting the requirements of 12 AAC 21.120; and

(2) for a general contractor, a time certificate of deposit in the face amount of \$10,000 issued by a bank or trust company authorized to do business in Alaska, and meeting the requirements of 12 AAC 21.120.

(c) Negotiable securities other than those listed in this section, filed for the purposes of AS 08.18.071(b), will be considered on a case-by-case basis.

(d) The assignment required under (a) of this section must be on a form provided by the department.

(e) When either cash or a negotiable security filed in accordance with this section and AS 08.18.071(b) is accepted by the commissioner in the place of the surety bond required by AS 08.18.071, it shall remain filed with and pledged to the state for the purposes of AS 08.18.071 for a period of three years after

(1) the effective date of a surety bond in like amount written in compliance with AS 08.18.071;

(2) the lapse without reinstatement of the certificate of registration; or

(3) the suspension or revocation without reinstatement of the certificate of registration.

**12 AAC 21.120. CASH DEPOSITS INSTEAD OF BOND.** (a) A certificate of deposit or other negotiable instrument filed with the commissioner instead of bond must

(1) show the commissioner as payee and must bear on its face the words "In Trust For The State of Alaska" or similar words that allow only the commissioner to negotiate the instrument;

(2) be accompanied by an Assignment of Negotiable instrument signed by the contractor and a bank representative acknowledging transfer to the department;

(3) be issued for a period of at least three years before maturity, or if purchased for a shorter period, be automatically renewable; and

(4) remain pledged to the state in accordance with 12 AAC 21.090(e).

(b) At the time the certificate of deposit filed with the commissioner matures, the department must receive a letter from the bank or the contractor requesting the commissioner to release the certificate to the bank for reissue. This letter must include the complete mailing address of the bank.



State of Alaska  
 Department of Commerce, Community, and Economic Development  
 Division of Corporations, Business and Professional Licensing  
 PO Box 110806, Juneau, Alaska 99811-0806  
 Phone: (907) 465-2550  
 Fax: (907) 465-2974

OFFICE USE ONLY

**CREDIT CARD PAYMENT**

For security purposes, please **do not email or fax** credit card information. Mail this form with the completed renewal to the Division. Completion of this form is not proof of payment until the division processes the information contained herein. If any information on this form is illegible, the form will be rejected. Please print.

Name of Applicant or Licensee: \_\_\_\_\_  
*Corporate or Individual (first, middle, last)*

License Number (if applicable): \_\_\_\_\_

Type of License: \_\_\_\_\_

I wish to make payment by credit card for the following (check all that apply):

	Amount
<input type="checkbox"/> Application fee	_____
<input type="checkbox"/> License (or renewal) fee	_____
<input type="checkbox"/> Fine	_____
<input type="checkbox"/> Other (specify): _____	_____
<b>Total:</b>	_____

Print Name on Credit Card: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

Credit Card Type (check one):       VISA       MASTERCARD

**Signature of Credit Card Holder:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

*The bottom section of this form will be destroyed upon processing of the payment.*