



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
CONTRACTOR LICENSING SECTION
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DOWNGRADE CONSTRUCTION CONTRACTOR INFORMATION SHEET

To downgrade either a specialty or mechanical contractor from a general contractor registration, you must submit the following:

1. A completed, signed, and notarized application form that indicates "downgrade." Include the name of your electrical or mechanical administrator, if applicable.
2. A new surety bond OR a properly executed rider to the surety bond on file that decreases the amount from \$10,000.00 to \$5,000.00. ORIGINAL DOCUMENT REQUIRED.
3. Provide a certificate of insurance for general liability and workers' compensation.
4. Since general contractor licenses expire December 31 on even-numbered years and both specialty and mechanical contractor licenses expire August 31 on odd-numbered years, the appropriate fee is as follows:
 - A. Lose time: \$50.00
 - B. Gain one year or more: \$75.00