



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT  
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
CONTRACTOR LICENSING SECTION  
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Applications and Information: [www.commerce.state.ak.us/occ/pcon.htm](http://www.commerce.state.ak.us/occ/pcon.htm)

## CHANGE OF ENTITY CONSTRUCTION CONTRACTOR INFORMATION SHEET

**A change of entity is any of the following changes to the type of business organization presently reflected in the division's records:**

1. sole proprietorship to either partnership or corporation
2. changing from one sole proprietor to a different proprietor
3. partnership to either sole proprietorship or corporation
4. adding, deleting, or replacing (changing partners)
5. corporation to either sole proprietorship or partnership
6. changing from one corporate owner to a different corporate owner

**In order to file an entity change, you must submit the following:**

1. A completed, signed, and notarized application that designates the contractor's new type of organization. Check the "entity change" box. Refer to the previous contractor license number.
2. a. Regulations 12 AAC 21.045 – 12 AAC 21.050 require either a new surety bond written or an endorsement to the surety bond on file, written on behalf of the new entity and amends the company name and proprietor/partners/corporate officers (as appropriate) with the department, as required by AS 08.18.071.

**-OR-**

- b. If you have submitted a Time Certificate of Deposit (TCD), regulations 12 AAC 21.045 – 12 AAC 21.050 require a new and separate TCD. The TCD written on behalf of one entity may not be transferred to any other form of entity (*in accordance with 12 AAC 21.0901(e).. shall remain filed with and pledged to the state for the purposes of AS 08.18.071 for a period of three (3) years...*)
3. A new Certificate of Insurance is required to confirm that the entity has the required liability insurance written on behalf of the new entity (including any name change, if applicable). ORIGINAL DOCUMENT REQUIRED.
4. Certificate of Workers' Compensation coverage, a notarized statement why workers' compensation is not required, or an Executive Officer Waiver. Information about the executive officer waiver is available through the Workers' Compensation Board at (907) 465-2790. Without the waiver, the officers of the corporation are employees and workers' compensation is required. The document must show the new company name. ORIGINAL DOCUMENT REQUIRED.
5. Fee: \$250.00.
6. This Entity change requires a new Business License. Download a Business License application from the website at <http://www.dced.state.ak.us/occ/buslic.htm> or call (907) 465-2550.