



Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Construction Contractor 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

For Division Use Only

BIENNIAL LICENSE RENEWAL FOR MECHANICAL CONTRACTOR
January 1, 2012 – December 31, 2013

Mechanical Contractor License No. _____

Your license to practice as a Mechanical Contractor in the State of Alaska expires on December 31, 2011. It is illegal for you to practice if your license has expired. To renew your license for the period January 1, 2012 through December 31, 2013, complete this renewal application and return to the above address with a check or money order payable to the State of Alaska or use the Credit Card Payment form attached. The renewal application must be submitted together with the required bonding and insurance documents. Incomplete applications or insufficient bonding and insurance information or fees will result in delays in processing or denial of your application. Processing time takes about four to six weeks from date of receipt.

MAILED RENEWAL FORMS: If you received this renewal application in the mail with a barcode in the upper right hand corner of the first page, do not duplicate this form for another professional's use. The barcode is specific to your name and license number. Forms without the barcode are available on our website at http://commerce.alaska.gov/occ/pcon.htm

LICENSE RENEWAL FEES

- Biennial License Fee \$200.00 - if your license number is 1 - 35957
Prorated Biennial License Fee \$100.00 - if your license number is 35958 or higher and was issued after December 31, 2010

1. NAME OF BUSINESS / ADDRESS

Name of Business: _____

Mailing Address:

Street or P.O. Box City State Zip Code

Daytime Telephone Number: _____

E-Mail Address (print clearly): _____

Please send correspondence via (check one box only): [] Email [] US Mail

TO CHECK THE STATUS OF YOUR LICENSE YOU MAY ACCESS THE PROFESSIONAL LICENSING SEARCH PROGRAM AT: www.commerce.alaska.gov/occ/search3.htm or call (907) 465-8443

**IMPORTANT BONDING AND INSURANCE REQUIREMENTS TO BE SUBMITTED WITH
RENEWAL APPLICATION**

Proof of current bonding and insurance coverage must be attached to this renewal application when renewing a license.

4. SURETY BOND

Submit, with this renewal application, a bond continuation certificate or a written verification from your bonding company/agent, showing that the bond on file with the state is in full force and in effect. This document should include the bond number, amount of bond, complete business name as registered in the state, and the bonding company's name. If the business is a sole proprietorship or partnership, the complete name of owner(s) must also be listed on the document. Do not submit a copy of the original bond on file with the state because it is not sufficient proof of a current bond.

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

Provide the following information if you have posted a certificate of cash deposit in lieu of the bond:

_____	_____	_____
Certificate of Cash Deposit No.	Name of Issuing Bank	Amount

Note: If the issuing bank's name and/or the 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 the change. Go to www.commerce.alaska.gov/occ/pcon.htm to get the form or contact the division directly.

6. General Liability Insurance – A certificate of insurance issued by your provider/agent showing the complete business name as registered in the state, policy number, name of provider, effective and expiration date of the policy. If the business is a sole proprietorship or partnership, the complete name of owner(s) must also be listed on the certificate as insured.

7. Workers Compensation Certificate (if you have employees) – A certificate of insurance issued by your provider/agent showing complete business name as registered in the state, policy number, name of provider, effective and expiration date of the policy. Please note that the policy must be issued by a provider that is admitted to do business in the state. A policy with "all states endorsement" or "all other states" (AOS) is not acceptable, unless the certificate also states that "workers compensation covers activities in Alaska."

8. Workers Compensation Insurance – If you do not have employees and you are a:

- Corporation – Submit a copy of an Executive Officer Waiver or a Self Insurance Certificate issued by the Alaska Board of Workers Compensation. Contact the Workers Compensation Board at (907) 465-2790 for questions concerning a waiver of self insurance certificate.
- Sole Proprietor, Partnership or LLC complete the table below:

If you do not carry workers' compensation, as required by AS 08.18.101, please confirm that you do not have employees.

I confirm this company has no employees.

Printed Name: _____

Signature: _____ **Date:** _____

9. LICENSE ACTION

The following question **must be answered**. A "Yes" answer may not automatically result in license denial however; the renewal may require additional time for processing.

Since the date of your last application for a Mechanical Contractor license, Have you 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 have held 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 submit the following items:

- a. A full explanation in writing of the event, in your own words;
- b. A copy of the court records including: charge documents and judgments showing the disposition of the charge(s)
- c. If the action was in another state, submit a copy of the action from the other state.

WARNING: 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 Mechanical Contractor by fraud or deceit. The person may also be subject to criminal charges for unsworn falsification. (AS 11.56.210)

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 mechanical contractor business if it is a sole proprietorship or partnership, or that I am an authorized agent of this business if it is a corporation or an LLC.

SIGN HERE 

Applicant's Signature

Printed Name

Title

Date: _____

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 & Professional Licensing
P.O. Box 110806
Juneau, Alaska 99801-0806

CHECK LIST

- Did you sign your renewal?
- Did you attach the required bonding and insurance documents?
- If you answered "Yes" to the license action question, have you attached supporting documents?
- Did you enclose the payment?
- Did you make a copy of the renewal for your file?

RENEWAL INFORMATION SHEET

PLEASE MAKE A COPY OF YOUR RENEWAL APPLICATION FOR YOUR FILES AND CONSIDER THE FOLLOWING INFORMATION:

PROCESSING TIME: Processing time for a correct and complete renewal application is four to six weeks after receipt. There will be no lapse in licensing if your renewal application is post marked on or before December 31, 2011 provided fees have been paid, bonding and insurance documents were submitted, and the renewal application is complete and accurate. There is no "Inactive" license status and no grace period. Plan accordingly and submit the renewal application on or before December 31, 2011 to avoid a lapsed license status.

LEGAL NAME CHANGE: If you are a sole proprietor or partner and have had a legal name change since the last license was issued, enclose a certified true copy of the legal document as proof of the name change (marriage certificate, divorce decree, etc.).

CHANGE TYPE OF OWNERSHIP OR BUSINESS NAME: 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: <http://www.commerce.alaska.gov/occ/pcon3.htm> for information or contact the division directly.

CONTRACTOR BUSINESS NAME: According to 12 AAC 21.030, the department cannot register a contractor doing business under a name that is identical (or so similar as to cause confusion) to the name under which a different contractor is registered. **If you allow your registration to lapse, a new contractor may be registered under the name for which you were previously registered.** The department does not have the authority to deny the use of a business name unless another contractor holds a current registration using the same business name. A registration that has lapsed, regardless of the period of time, is no longer considered registered. The business name printed on the renewal form indicates how the name is currently registered. If there has been any change to the business name a "change of name" must be requested. Do **not** complete this renewal form. The information and forms are available from the website at: www.commerce.alaska.gov/occ/pcon3.htm.

SOCIAL SECURITY NUMBER: 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 number of all partners is required. If you do not have a social security number, obtain a waiver request from the division website at: www.commerce.alaska.gov/occ/pub/adm4372.pdf. If you were previously qualified for a waiver to meet this requirement, you must re-qualify for the waiver to renew.

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.

PUBLIC INFORMATION: 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: <http://www.commerce.alaska.gov/occ> under "License Search."

BUSINESS LICENSES: **A business license is separate from a mechanical contractor license.** For more information about your business license, call (907) 465-2550 or visit the website at: www.commerce.alaska.gov/occ/home_bus_licensing.htm

Division contact phone number: (907) 465-8443
Website: www.commerce.alaska.gov/occ/pcon.htm

CONTRACTOR BONDING AND INSURANCE

Sec. 08.18.071. Bond required. (a) Except as provided in (d) and (e) of this section, 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 all

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

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

(3) 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 home inspection activity, as applicable, 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 or home inspector, 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 cancelled 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.

(d) A general contractor or specialty contractor who is in compliance with the surety bond or deposit requirements of (a) and (b) of this section is not required to file another surety bond or increase a deposit with the commissioner when the general contractor or specialty contractor applies to be a registered home inspector. However, if the general contractor or specialty contractor subsequently is neither a general contractor nor a specialty contractor and becomes only a registered home inspector, the home inspector shall provide a surety bond or deposit in lieu of the bond in the manner and amount required for registered home inspectors under this section.

(e) An applicant for, or holder of, a certificate of registration as a home inspector may, in lieu of filing with the commissioner a surety bond or deposit that meets the requirements of this section, file evidence satisfactory to the commissioner that the applicant is employed by a registered home inspector who is in compliance with the surety bond or deposit requirements of this section.

Sec. 08.18.081. Claims against contractor. (a) Except as provided in AS 08.18.085, a person having a claim against a contractor or home inspector 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.

(c) If the claim for which a person may bring suit under (a) of this section is subject to AS 09.45.881 – 09.45.899, the person may not bring suit unless the person complies with AS 09.45.881 – 09.45.899.

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. (a) 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.

(b) Proof of insurance coverage for an applicant under (a) of this section may be satisfied by providing evidence that the applicant is covered by a policy in effect for the applicant's employer at least to the extent required under (a) of this section.

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

Sec. 08.18.115. Return of cash deposit. (a) A contractor or home inspector who has filed a cash deposit and who ceases doing business as a contractor or home inspector 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 or home inspector has ceased doing business as a contractor or home inspector, as applicable; and

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

(A) requests return of the cash deposit;

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

(C) certifies that to the best of the contractor's or home inspector's knowledge no action has been commenced upon the cash deposit that has not been dismissed or reduced to a final judgment that 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 or former home inspector's cash deposit to the contractor or home inspector, as applicable, if

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

(2) no action has been commenced upon the cash deposit that has not been dismissed or reduced to a final judgment that 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 "State of Alaska in trust for" 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
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 Division of Corporations, Business and Professional Licensing
 PO Box 110806, Juneau, Alaska 99811-0806
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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): _____	_____
Total:	_____

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.