



**Construction Contractors Program**

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: [ConstructionContractors@Alaska.Gov](mailto:ConstructionContractors@Alaska.Gov)

Website: [ProfessionalLicense.Alaska.Gov/ConstructionContractors](http://ProfessionalLicense.Alaska.Gov/ConstructionContractors)

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## Specialty Contractor Registration Application Instructions

***The following must be received by the division before your application for General Contractor Registration can be reviewed:***

### 1. APPLICATION

A completed application, signed and notarized (#08-4818, pages 1-5).

- a. Doing Business As (DBA) name;
- b. *For Corporations or LLCs:* Name and Alaska entity number registered with the Corporations section of the Division. Your business entity must be registered with the Corporations Division before your Specialty Contractor Registration Application will be processed. For information concerning these requirements, contact the Corporations section at [Corporations.Alaska.Gov](http://Corporations.Alaska.Gov)
- c. Names of all owners and principal officers or principal members.

### 2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee:	\$100.00
Registration Fee:	\$250.00
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Total Fees Due:	\$350.00

### 3. INSURANCE

Proof of current general liability insurance is required for registration (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). The Certificate of Insurance Coverage form (#08-4818a) included with this packet or a certificate issued by your provider may be accepted.

Your bond and insurance documents must be dated no more than 30 days from the date received in our office, and your business name(s) on your insurance documents must exactly match your business name(s) on your application. This includes your corporation (if applicable) and doing business as (DBA) name(s). For further guidance on how and when the bond and insurance documents must be completed, please review the Construction Contractor FAQs, specifically question #13, available at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/ConstructionContractors/ConstructionContractorsFAQs.aspx>.

### 4. WORKERS' COMPENSATION

If your business uses employee labor or your business is a Corporation or LLC, proof of workers' compensation insurance is required for registration. A certificate from a workers' compensation insurance carrier authorized by the Alaska Division of Insurance to transact business in Alaska is required to be included with the application.

Your bond and insurance documents must be dated no more than 30 days from the date received in our office, and your business name(s) on your insurance documents must exactly match your business name(s) on your application. This includes your corporation (if applicable) and doing business as (DBA) name(s). For further guidance on how and when the bond and insurance documents must be completed, please review the Construction Contractor FAQs, specifically question #13, available at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/ConstructionContractors/ConstructionContractorsFAQs.aspx>.

### 5. BONDING

A bond of \$10,000.00 is required to register as a Specialty Contractor.

Your bond and insurance documents must be dated no more than 30 days from the date received in our office, and your business name(s) on your insurance documents must exactly match your business name(s) on your application. This includes your corporation (if applicable) and doing business as (DBA) name(s). For further guidance on how and when the bond and insurance documents must be completed, please review the Construction Contractor FAQs, specifically question #13, available at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/ConstructionContractors/ConstructionContractorsFAQs.aspx>.

One of the following must be submitted with the application for registration.

- a. **Surety Bond.** Issued by an insurer or other surety company using the Construction Contractor Surety Bond form (#08-4818b) with the bonding company's power of attorney included with it. The bond form must be signed by both the principal (construction contractor) and the surety (bond provider); or
- b. **Cashier's Check.** For a cash deposit to the State of Alaska to be held in a trust account established by the state.
- c. **Time Certificate of Deposit or Savings Passbook.** Issued by a bank or trust company authorized to do business in Alaska. The certificate or passbook must read "State of Alaska in trust for (contractor name)". The original certificate or passbook will be held by the State and must be accompanied by an Assignment of Cash Deposit form (#08-4818c).

## General Information

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### **APPLICATION PROCESSING:**

The average time to process a paper application varies by program but can take several weeks from the date it is received in this office complete with all correct forms, supporting documents and appropriate fees paid. When the application is complete and correct, and all supporting documents have been received and all fees have been paid, the license will be issued. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

### **LICENSE TERM:**

There is no "inactive" status. If you choose not to renew your license, it will lapse. Licenses are issued for a two-year period and expire on December 31 of even-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. One renewal notice will be mailed at least 30 days before license expiration to the last known address of record.

### **PROFESSIONAL FITNESS QUESTIONS:**

A "yes" response in the application does not mean your application will be denied. If you have responded "yes" to any professional fitness questions in the application, be sure to submit a signed and dated explanation, and the charging document and judgement.

### **DENIAL OF APPLICATION:**

Please be aware that the denial of an application of licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

### **RANDOM AUDIT:**

If your program requires continuing education, the Division will audit a percentage of the license renewals. If your license is randomly selected for audit, a letter will be sent with instructions to submit documentation as proof you satisfied the continuing competency requirements as stated on this renewal form. Licensees are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits.

### **ADDRESS OR NAME CHANGE:**

In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the Division, in writing, of changes of address or name. Name and address change notification forms are available on the Division's website. The address of record with the division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

### **CERTIFIED TRUE COPIES:**

If any of the required documents will be issued under a former name, indicate on the application and submit marriage license and/or court documents that are notarized as a "certified true copy of the original document". To obtain a certified true copy, you must present the notary with the original document along with the photocopy. You must write, "I certify this is a true copy of the original document" and sign your name. The notary will compare the original document with the copy and then notarize your signature.

### **SOCIAL SECURITY NUMBERS:**

AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the Request for Exemption from Social Security Number Requirement form (#08-4372) located at *ProfessionalLicense.Alaska.Gov* or contact the division for a copy of the form. This form is required with every application if you do not have a U.S. Social Security Number.

### **PUBLIC INFORMATION:**

Please be aware that all information on the application 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 *ProfessionalLicense.Alaska.Gov* under License Search.

### **ABANDONED APPLICATIONS:**

Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued, and all fees will be forfeited.

### **BUSINESS LICENSES:**

The status of a professional license will directly impact the status of an associated business license. Renewal applications for business licenses are mailed separately. For more information about business licenses, (907) 465-2550 or *BusinessLicense.Alaska.Gov*

**STALE DOCUMENTS:**

Application forms, authorizations and verifications older than 12 months from the date the document was received by the division will be considered stale; the document must be resubmitted as appropriate before the application will be considered by the division or a licensing board. Application documents include the application documents and verifications of licensure from other licensing jurisdictions. (12 AAC 02.915)

**PAYMENT OF CHILD SUPPORT:**

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

**STATUTES AND REGULATIONS:**

The complete set of statutes and regulations for this program are available by written request or online at the division's website: *ProfessionalLicense.Alaska.Gov*

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the specific program you want to be updated on to the address below.

Regulations Specialist  
Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing  
EMAIL: *RegulationsAndPublicComment@Alaska.Gov*



THE STATE  
of **ALASKA**

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**Specialty Contractor Registration Application**

**PART I Application Type**

<b>Application Type:</b>	<input type="checkbox"/> New Application	<input type="checkbox"/> Owner/Entity Change (Existing Licenses ONLY)
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**PART II Payment of Fees**

<b>Required Fees:</b>	<input type="checkbox"/> Nonrefundable Application Fee	<b>\$100.00</b>
	<input type="checkbox"/> Registration Fee	<b>\$250.00</b>

**PART III Registration Information**

<b>Doing Business As:</b> (Required 12 AAC 21.030)				
<b>Mailing Address:</b>	P.O. Box or Street	City	State	Zip
<b>Contact Phone:</b>				

**EMAIL AGREEMENT:** By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.

<b>Email Address:</b>		<b>Select One:</b>	<input type="checkbox"/> Send my Correspondence Electronically
			<input type="checkbox"/> Send my Correspondence by Mail

**Corporation, LLC, LP or LLP**

<b>Are you a Corporation, LLC, LP or LLP?</b> Reminder: If you are a corporation or LLC your business entity must be registered with the Corporations Division before this application is processed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**IF YES, provide:**

<b>Name of Alaska Corporation or LLC:</b>		<b>Alaska Entity Number:</b>	
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**Owner or Entity Name Changes**

<b>Are you changing the Owner or Entity name on an existing license?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**IF YES, provide:**

<b>License Number:</b>	
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## PART IV Ownership Information

Check the applicable box and provide the complete name(s) of the owner(s) including all partners, corporate officers, or managing members, whichever is appropriate; and provide U.S. Social Security Numbers and birthdates for sole proprietor or partners. AS 08.01.060 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.

Sole Proprietorship     
  Partnership     
  Corporation     
  LLC

Full Name	Address	Social Security Number*	Date of Birth*	% of Ownership

\*Sole Proprietorship and Partners Only

## PART V Insurance

Give proof of current general liability insurance to register as a Specialty Contractor. AS 08.18.101(a)(2) & (b).

Your bond and insurance documents must be dated no more than 30 days from the date received in our office, and your business name(s) on your insurance documents must exactly match your business name(s) on your application. This includes your corporation (if applicable) and doing business as (DBA) name(s). For further guidance on how and when the bond and insurance documents must be completed, please review the Construction Contractor FAQs, specifically question #13, available at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/ConstructionContractors/ConstructionContractorsFAQs.aspx>.

I have completed the attached Certificate of Insurance Coverage form (#08-4818a) or attached a certificate issued by my provider to this application as proof of public liability and property damage insurance covering 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.

## PART VI Workers' Compensation

Doing Business As:  
(DBA)

If your business uses employee labor, or if your business is a corporation or LLC, you must provide proof of workers compensation insurance by a certificate of insurance issued by a carrier authorized by the Alaska Division of Insurance to transact business in Alaska. This certificate must include the following six items: 1) name of the insured exactly as licensed, 2) the DBA, 3) name of the insurance provider, 4) policy number, 5) commencement date and 6) expiration date.

A policy with "AOS" or "All Other States" endorsement will only be accepted if the certificate specifically states, "covers activities in Alaska."

Your bond and insurance documents must be dated no more than 30 days from the date received in our office, and your business name(s) on your insurance documents must exactly match your business name(s) on your application. This includes your corporation (if applicable) and doing business as (DBA) name(s). For further guidance on how and when the bond and insurance documents must be completed, please review the Construction Contractor FAQs, specifically question #13, available at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/ConstructionContractors/ConstructionContractorsFAQs.aspx>.

## PART VI Workers' Compensation (continued)

Are you a sole proprietor or partnership with employees?

Yes

No

Are you a Limited Liability Company (LLC) or Corporation with employees?

Please note: There are no exemptions for family, friends, or non-residents, or for part-time or temporary jobs. Do not classify workers as "independent contractors" without calling the Alaska Workers' Compensation Division Special Investigations Unit at (907) 269-4002.

Yes

No

If **YES** to either of the above questions, please check the appropriate box below:

### Sole Proprietorship:

I am a sole proprietor and have workers compensation insurance coverage for all my employees, excluding myself as the owner, and *I have attached the necessary certificate to this application.*

- or -

I am a sole proprietor and have workers compensation insurance coverage for all my employees including myself, and *I have attached the necessary certificate to this application.*

### Partnership:

We are a partnership and have workers compensation insurance coverage for all employees, excluding the owners, and *we have attached the necessary certificate to this application.*

- or -

We are a partnership and have workers compensation insurance coverage for all employees including the owners, and *we have attached the necessary certificate to this application.*

### Limited Liability Company (LLC):

We are an LLC and have workers compensation insurance coverage for all employees excluding any members who own 10% or greater of this company (members who own 9% or less are required to be covered by workers compensation insurance), and *we have attached the necessary certificate to this application.*

### Corporation:

We are a Corporation and have workers compensation insurance coverage for all employees excluding any officers or members who own 10% or greater of this company (officers or members who own 9% or less are required to be covered by workers compensation insurance), and *we have attached the necessary certificate to this application.*

## PART VII Bonding

A bond of \$10,000.00 is required to be registered as a Specialty Contractor pursuant to AS 08.18.071.

Your bond and insurance documents must be dated no more than 30 days from the date received in our office, and your business name(s) on your insurance documents must exactly match your business name(s) on your application. This includes your corporation (if applicable) and doing business as (DBA) name(s). For further guidance on how and when the bond and insurance documents must be completed, please review the Construction Contractor FAQs, specifically question #13, available at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/ConstructionContractors/ConstructionContractorsFAQs.aspx>.

Please check the appropriate box below:

I have provided original documentation or a copy of my Surety Bond form (#08-4818b).

- or -

I have provided an original Time Certificate of Deposit or Savings Passbook issued by a bank or trust company authorized to do business in Alaska. The certificate or passbook must read "State of Alaska in Trust for (contractor name)."

- or -

I provided a cashier's check for a cash deposit to the State of Alaska to be held in a trust account established by the state along with the Assignment of Cash Deposit form (#08-4818c).

## **PART VIII** Specialty Trades

You may list up to three trade names from the trade list located at the end of the application packet. (12 AAC 21.200)

**1. Trade Name:**

**2. Trade Name:**

**3. Trade Name:**

Is Electrical Contractor or Communications Contractor listed as one of the specialty trades?  Yes  No

If YES, an Electrical Administrator assignment is required:

**Electrical Administrator  
Name:**

**Electrical Administrator  
License Number:**





THE STATE  
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**Notary Signature Page**

**PART IX Notarized Signature**

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand that any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license or permit to practice in the state of Alaska.

I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

A person who makes a false statement on this application may be subject to civil and criminal penalties, including prosecution for perjury (AS 11.56.200 & AS 11.56.230).

Notary Stamp	<b>Owner, Corporate Officer, or Member Printed Name:</b>			
	<b>Owner, Corporate Officer, or Member Signature:</b>			
	<b>Notary Public for State of:</b>		<b>Subscribed and Sworn to Before me on this Day:</b>	
	<b>Notary Signature:</b>		<b>My Commission Expires:</b>	



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## Certificate of Insurance Coverage

Submit this completed original form or a Certificate of Insurance issued by your provider with the Specialty Contractor Application.

Your bond and insurance documents must be dated no more than 30 days from the date received in our office, and your business name(s) on your insurance documents must exactly match your business name(s) on your application. This includes your corporation (if applicable) and doing business as (DBA) name(s). For further guidance on how and when the bond and insurance documents must be completed, please review the Construction Contractor FAQs, specifically question #13, available at

<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/ConstructionContractors/ConstructionContractorsFAQs.aspx>.

<b>Contractor Name:</b>			
<b>DBA Name:</b>			
<b>Policy Number(s):</b>		<b>Amount Insured:</b> (Per AS 08.18.101)	
<b>Effective Date:</b> (Start)		<b>Effective Date:</b> (End)	
<p>By the signature below we hereby certify that we are a duly authorized casualty insurer eligible to write business in the State of Alaska and have written a public liability policy of not less than the limits required under AS 08.18 on behalf of the Construction Contractor/DBA named above for registration as a Specialty Contractor under the policy information listed above.</p> <p>In the event the above policy is cancelled for any reason, we agree to furnish the Department of Commerce, Community, and Economic Development, Construction Contractors Section, at the above address, a NOTIFICATION OF CANCELLATION at least 30 day before the effective date of that cancellation.</p>			
<b>Name of Insurance Carrier (Not Agency):</b>			
<b>Address:</b>	Street	City	State Zip
<b>Signature of Authorized Agent:</b>		<b>Date Signed:</b>	



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**Construction Contractor Surety Bond** *(Required by Construction Contractor Statute AS 08.18.07)*

Your bond and insurance documents must be dated no more than 30 days from the date received in our office, and your business name(s) on your insurance documents must exactly match your business name(s) on your application. This includes your corporation (if applicable) and doing business as (DBA) name(s). For further guidance on how and when the bond and insurance documents must be completed, please review the Construction Contractor FAQs, specifically question #13, available at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/ConstructionContractors/ConstructionContractorsFAQs.aspx>.

<b>Principal Name:</b> (Applicant)				<b>Title:</b>	
<b>DBA Name:</b>					
<b>Bond Number:</b>		<b>Effective Date:</b>	mm/dd/yyyy	<b>Expiration Date:</b>	mm/dd/yyyy

KNOW ALL MEN BY THESE PRESENTS that we, the above-named construction contractor, as principal, and the agency named below, as surety, are held firmly bound to the State of Alaska, in the sum of TEN THOUSAND DOLLARS (\$10,000) lawful money of the United States, for the payment of which, well and truly to be made, we and each of us, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THE ABOVE OBLIGATIONS ARE SUCH THAT: Whereas, the above bound principal has applied to, or is about to obtain from, the State of Alaska for registration as a Specialty Contractor pursuant to AS 08.18.011 and the acts amendatory thereof and supplemental there to:

NOW THEREFORE, if the State of Alaska shall register the above bounden principal as a Specialty Contractor and that principal shall faithfully and honestly act a Specialty Contractor in accordance with law, and fully complies with the provisions of AS 08.18.071 of the State of Alaska and acts thereof and supplemental thereto, and if the principal shall fully indemnify and save harmless from loss the State of Alaska and any person who may have cause of action against the principal for any malfeasance or misfeasance in the conduct of a Specialty Contractor, then this obligation to be voided, otherwise to remain in full force and virtue.

LIABILITY UNDER THIS BOND commences on the date listed above and shall be continuous until the registration license is revoked or otherwise terminated by the Department of Commerce, Community, and Economic Development, State of Alaska (the Department) or until written notice from the Surety is received by the Department provided the bond has been cancelled for lawful reasons. The bond shall apply to all liens and liabilities which arise during the effective period of the bond to which the bond is applicable under law, even if the judgment liens are foreclosed or valid liens settled after the effective period of the bond or liabilities are enforced after the effective period of the bond.

IN WITNESS OF THE ABOVE, principal and surety have signed and sealed this bond on the date listed below.

<b>Principal Signature:</b> (Applicant)				<b>Date Signed:</b>	
<b>Surety Name:</b>					
<b>Surety Signature:</b>				<b>Date Signed:</b>	
<b>Attorney-in-Fact:</b>		<b>Agency Name:</b>			
<b>Agency Address:</b>	Street	City	State	Zip	

THIS BOND IS NOT VALID UNTIL SIGNED BY BOTH PRINCIPAL AND SURETY.  
Surety's Power of Attorney **must be attached.**

**Surety's Seal**  
(Required)



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## Assignment of Cash Deposit

**12 AAC 21.120(a)(2): The Time Certificate of Deposit MUST:**

- Be payable to "State of Alaska in trust for"
- Be issued for at least three years and be automatically renewable
- Be signed by BOTH the contractor and the bank

### PART I Bank Information

For value received, the undersigned assigns and transfers to the State of Alaska the following:

<b>Deposit Number:</b>		<b>Amount of Deposit:</b>	
<b>Bank Name:</b>			
<b>Bank Address:</b>	Street	City	State Zip
<b>Bank Representative:</b> By signature below, the issuing institution agrees that only the State of Alaska, upon presentation of written notice, shall cause the release of any and all funds described above.			
<b>Bank Representative Name:</b>			
<b>Bank Representative Signature:</b>		<b>Date Signed:</b>	

### PART II Contractor Information

<b>Owner or Entity Name:</b>			
<b>Email Address:</b>		<b>Phone Number:</b>	
<b>Official DBA:</b>			
<b>If a specialty contractor license number has been issued to you, enter it here:</b>			

**PART III Notarized Signature**

**Applicant and Notary:** The undersigned irrevocably constitutes and appoints the State of Alaska by and through its duly authorized agents as his/her/their Attorney-in- Fact to do all things necessary and appropriate to effectuate the purposes of this assignment. It is agreed and understood that this assignment shall remain in full force and effect for the period of time provided by law for actions against the surety bond. The person who executed the below and foregoing Assignment of Cash Deposit acknowledged to me that it was signed and sealed freely and voluntarily for the uses and purposes stated in the assignment. All persons whose names appear on the certificate or passbook account must sign below.

Notary Stamp	<b>Applicant Printed Name:</b>			
	<b>Applicant Signature:</b>		<b>Date:</b>	
	<b>Notary Public for State of:</b>		<b>Subscribed and Sworn to Before me on this Day:</b>	
	<b>Notary Signature:</b>		<b>My Commission Expires:</b>	

# Specialty Contractor Trades List

## (12 AAC 21.200 - .570)

### 12 AAC 21.200. SPECIALTY CONTRACTOR TRADES.

"Specialty contractor" is defined in AS 08.18.171(9).

The following specialty contractor trades are the trades recognized by the department for the purposes of specialty contractor registration under AS 08.18.021, and are the trade designations that will appear on a specialty contractor certificate of registration issued by the department:

- (1) Access Flooring Contractor (12 AAC 21.210);
- (2) Acoustical and Insulation Contractor (12 AAC 21.220);
- (3) Asbestos Abatement Contractor (12 AAC 21.230);
- (4) Carpentry Contractor, Finish (12 AAC 21.240);
- (5) Carpentry Contractor, Rough (12 AAC 21.250);
- (6) Communications Contractor (12 AAC 21.260);
- (7) Concrete and Paving Contractor (12 AAC 21.270);
- (8) Demolition Contractor (12 AAC 21.280);
- (9) Drilling Contractor (12 AAC 21.290);
- (10) Drywall Contractor (12 AAC 21.300);
- (11) Electrical Contractor (12 AAC 21.310);
- (12) Elevator and Conveying System Contractor (12 AAC 21.320);
- (13) Excavation Contractor (12 AAC 21.330);
- (14) Fence & Guardrail Contractor (12 AAC 21.340);
- (15) Floor Covering Contractor (12 AAC 21.350);
- (16) Glazing Contractor (12 AAC 21.360);
- (17) Landscaping Contractor (12 AAC 21.370);
- (18) Liquid or Gas Storage Tank Contractor (12 AAC 21.380);
- (19) Low Voltage Alarm or Signaling Device Contractor (12 AAC 21.390);
- (20) Marine Contractor (12 AAC 21.400);
- (21) Masonry Contractor (12 AAC 21.410);
- (22) Mechanical Contractor, Exempt (12 AAC 21.420); (see instructions)
- (23) Painting Contractor (12 AAC 21.430);
- (24) Plaster Contractor (12 AAC 21.440);
- (25) Road Construction Contractor (12 AAC 21.450);
- (26) Roofing Contractor (12 AAC 21.460);
- (27) Security Systems Contractor (12 AAC 21.470);
- (28) Sheet Metal Contractor (12 AAC 21.480);
- (29) Sign Contractor (12 AAC 21.490);
- (30) Solid Fuel Appliance Contractor (12 AAC 21.500);
- (31) Steel Erection Contractor (12 AAC 21.510);
- (32) Tile and Terrazzo Contractor (12 AAC 21.520);
- (33) Wallcovering Contractor (12 AAC 21.530);
- (34) Water and Sewer Contractor (12 AAC 21.540);
- (35) Water System Contractor (12 AAC 21.550);
- (36) Welding Contractor (12 AAC 21.560);
- (37) Other Specialty Contractors (12 AAC 21.570).  
Requires submission of complete and detailed description of work subject to Division review and approval.

### 12 AAC 21.210. ACCESS FLOORING CONTRACTOR.

- (a) An access flooring contractor installs elevated floor panels used in computer facilities, including access flooring that contains air conditioning ducts, electrical conduit, communication conduit, or similar material.
- (b) An access flooring contractor may not install
  - (1) subflooring;
  - (2) flexible, sheet, or woven-back floor-covering material;
  - (3) duct work, conduit, electrical lines, cable, or wiring, regardless of voltage carried, that is independent of the access flooring; or
  - (4) construct or make alterations to an existing structure or the structure that houses the access flooring.

**12 AAC 21.220. ACOUSTICAL AND INSULATION CONTRACTOR.**

- (a) An acoustical and insulation contractor installs
- (1) all types of insulation media to walls, roofs, decks, perimeter of foundations, and under concrete slabs, including vapor retarders;
  - (2) special coatings and materials to provide fire resistance and fireproofing to building components; acoustical tiles and panels, sound absorbing wall and ceiling units, acoustical wall systems, and sound barrier boards and blankets;
  - (3) ceiling suspension systems;
  - (4) insulation of mechanical heating and cooling systems to pipes;
  - (5) insulation of sheet metal ducts.

**12 AAC 21.230. ASBESTOS ABATEMENT CONTRACTOR.**

An asbestos abatement contractor requires additional certification by the Department of Labor under 8 AAC 61.600.

**12 AAC 21.240. CARPENTRY CONTRACTOR, FINISH.**

- (a) A finish carpenter is a specialty contractor who works on anything made of wood, or wood-like materials, attached to the interior of a structure and which is visible, including
- (1) interior wooden trim;
  - (2) cabinets;
  - (3) built-in shelving;
  - (4) interior stairs and banisters;
  - (5) cornices;
  - (6) laminated countertops;
  - (7) doors, door hardware, locks, and latches;
  - (8) windows and sills;
  - (9) wooden or plastic laminated wall paneling;
  - (10) moldings;
  - (11) chalkboards and tackboards;
  - (12) motorized window louvers, blinds, shades, or drapery hardware;
  - (13) hardwood flooring and floor refinishing; or
  - (14) installation of tubing for air systems, pneumatic conveyor systems, and central vacuum systems for conveying material and vacuum cleaning in residential, commercial, and industrial structures.
- (b) Finish carpentry is either performed by the contractor or subcontracted to another similarly registered contractor.

**12 AAC 21.250. CARPENTRY CONTRACTOR, ROUGH.**

- (a) A rough carpenter is a specialty contractor who provides services in the following areas:
- (1) framing and lay-up work;
  - (2) concrete form work;
  - (3) trusses, beams, and columns;
  - (4) structural work, (e.g., wood placed for purposes of structural integrity);
  - (5) partition studs of metal or wood;
  - (6) siding;
  - (7) roof shingles;
  - (8) exterior wall sheathing;
  - (9) roof sheathing;
  - (10) subflooring;
  - (11) wooden walkways, rails, treads, and risers;
  - (12) decks;
  - (13) docks, dock planking, and bull rails;
  - (14) pilings driven for purposes of foundation for dwellings, warehouses, or similar fixed structures (not pilings for piers, docks, or floats);
  - (15) heavy timber;
  - (16) wooden fencing;
  - (17) metal doors and frames;
  - (18) metal joists and structural metal framing;

- (19) metal or plastic windows;
- (20) operable partitions;
- (21) overhead door installation; or
- (22) scaffold erection.

(b) Rough carpentry is either performed by the contractor or subcontracted to another similarly registered contractor.

#### **12 AAC 21.260. COMMUNICATIONS CONTRACTOR.**

(a) A communications contractor installs

- (1) communications [TELEPHONE] wiring and equipment;
- (2) radio communications devices and equipment;
- (3) audiovisual equipment; or
- (4) navigation equipment.

(b) Unless specifically exempted under AS 08.40.190, all communications contractor work is done under the supervision of an electrical administrator.

#### **12 AAC 21.270. CONCRETE AND PAVING CONTRACTOR.**

A concrete and paving contractor performs work in the following areas:

- (1) cast-in-place concrete;
- (2) concrete form work;
- (3) concrete pumping;
- (4) concrete restoration and cleaning;
- (5) curbs and sidewalks;
- (6) asphalt paving, surfacing, and repair;
- (7) concrete finishing, except painting;
- (8) aggregate coatings;
- (9) pavement markings, including tactile warning lines and striping on roads, parking lots, and curbs; or
- (10) asphalt- and concrete-mounted safety reflectors and speed bumps.

#### **12 AAC 21.280. DEMOLITION CONTRACTOR.**

(a) A demolition contractor performs work in the following areas:

- (1) demolition of fixed structures and parts of structures;
- (2) removal and capping of existing utilities; or
- (3) removal and abatement of hazardous materials, except for asbestos.

(b) A demolition contractor might use explosives and heavy equipment to effect demolition. Explosive users might be required to obtain a certificate of fitness from the Department of Labor, under 8 AAC 62.030, to engage in that activity.

#### **12 AAC 21.290. DRILLING CONTRACTOR.**

A drilling contractor performs work in the following areas:

- (1) exploratory core drilling and boring, for the purpose of gathering geotechnical data and ground water monitoring;
- (2) water well drilling, including the installation of well casings; or
- (3) horizontal drilling and tunneling for the purpose of soil stabilization, grouting, dewatering and drainage, mining, and the installation of underground cables and piping.

#### **12 AAC 21.300. DRYWALL CONTRACTOR.**

A drywall contractor performs work in the following areas:

- (1) installation of gypsum board or other drywall materials;
- (2) taping; or
- (3) joint preparation.

#### **12 AAC 21.310. ELECTRICAL CONTRACTOR.**

An electrical contractor, unless specifically exempted in AS 08.40.190, must be registered as, or employ, an electrical administrator licensed under AS 08.40, and may only submit bids for, or work on, projects for which it has a licensed electrical administrator. A worker doing work covered by the National Electrical Code or the National Electrical Safety Code established in AS 18.60.580 is subject to certificate of fitness requirements of the Department of Labor under 8 AAC 90.



**12 AAC 21.320. ELEVATOR AND CONVEYING SYSTEM CONTRACTOR.**

- (a) An elevator and conveying system contractor installs and maintains manual, electric, and hydraulic conveying systems, including all related machinery, hardware, accessories, safety equipment, and controls. Conveying systems include
- (1) dumbwaiters;
  - (2) passenger and freight elevators of all types, including cars, entrances, and hoistway equipment;
  - (3) escalators, moving walks, ramps, and other passenger conveying systems composed of moving belts or treads installs in horizontal and inclined positions;
  - (4) people, platform, stage and orchestra, sidewalk, wheelchair, and vehicle lifts;
  - (5) material handling systems, including freight handling equipment, prefabricated chutes, conveyors, gravity rollers, powered rollers, powered belts, and other devices for transfer of bulk and packaged materials; and
  - (6) structural turntables, including movable areas for restaurants, stages, exhibits, displays, and turntables for vehicular and industrial uses.
- (b) The elevator safety standards adopted in AS 18.60.800 apply to work described in this section.

**12 AAC 21.330. EXCAVATION CONTRACTOR.**

An excavation contractor performs work in the following areas:

- (1) haul and spread sand, gravel, topsoil, fill, or other construction materials;
- (2) dig and back-fill trenches, holes, and ditches;
- (3) drilling;
- (4) blasting;
- (5) land clearing, ground leveling, grading, filling, and shaping;
- (6) staking;
- (7) culverts;
- (8) railroad track grade and fill; or
- (9) tunneling.

**12 AAC 21.340. FENCE AND GUARDRAIL CONTRACTOR.**

A fence and guardrail contractor erects and installs

- (1) metal or wood fences including gates, posts, and hardware;
- (2) metal or wood guardrails; or
- (3) prefabricated concrete, metal, or wood barricades or parking barriers, including bull rails.

**12 AAC 21.350. FLOOR COVERING CONTRACTOR.**

A floor covering contractor installs

- (1) carpet;
- (2) flexible or resilient tile; or
- (3) flexible or resilient sheet flooring.

**12 AAC 21.360. GLAZING CONTRACTOR.**

A glazing contractor installs

- (1) windows, frames, and sashes of metal or wood;
- (2) glass doors, frames, and hardware; or
- (3) stained glass windows, doors, and ceiling panels, but does not cut openings for skylights or install roof bubbles.

**12 AAC 21.370. LANDSCAPING CONTRACTOR.**

(a) A landscape contractor

- (1) grades, fills, and levels ground;
- (2) hauls fill, gravel, topsoil, sand, and similar construction materials;
- (3) constructs water drainage systems, dewatering, and ponds;
- (4) performs hydro-seeding; or
- (5) installs grass, shrubbery, trees, or other ornamental or decorative plants.

(b) A landscaping contractor does not prepare land for construction of a building or structure.

**12 AAC 21.380. LIQUID OR GAS STORAGE TANK CONTRACTOR.**

A liquid or gas storage tank contractor connects or installs non-Uniform Plumbing Code plumbing incidental to installation of storage tanks, but does not

- (1) perform any work covered by the Uniform Plumbing Code adopted under AS 18.60.705;
- (2) construct or alter the pad, base, footings, or structure housing the installed tank.

**12 AAC 21.390. LOW VOLTAGE ALARM OR SIGNALING DEVICE CONTRACTOR.**

(a) A low voltage alarm or signaling device contractor installs

- (1) fire sensing and signaling devices;
- (2) intrusion or proximity detection and signalling devices; or
- (3) automatic fire protection systems, except sprinkler systems.

(b) A low voltage alarm or signaling device contractor does not perform any work covered by the National Electrical Code cited in AS 18.60.580, unless the work is specifically exempted under AS 08.40.190.

**12 AAC 21.400. MARINE CONTRACTOR.**

A marine contractor performs work in the following areas:

- (1) pilings driven for the construction of piers, docks, and other marine facilities;
- (2) construction of caissons, seawalls, and jetties;
- (3) dredging; or
- (4) underwater construction.

**12 AAC 21.410. MASONRY CONTRACTOR.**

A masonry contractor installs:

- (1) chimneys of stone, brick, or block;
- (2) stone or brick flooring;
- (3) stone, brick, or block masonry fences and walls;
- (4) refractories;
- (5) fireplaces, attached or remote; or
- (6) brick, stone and block mortaring.

**12 AAC 21.430. PAINTING CONTRACTOR.**

(a) A painting contractor uses brush, roller, or spray application techniques on all types of interior and exterior surfaces to

- (1) perform surface preparation, including drywall taping, patching, filling, sanding, sand blasting, stripping, and masking;
- (2) apply paints, stains, oils, coatings, sealants, epoxies, and similar products, including weatherproofing and waterproofing materials;
- (3) apply texturing and acoustical spray-ons or paints;
- (4) perform electrostatic applications; or
- (5) striping on roads, parking lots, and curbs.

(b) A painting contractor who performs "hazardous painting," as defined in AS 18.63.100, is also subject to the certification requirements of AS 18.63.

**12 AAC 21.440. PLASTER CONTRACTOR.**

A plaster contractor:

- (1) installs wood or metal lath; or
- (2) applies plaster and plaster-like materials.

**12 AAC 21.450. ROAD CONSTRUCTION CONTRACTOR.**

A road construction contractor performs the following services:

- (1) grading, filling, and leveling;
- (2) drilling;
- (3) blasting;
- (4) sand, gravel, rock, and water hauling and dispersing;

- (5) compaction;
- (6) staking;
- (7) wooden bridges; or
- (8) culverts.

**12 AAC 21.460. ROOFING CONTRACTOR.**

A roofing contractor performs the following services on all types of roofs using all types of roofing material:

- (1) installation of roof sheathing;
- (2) installation or application of roof weatherproofing and insulation;
- (3) repair of structural damage of roof support system, but not construction or installation of a new roof support system;
- (4) extension of roof penetrations, vents, and drains on an existing structure, except electrical penetrations; or
- (5) installation of skylights.

**12 AAC 21.470. SECURITY SYSTEMS CONTRACTOR.**

- (a) A security systems contractor installs security systems that become a permanent part of a structure, including
  - (1) vaults and related hardware; or
  - (2) mechanical and electronic locking devices and related hardware and controls.
- (b) Installation of some security and vault equipment might also require a steel erection specialty contractor registration or an electrical contractor registration.
- (c) A locksmith who sells or installs locks and related door hardware that do not become a permanent part of the structure, is exempt from registration as a security systems contractor under AS 08.18.161.

**12 AAC 21.480. SHEET METAL CONTRACTOR.**

- (a) A sheet metal contractor performs work in the following areas:
  - (1) manufacture, fabrication, assembly, installation, and alteration of all ferrous or nonferrous metal work;
  - (2) lagging over insulation and duct lining;
  - (3) preparation of drawings taken from architectural and engineering plans required for fabrication and erections of sheet metal work;
  - (4) exterior wall sheathing and siding;
  - (5) metal roofing, flashing, and decking;
  - (6) ornamental sheet metal work, including cornices;
  - (7) metal venting, chimneys, and breaching;
  - (8) skylight installation;
  - (9) lavatory partitions;
  - (10) sheet metal shelving;
  - (11) louvers;
  - (12) commercial or industrial food service equipment; or
  - (13) demolition of sheet metal.
- (b) This specialty contractor category does not include sheet metal work subject to building codes identified in AS 08.18.171(7), including heating, ventilation, and air conditioning ducting and equipment. Work subject to those codes is done by a mechanical or general contractor under the supervision of a mechanical administrator licensed under AS 08.40.

**12 AAC 21.490. SIGN CONTRACTOR.**

- (a) A sign contractor fabricates and installs wooden, plastic, laminated, or metal signs, including those electrically operated.
- (b) A sign contractor does not
  - (1) install or apply materials that commonly require specialized installation techniques, such as carpet or wallpaper; or
  - (2) perform any work covered by the National Electrical Code adopted under AS 18.60.580 unless specifically exempted in AS 08.40.190.

**12 AAC 21.500. SOLID FUEL APPLIANCE CONTRACTOR.**

- (a) A solid fuel appliance contractor is a specialty contractor who installs chimney-connected solid fuel heating appliances, including:

- (1) solid fuel room heaters;
- (2) fireplace stoves;
- (3) fireplace inserts;
- (4) masonry and factory-built fireplaces;
- (5) all chimney components, connectors, and accessories necessary for the installation of solid fuel appliances, including roof flashings; or
- (6) noncombustible wall protection materials including masonry and ventilated sheet metal panels.

(b) In this section, "solid fuel" means

- (1) wood in its various forms, including chunk wood, pressed logs, wood pellets, wood chips, and paper; and
- (2) coal in its various forms, including processed coals, coke, peat, and charcoal.

**12 AAC 21.510. STEEL ERECTION CONTRACTOR.**

(a) A steel erection contractor installs

- (1) ornamental metal;
- (2) structural steel;
- (3) steel towers and pylons;
- (4) jail or detention bars, gates and hardware;
- (5) reinforcing steel for concrete;
- (6) corrugated floor steel; or
- (7) welding, soldering, or brazing necessary for installation but incidental to the structure.

(b) A steel erection contractor does not perform electrical code work related to jails, barriers, detention systems, or vaults.

**12 AAC 21.520. TILE AND TERRAZZO CONTRACTOR.**

A tile and terrazzo contractor installs, and uses materials required to secure, wood or metal lath and tile or terrazzo on floors, walls, or manufactured surfaces such as tables, cabinets, and shelves.

**12 AAC 21.530. WALLCOVERING CONTRACTOR.**

A wallcovering contractor installs paper, fabric, and woven-backed material, but does not paint or install wood or plastic laminated paneling.

**12 AAC 21.540. WATER AND SEWER CONTRACTOR.**

A water and sewer contractor installs water lines, septic tanks, and sanitary, storm, or drain sewer lines more than five feet from a building. A mechanical contractor registration under AS 08.18.028 is required before a person may install water lines, septic tanks, or sanitary, storm, or drain sewer lines five feet or less from a building, or perform work covered by a plumbing or mechanical code identified in AS 08.18.171.

**12 AAC 21.550. WATER SYSTEM CONTRACTOR.**

A water system contractor drills and constructs water wells and performs the work necessary for the installation, repair, or maintenance of water well system equipment. A water system contractor uses

- (1) the equipment needed to plumb the water system from a submersible pump to the discharge side of the pressure tank;
- (2) the equipment needed to wire the electrical system from the submersible pump to and including the well pump system controls terminating at the first point of connection before the circuit breaker panel.

**12 AAC 21.560. WELDING CONTRACTOR.**

(a) A welding contractor

- (1) cuts, welds, solders, and brazes any metals;
- (2) fabricates steel;
- (3) performs welding inspections; or
- (4) uses industrial radiologic techniques and materials.

(b) Nothing in this section prohibits cutting, welding, soldering, and brazing by mechanical contractors or other specialty contractors when that work is a necessary and integral part of that mechanical or specialty trade.



THE STATE  
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*Department of Commerce, Community, and Economic Development*  
*Division of Corporations, Business and Professional Licensing*

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All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee: \_\_\_\_\_

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

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

Application Fee: \_\_\_\_\_

License or Renewal Fee: \_\_\_\_\_

Other (name change, wall certificate, fine, duplicate license, exam, etc.):

1. \_\_\_\_\_

2. \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

Name (as shown on credit card): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email (optional): \_\_\_\_\_

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

08-4438

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Credit Card Payment Form (all major cards accepted)

**CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!**

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All four fields **MUST** be completed!

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