

## **Mechanical Contractor Online Application - General Information and Instructions:**

**ONLINE APPLICATION PROCESSING:** Your application will be **PENDING** upon completion of the online renewal application. In order to complete the application process, you must provide required bonding (or alternate security) and insurance information to the Division, as well as documentation that may be required if you responded “Yes” to any Professional Fitness questions.

Please allow 2-4 weeks to complete processing of your application once required documentation is received and your application is complete. **Required documentation must be received no later than December 31, 2015 in order to complete your application and to avoid lapse of license.**

**Required documentation may be faxed or mailed to the Division as follows:**

Division of Corporations, Business & Professional Licensing  
Construction Contractor Section  
PO Box 110806  
Juneau, Alaska 99811-0806  
Fax: (907) 465-2974

**ADDRESS CHANGE:** You may update your address as part of the online application process. You may also provide an email address if you would like to receive communication from the Division by email. In accordance with 12 AAC 02.900, you must notify the Division in writing of any name or address changes. The address of record will be used to send renewals and all other official notifications and correspondence.

**NAME CHANGE:** If you have had a legal name change since your last license was issued, you may not renew online. You must complete the barcoded application mailed to you by the Division or download a renewal application from the Mechanical Administrator website, and provide a certified true copy of the legal document (marriage certificate, divorce decree, etc.) as proof of the change.

**LICENSE TERM:** Licenses are issued for a two-year period. However, all mechanical administrator licenses expire on December 31 of odd-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date which 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.

**BUSINESS OWNERSHIP:** If there has been a change in ownership type or business name since your last renewal, you may not renew your license; you must apply for a new license by submitting an initial application form. *Changing, adding or removing officers or a corporation, or members or managers of an LLC, or partners in a limited partnership (LP) or limited liability partnership (LLP) does not require a change to your current license.*

**SURETY BOND REQUIREMENT:** On January 1, 2015, bonding requirements for specialty contractors increased to \$10,000.00. **You must file a proof of current surety bond with the Division before you application will be complete/processed. A copy of the original bond filed with the Division is not acceptable proof of current bond.** Contact your bonding company for a continuation certificate or written verification that the bond is still in full force and effect 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. **The bonding information you submit must be consistent with the information that is currently on file with the Division.**

In lieu of a surety bond, you may verify a Certificate of Cash Deposit /Assignment of Cash Deposit. If the issuing bank 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 why the change occurred is required.

In lieu of a surety bond, you may verify the required cash is held in a State Trust Account.

**VERIFICATION DOCUMENTS MUST BE RECEIVED BY THE DIVISION BEFORE YOUR APPLICATION IS COMPLETE  
AND YOUR LICENSE CAN BE RENEWED.**

## **INSURANCE REQUIREMENT(S):**

**General Liability Insurance:** You must submit a certificate or proof of insurance listing the insured exactly as licensed, including name of the insurance provider, policy number, commencement date, and expiration date.

### **Workers' Compensation Insurance:**

**With employees:** If your business uses employee labor you must submit workers' compensation insurance by providing 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 name of the insured exactly as licensed, name the insurance provider, policy number, commencement date and expiration date. A policy with "AOS" or "All other states" endorsement will **only** be accepted if the certificate specifically states "covers activities in Alaska."

**With No Employees:** If you have no employees, you are not required to carry workers' compensation insurance. However, if you are a corporation you must submit proof of current workers' compensation coverage issued by your provider **OR** 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 information and forms.

**ADMINISTRATOR ASSIGNMENTS:** Your administrator assignment and designations are listed for your review. As part of the online process you will be asked to confirm if there has been a change to your assignment. **If there has been a change to your assignment, you may not complete an online application.**

**LAPSED LICENSES:** There is no "inactive" license status. If you choose not to review your license before it expires, you may renew the license at a later date **only** after satisfying the continuing education requirements of Article 8 of 12 AAC 39. If your license lapses for more than two years, you will be required to retest.

**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 or available online separately. For more information about business licenses, call (907) 465-2559 or online at [BusinessLicense.Alaska.gov](http://BusinessLicense.Alaska.gov).

**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 Postsecondary 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 Postsecondary Education office at (907) 465-6900 or the Postsecondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

**STATUTES AND REGULATIONS:** The complete set of statutes and regulations for this program is available by written request or online [ProfessionalLicense.Alaska.Gov/MechanicalAdministrators](http://ProfessionalLicense.Alaska.Gov/MechanicalAdministrators)

**REGULATIONS CHANGES:** If you would like to receive notice of all proposed regulations changes for this program, please send a written request with your name, preferred contact method (mail or email) and the program you want to be updated on to:

Regulations Specialist  
Department of Commerce, Community & Economic Development  
Division of Corporations, Business & Professional Licensing  
PO Box 110806  
Juneau, Alaska 99811-0806