



THE STATE

of **ALASKA**

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

### Contractor Licensing Section

State Office Building, 333 Willoughby Avenue, 9<sup>th</sup> Floor

PO Box 110806, Juneau, AK 99811-0806

Email: [license@alaska.gov](mailto:license@alaska.gov) ★ Fax: (907) 465-2974

If your company name begins with A-F, contact (907) 465-5470

If your company name begins with G-M, contact (907) 465-8444

If your company name begins with N-Z, contact (907) 465-5372

Website: <http://commerce.alaska.gov/dnn/cbpl/ProfessionalLicensing/ConstructionContractors.aspx>

## CHANGE OF COMPANY OWNER OR DBA NAME CONSTRUCTION CONTRACTOR INFORMATION SHEET

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In accordance with 12 AAC 21.040, to file a company owner or DBA name change, you must submit the following documents:

1. A completed, signed, and notarized application which references the new company owner or DBA name and the construction contractor license number under the old name.
2. a. Regulation 12 AAC 21.040 requires a properly executed rider to the bond on file that shows the surety has extended coverage under the new company name. ORIGINAL DOCUMENT REQUIRED.

**-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 21.090(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 certificate of liability insurance that shows insurance coverage has been extended under the new company owner or DBA name. ORIGINAL DOCUMENT REQUIRED.
4. A certificate of workers' compensation coverage, the Division's Workers' Compensation Exemption form, 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. Return the original contractor registration (license) per **12 AAC 21.040, CHANGE OF NAME AND ADDRESS**. (a) If the name under which a contractor is registered requires change, the contractor shall return the certificate of registration under the old name to the department for cancellation.
6. A company owner or DBA name change fee of \$300.00.
7. Additional Requirement: A change in business name requires a new Business License. Applications can be downloaded at: [www.commerce.state.ak.us/occ/home\\_bus\\_licensing.html](http://www.commerce.state.ak.us/occ/home_bus_licensing.html), or contact the Business License Section at (907) 465-2550.