

Frequently Asked Questions (FAQ's)

1. My business did not have any sales within the City limits of Fairbanks last year; do I need to register my business?

Yes – if the business physical address is within the City limits and the business has an active State of AK Business License.

No – if the business physical address is outside the City limits with no receipts within the City limits.

2. My business is a non-profit organization within the City limits; do we need to register?

Yes – because Fairbanks General Code (FGC) of Ordinance Sections 14-601 through 14-603 do not allow any exemptions.

3. My business is a non-profit organization outside the City limits; do I need a City Of Fairbanks Business License?

No – if your organization is located outside the City limits **and all** sales, services, or deliveries are made to people or other businesses outside the City limits of Fairbanks.

Yes – if your organization is located outside the City limits **but it has sales within, provides services within or delivers goods within** the City limits.

4. My business does not have any employees; do I need to register the business?

Yes – if the business is located within the City limits **or has sales** to people or other businesses located within the City limits.

No – if the business is not located within the City limits **and does not have any sales** to any person or business located within the City limits.

5. I started my business after January 1 of the current year; do I need a City Of Fairbanks Business License?

Yes – if your business is physically located within the City limits of Fairbanks **or** your company does business within the City limits of Fairbanks.

6. I started my business after January 1 of the current year; how much do I pay because my business did not have any prior sales?

Estimate what you think your current year receipts will be and pay the \$25.00 or \$100.00 based on your estimate.

7. I own a business within the City limits of Fairbanks but I live outside the City limits of Fairbanks; do I need to register my business with the City Of Fairbanks?

Yes – it does not matter where the owner(s) live(s). The Ordinance states that **all** companies that maintain premises within the City limits, delivers goods or provides services within the City limits, or otherwise does business in the City limits **are required** to obtain an annual city business license.

8. I own several businesses within the City limits of Fairbanks; do I need to register all the businesses?

Yes – because one City of Fairbanks Business License can only license one business as does the State of Alaska Business License. If one business is the owner of another business, then both businesses need a City of Fairbanks Business License.

9. I am a sole proprietor; do I need to register with the City Of Fairbanks?

Yes – it does not matter if your business is a sole proprietor, corporation, LLC, partnership, or has any other business organization; you are required to obtain a City Of Fairbanks Business License.

10. What is my NAICS (North American Industry Classification System) code?

You can search the NAICS database by key word at the site below:

<http://www.census.gov/epcd/naics02/naico602.htm>

or from a link found on the City of Fairbanks web site:

www.ci.fairbanks.ak.us

The first two digits of the NAICS code determine the Line of Business.

11. I will start a new business in November of the current year; when must I register my business for the City of Fairbanks Business License and how much will it cost?

The business must be registered the date the business starts operation within the City limits – in your case November. The cost will be either \$25 or \$100 depending upon your estimated gross receipts.

12. When will my City Business License expire?

Once your application is complete, the license will be issued for the remaining period of the year in which you applied and will expire on December 31 of that calendar year.

13. Is the City of Fairbanks Business License transferable?

No – If a business is sold, the new owner must purchase a new license.

14. Do I need a new City Business License if my business changes its Line of Business?

Yes – In this case, you need a new State of Alaska Business License and a new City of Fairbanks Business License.

15. My business has a professional license, will my business need a City Of Fairbanks Professional License?

Yes – the City of Fairbanks requires some occupational licensing as well as some permits such as Chauffeurs, Vehicle for Hire, Massage Practitioners, Security Guard, Transient Vendor, Special Event and Parade, Private Detectives, Pawnbrokers and Commercial Refuse Collector. A City Business License is required in addition to these licenses.

16. Are there any businesses exempt from the City Business License?

No – Fairbanks General Code of Ordinance Sections 14-601 through 14-603 do not allow any exemptions.

17. My business has changed physical addresses; will I need a new City Business License?

No – download, print, mail in, **or** come to City Hall to fill out a change of address for the City Business License. You will need to specify the old mailing and physical addresses and the new mailing and physical addresses with the City Business License number.

18. What does “otherwise does business in the City limits” mean?

Performing any activity that generates revenue from within the City limits of Fairbanks.

19. Do I need a City Business License when my only business activity is selling my home made crafts at a special event. Such as: event at Carlson Center, craft bazaar at Fort Wainwright, craft bazaar at Eielson AFB, craft bazaar at Bentley Mall, craft or food at the Tanana Valley State Fair, at the Farmers’ Market, etc.?

General answer – **Yes** if the sale is within the Fairbanks City limits. **No** if the sale is NOT within the Fairbanks City limits. In all cases, your business is required to have a State of Alaska Business License. See specific answers below.

Specific answers:

Carlson Center/**Pioneer Park**

Yes – because the sale would be made within the City limits of Fairbanks.

Bentley Mall

Yes – because the sale would be made within the City limits of Fairbanks.

Fort Wainwright

Yes – because the sale would be made within the City limits of Fairbanks

Eielson AFB

No – because the sale is NOT within the Fairbanks City limits.

Tanana Valley State Fair and Farmers’ Market

No – because the sale is NOT within the Fairbanks City limits.

20. May the City Business License be paid on-line?

No – not at this time, but if you need additional forms, they may be downloaded and printed from our web site:
www.ci.fairbanks.ak.us

21. What is “Business Mailing Address”?

This is the “mailing address of the principal place of business” that you used for the State Business license.

22. What is “Physical Address”?

This is your main place of business. If your business has two or more locations in the Fairbanks area, this would be the physical address of your “home” office. Please list all other locations on a separate sheet or the reverse side of the application form and mail with the completed application form to the City of Fairbanks.

23. How may I submit the completed application form with payment?

Completed forms with credit card authorization may be faxed to

459-6710.

Mail completed forms with check or credit card authorization to

City of Fairbanks
City Clerk’s Office
800 Cushman Street
Fairbanks, AK 99701.

24. How do I know the “number of employees” that were employed last year?

This information can be taken directly from your prior year’s Employer Security Contribution Reports filed quarterly with the Department of Labor for the State of Alaska. January thru March is found on the first quarterly report, April thru June is found on the second quarterly report, etc. The City Of Fairbanks does not want the number of full-time vs. part-time employees, salary vs. hourly, seasonal vs. non-seasonal, etc.

25. When is the annual City of Fairbanks Business License Application Form due?

All City of Fairbanks Business Licenses are due by the last day of March unless it is a brand new business, no matter if your business is seasonal or non-seasonal.

26. My business has two retail outlets within the City limits of Fairbanks; how many City business licenses do I need?

Only one – because Section 14 – 602 of Ordinance 5684 states that only one license is needed, “regardless of the number of physical locations in the City where the business is conducted”. One license will cover branch offices of the same business as long as all of the branches engage in the same activity or line of business and under the same name.

27. My business is located outside the City limits of Fairbanks and does business with schools outside city limits; do I need a business license?

Yes – because the goods are normally delivered to the FNSBSD receiving department which is located within the City limits of Fairbanks and the invoice requesting payment of that delivery is mailed to and paid from the school district office which is located within the City limits of Fairbanks.

28. I have multiple businesses at one physical location; do I need more than one City of Fairbanks Business License?

Yes– Like the State of Alaska, the City of Fairbanks also requires each individual business to have a separate Business License.