



City of Palmer • Department of Finance
231 W. Evergreen Avenue • Palmer, AK 99645
Phone: 907-745-3271 Fax: 907-745-0930

2020 Special Event Business License Application
\$10 Special Event Business License Fee
License Expires at the Conclusion of the Special Event

A special event business license is required for each special event lasting three days or less.

List the event you will participate in: _____
Event begins on: _____
Event ends on: _____

Type of Ownership – Check One

City of Palmer License # _____

Sole Proprietorship Partnership LLC Corporation Non-Profit: 501(c)3 501(c)4

Business Name _____

Business Owner(s) _____

Federal ID or SSN # _____

Mailing Address _____

City _____ State _____ Zip _____

Primary Phone No. _____

Contact Name _____ Phone No. _____

Email Address _____

Please provide a complete description of the type(s) of goods and/or services that shall be offered under this special event business license: _____

Sales Tax Collection

Palmer Municipal Code 3.16 requires sales tax of three percent (3%) to be collected on all transactions. Sales tax may be collected in one of two methods and notice of sales tax collection must be posted at your premises or printed on the receipt. Indicate which method of collection you use:

Sales tax will be collected separately

Sales tax will be included in the sales price

Please list your: NAICS Code _____
State of Alaska Business License #: _____ Expiration date: _____
State of Alaska Occupational License #: _____ Expiration date: _____
(i.e.: Contractor, Doctor, Hairdresser, Realtor, Engineer etc.)

Please note: the application and \$10 license fee must be received prior to start of the special event. Payment received after the start of the event will be assessed late fees. Acceptance of this application by the City, does not guarantee license will be issued.

Printed name of authorized person completing form: _____ *Title:* _____

Signature of authorized person completing form: _____

For Office Use Only

Mail Pymt _____ Counter Pymt _____ Phone Pymt _____
Method of Payment Cash _____ Check _____ Credit Card _____

Date Stamp