



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

2021 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>(i.e.: Contractor, Doctor, Hairdresser, Realtor, Engineer etc.)</i>
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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 _____ Drop Box _____
 Method of Payment Cash _____ Check _____ Credit Card _____

Date Stamp