

## Quick Reference Guide to Establishing a Business in Palmer, Alaska

---

We appreciate your interest in considering Palmer as the home for your new business. The residents and business community of Palmer look forward to new businesses and services locating here and encourage you to consider the benefits of locating in the growing City of Palmer. City staff hopes this Guide will help you get started by providing a quick reference of where to obtain the necessary permits.

The permits you will need depend on the type of business you want to operate. Carefully read the description of each permit and determine which ones are most applicable to your business. The information in this Guide does not take the place of appropriate legal advice. It is not warranted to be all-inclusive, and any errors or omissions will not relieve you of your responsibility to comply with City, State or Federal laws, rules or regulations.

### Business License

**Palmer** – All businesses operating within the city limits are required to have a City Business License. This license does not grant City approval to operate a business; it is merely evidence that you have registered your business with the City of Palmer and paid the Business License fee. To apply for a City Business License, you will need to have your State and Federal Employer's Identification Number or your Social Security number. The fee for a City Business License is \$25 for the calendar year or any part of a calendar year.

#### **City of Palmer Department of Finance**

231 W. Evergreen Avenue  
Palmer, Alaska 99645  
(907) 745-3271

**Matanuska-Susitna Borough** - All businesses operating anywhere within the Borough are required to have a Borough Business License. To apply for a Borough Business License, you will need to have your State Business License number to complete the Borough application. The fee for a Borough Business License is \$50 every two years.

#### **Matanuska-Susitna Borough Finance Department**

350 E. Dahlia Avenue  
Palmer, Alaska 99654  
(907) 745-9632  
[www.matsu.gov.us](http://www.matsu.gov.us)

**State of Alaska** – All businesses in Alaska must have a state business license. The current fee for a State Business license is \$100 per year. If your business activity includes tobacco sales, a tobacco endorsement is also required. Contact:

#### **Alaska Department of Commerce, Community and Economic Development Division of Corporations, Businesses and Professional Licensing**

P.O. Box 110806  
Juneau, Alaska 99811-0806  
(907) 465-2550  
[www.commerce.state.ak.us](http://www.commerce.state.ak.us)

**Zoning & Permits** - Before starting a business in Palmer, you should make sure that your business qualifies as an allowed land use within the City zoning district that includes your proposed business location. You can check on the zoning yourself by:

- a) going to the zoning Map located on the Community Development page of the City web site, [www.cityofpalmer.org](http://www.cityofpalmer.org) or
- b) by visiting the Community Development Office at 645 E. Cope Industrial Way in Palmer, or
- c) by calling the Community Development Department at (907) 745-3709.

**Building Permits** - The City of Palmer requires that you obtain a building permit from the Department of Community Development before constructing a new building or structure, adding to or remodeling an existing building or changing the use of a building.

**Sign Permits** - City of Palmer requires sign permits on all new signage and for replacement of signs for new tenants.

**Fence Permits** - Fence permits are required for all new fences to be installed in the City of Palmer.

For further information, please feel free to contact:

**Palmer Department of Community Development**

Building Inspector  
645 E. Cope Industrial Way  
Palmer, AK 99645-6748  
(907) 745-3709

**Driveway Permits** - A City Driveway Permit is required if you plan to constructor modify a driveway unto a City maintained street. For more information on the criteria for obtaining a Palmer Driveway Permit Contact:

**Palmer Department of Public Works**

1316 S. Bonanza Street  
Palmer, Alaska 99645  
(907) 745-3400  
[www.cityofpalmerak.org](http://www.cityofpalmerak.org)

If your property is on a State owned or maintained street such as the Glenn Highway, Arctic Avenue or Evergreen Avenue, you will need to apply for a **State Driveway Permit** from the Alaska Department of Transportation and Public Facilities.

**Alaska Department of Transportation and Public Facilities**

P.O. Box 196900  
Anchorage, Alaska 99519-6900  
(907) 269-0695  
[www.dot.state.ak.us](http://www.dot.state.ak.us)

## Utility Information

**City Water & Sewer Service**  
**Palmer Department of Public Works**  
Water/Sewer Division  
231 W Evergreen Avenue  
Palmer, Alaska 99645  
(907) 745-3271  
[www.cityofpalmer.org](http://www.cityofpalmer.org)

**On-Site Sewer & Water Regulations**  
**Alaska Department of Environmental Conservation (ADEC)**  
1700 E. Bogard Road, Bldg. D, Suite 202  
Wasilla, Alaska 99654  
(907) 376-1854  
[www.dec.state.ak.us](http://www.dec.state.ak.us)

## OTHER Resource Agencies and Organizations:

The **Greater Palmer Chamber of Commerce** provides opportunities for networking and support through established business leaders in this community. For more information, call (907) 745-2880 or visit their office. The Chamber of Commerce meets at noon every Wednesday at the Palmer Moose Lodge.

Assistance is also available from the **Small Business Development Center** by calling (907) 373-7232 or by going to their office located at 201 N. Lucille Street, Suite 2A in Wasilla. Services include free and confidential one-on-one business counseling and information on the Buy Alaska network. You can view a list of their upcoming business seminars at [www.aksbdc.org/mat-su](http://www.aksbdc.org/mat-su).

**Alaska InvestNet** is a statewide non-profit corporation helping entrepreneurs access investors by providing them with the tools and resources they need to succeed. Alaska InvestNet brings entrepreneurs, investors and service providers together at educational events that provide technical assistance and facilitate business relationships. For more information go to [www.alaskainvestnet.org](http://www.alaskainvestnet.org).

The State of Alaska Department of Commerce, Community and Economic Development has a **Business Assistance Program**. For information, call Mike at 269-8105.

## Employer Registration

If you are going to hire employees, you must register with the state Employment Security Division. They provide assistance and information to employers on Unemployment Insurance Tax. There is no fee to register as an employer.

**Alaska Department of Labor and Workforce Development**  
**Employment Security Division**

877 Commercial Drive  
Wasilla, Alaska 99654-6937  
(907) 373-2682  
[www.labor.state.ak.us](http://www.labor.state.ak.us)

## Environmental Permit

Some businesses will need permits from the Alaska Department of Environmental Conservation(ADEC). Examples of the types of businesses that may need permits are bed & breakfast, barber shops, and businesses that use pesticides. For help in determining if you need an ADEC permit contact:

**Alaska Department of Environmental Conservation (ADEC)**  
1700 E. Bogard Road, Bldg. D, Suite 202  
Wasilla, Alaska 99654  
(907) 376-1854  
[www.dec.state.ak.us](http://www.dec.state.ak.us)

## Food Service Permits

A Food Service Permit is required for businesses such as restaurants, caterers, or mobile food carts and for markets and food processors that sell food to the public. For more information on the types of permits and inspections required or for information on annual fees contact:

**Alaska Department of Environmental Conservation (ADEC)**  
**Division of Environmental Health**  
1700 E. Bogard Road, Bldg. D, Suite 202  
Wasilla, Alaska 99654  
(907) 376-1854  
[www.dec.state.ak.us](http://www.dec.state.ak.us)

## Federal Income Tax

For information regarding employee withholding, self-employment tax , sole proprietorship, partnership and corporate taxes, contact the Internal Revenue Service (IRS). Request a copy of IRS Publication 583, Starting a Business and Keeping Records, and IRS Publication 15, Circular E – Employer's Tax Guide , by calling 1-800-829-3676.

**Internal Revenue Service (IRS)**  
949 E. 36<sup>th</sup> Avenue  
Anchorage, Alaska 99508  
(907) 271-6391  
[www.irs.gov](http://www.irs.gov)

## Alcoholic Beverage License

Businesses that sell or serve alcohol must first acquire a license from the State of Alaska. For information on these types of licenses and annual fees, contact:

**Alaska Department of Public Safety Alcoholic Beverage Control Board**

5848 E. Tudor Road  
Anchorage, Alaska 99507  
(907) 269-0350  
[www.dps.state.ak.us/abc](http://www.dps.state.ak.us/abc)

### **Incorporation/Limited Partnerships**

The Alaska Department of Commerce, Community and Economic Development handles documentation required to establish a corporation, sole proprietorship, partnering, etc. Contact:

**Alaska Department of Commerce, Community and Economic Development  
Division of Corporation, Business and Professional Licensing**

P.O. Box 110806  
Juneau, Alaska 99811  
(907) 465-2534  
[www.commerce.state.ak.us](http://www.commerce.state.ak.us)

### **Trademark and Service Mark Registration**

A state trademark for a name, design, or logo that identifies your product may be obtained through the Alaska Department of Commerce, Community and Economic Development. A service mark can be registered to identify a service. The trademark or service mark registration is valid for five years with a renewable clause.

**Alaska Department of Commerce, Community and Economic Development  
Division of Corporation, Business and Professional Licensing**

P.O. Box 110806  
Juneau, Alaska 99811  
(907) 465-2534  
[www.commerce.state.ak.us](http://www.commerce.state.ak.us)

### **Worker's Compensation**

The Alaska Worker's Compensation Act requires each employer having one or more employees to obtain worker's compensation insurance. Employers are required to pay medical costs and a portion of lost wages for employees who are injured or become ill because of work conditions. For more information contact:

**Alaska Department of Labor Division of Worker's Compensation**

P.O. Box 115512  
Juneau, Alaska 99811  
(907) 465-2790  
[www.labor.state.ak.us/wc](http://www.labor.state.ak.us/wc)