



## Checklist for Operating a Business in Skagway

Following is general information regarding the State and City requirements for operating a business in Skagway, including phone numbers and links:

**Additional information can be found at [www.skagwaydevelopment.org](http://www.skagwaydevelopment.org)**

### **Licensing:**

A City of Skagway Business License may be obtained for \$10.00 per year from City Hall:

*(907) 983-2297      7<sup>th</sup> Ave. & Spring St      [www.skagway.org](http://www.skagway.org)*

Obtain all necessary State of Alaska business licenses and permits:

- ◆ You may order a State of Alaska Business License by completing the online application form by going to the Division of Occupational Licensing Business License Section at <http://www.dced.state.ak.us/occ/buslic.htm> or you can purchase your license by calling *(907) 465-2550*
- ◆ Find specific occupational licensing requirements for your business by calling, or go to the state Occupational Information page at:  
*(907) 465-2534      <http://www.dced.state.ak.us/occ/home.htm/>*

### **Taxes:**

There is a City Sales Tax of 4% which must be remitted quarterly. Contact the City of Skagway for further tax information:

*(907) 983-2297      7<sup>th</sup> Ave. & Spring Streets*

To determine the potential tax obligations and filing requirements for your business:

- ◆ Check with your accountant or bookkeeper.
- ◆ Visit the Tax Topics for Business web page for an assortment of information:  
<http://www.irs.ustreas.gov/businesses/index.html> or call
  - *1-800-829-3676* IRS Publications/Forms, or
  - *1-800-829-4933* Telephone Assistance for Business.

### **Zoning Regulations:**

It is important to research zoning regulations that may apply to your business. Depending on where your business is located, there may be special requirements determined by the Historic District Commission.

- ◆ Contact City Hall at (907) 983-2297 to determine if your business is located in the Historic District, as there are special guidelines you must adhere to; including regulations regarding signs, building color, and architectural details.
- ◆ Building Permits are required for new buildings, additions, alterations, repairs or miscellaneous structures; these are available at City Hall.
- ◆ For all other zones and their regulations contact the Planning and Zoning Commission at City Hall:  
(907) 983-2297      7<sup>th</sup> Ave. & Spring Streets   [www.skagway.org](http://www.skagway.org)

### **Hiring Employees:**

There are many different requirements involved when hiring employees. To determine which of these may relate to your business:

- ◆ Contact the Alaska Department of Labor at for a complete listing of information for employers.      <http://www.labor.state.ak.us/>
- ◆ Contact the Alaska Department of Labor: Employment Security Division to obtain an unemployment insurance identification number.  
(907) 465-2712      <http://www.labor.state.ak.us/esd/home.htm>
- ◆ Contact the Workers' Compensation Division, Alaska Department of Labor to determine required compliance with the Workers' Compensation Act.  
(907) 465-2790      <http://www.labor.state.ak.us/wc/wc.htm/>
- ◆ Determine compliance with the Occupational Safety and Health Act (OSHA) by contacting the Alaska Department of Labor: Standards and Safety Division at  
(907) 465-4855      <http://labor.state.ak.us/lss/home.htm/>

The Skagway Chamber of Commerce website lists job opportunities for member businesses. This is a good place to advertise for employees.

(907) 983-1898      [chamber@aptalaska.net](mailto:chamber@aptalaska.net)      [www.skagwaychamber.org](http://www.skagwaychamber.org)

### **Other:**

#### **Utilities**

Alaska Power and Telephone Company (AP&T) supplies all electricity, telephone, and internet services, including DSL. (907) 983-2202      5<sup>th</sup> Ave. & Spring St. .

Water, Sewer and Garbage are all handled by the City of Skagway, for further information regarding schedules and rates contact City Hall (907) 983-2297.

#### **Bank**

The Wells Fargo Bank branch is located at 6<sup>th</sup> Ave. & Broadway next to the Post Office. Wells Fargo has a large variety of business and personal services available from this branch as well as an ATM. (907) 983-2264.

#### **Housing**

Housing in Skagway is very tight and can be difficult to find. If you are considering doing business in Skagway it is imperative to look for housing as early as possible. SDC recommends beginning your search in December and January, if not earlier. The Skagway Chamber of

Commerce has a listing of most persons offering seasonal housing opportunities. The Chamber can be contacted by:

**Phone (907) 983-1898**

**Email: [chamber@aptalaska.net](mailto:chamber@aptalaska.net)**

**[www.skagwaychamber.org](http://www.skagwaychamber.org)**

### **Newspaper**

Skagway has one newspaper “*The Skagway News*” which is published twice monthly. This newspaper is a good source of Classified Ads for accommodation and employees.

**(907) 983-2354**

**[skagnews@aptalaska.net](mailto:skagnews@aptalaska.net)**

**[www.skagwaynews.com](http://www.skagwaynews.com)**

The “*Skaguay Alaskan*” is a seasonal paper and visitor guide with a free circulation of 160,000 distributed daily to cruise ship, ferry, day boat, and train passengers. This is another publication to advertise your business. Contact details are the same as “The Skagway News”.