



**Municipality of Anchorage
Housing and Homeless Services Program**

SHELTER LICENSING SHELTER ACTIONS CHECKLIST

Homeless and transient shelter license applicants should use this form when their application is ‘accepted’ by the Anchorage Health Department. The applicant will receive an email notification when their license is accepted.

Organization Name: _____

Shelter Name: _____

AHD Staff: _____

Date Application Submitted: _____

Date Application Accepted: _____

Item #	Date Completed	Task / Deadline
The following tasks must be completed within 10 working days of AHD accepting an application.		
1		<p>Submit an envelope with fingerprints and a check made out to ‘Alaska Department of Public Safety’.</p> <p>-See the following information sheet for more information. -Submit the envelope in-person or by mail to: Anchorage Health Department Shelter Licensing Coordinator 825 L Street Anchorage, AK 99501</p>
2		<p>Pick up public (posted) notice signs from the Anchorage Health Department.</p> <p>-See the following information sheet for more information. -Call 907-343-7775 or email housingandhomelesservices@anchorageak.gov to coordinate a pick-up time.</p>
3		<p>Complete the Barrier Crime Waiver Application (if applicable).</p> <p>-Access the application here.</p>
4		<p>Complete the General Variance/Waiver Application (if applicable).</p> <p>-Access the application here.</p>
5		<p>Pay the \$100 license fee</p> <p>-Checks should be made out to ‘MOA AHD’ and sent to: Anchorage Health Department Shelter Licensing Coordinator 825 L Street Anchorage, AK 99501</p>



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Item #	Date Completed	Task / Deadline
The following task must be completed within 30 calendar days of AHD accepting an application.		
6		<p>Applicants have 30 calendar days to submit the rest of their required documents if not attached to the application.</p> <p>-Applicants should have received a confirmation email upon submitting their application. Click the link in that email to revisit the application. -See the Required Documents Checklist for more information.</p>
The following task must be completed within 10 working days after the posted public notice period ends.		
7		<p>Fill out and sign a public notice affidavit.</p> <p>-This must be filled out and signed by the person who did or initiated the posting.</p>
The following task must be completed within 30 calendar days after the posted public notice period ends.		
8		<p>Public notice signs must be taken down.</p> <p>-Shelters do not need to give the signs back to AHD.</p>
The following should be noted after 60 calendar days from AHD accepting an application.		
9		<p>The Provisional License period ends.</p> <p>-Shelters that need to apply for a Provisional License extension may do so by filling out a waiver. Applications will be evaluated on a case-by-case basis.</p>