

AMERICAN SAMOA GOVERNMENT
BUSINESS OWNER CHECKLIST

Businesses operating in American Samoa are regulated by several different agencies, boards and commissions depending on the type of the business. More than one license, certificate and/or approval may be required to engage in certain types of businesses. It is the responsibility of the business owner to know and comply with any special business regulations. Below is a checklist of some, but not necessarily all, of the agencies, boards and commissions that regulate business in American Samoa.

- ✓ You may be required to provide Workmen's Compensations depending on the number of employees and type of business activity. Examples of businesses required to provide Workmen's Compensation include, but are not limited to, businesses with 3 or more employees and businesses engaged in occupations hazardous to employees. **Workmen's Compensation Department** is located on the second floor of the Executive Office Building in Utulei (EOB). 633-4485
- ✓ If you intend to erect a new structure or planning to extend or remodel an existing structure, you may be required to apply for a Land Use Permit and/or a Zoning Variance. Land Use Permit Applications are reviewed by the **Project Notification and Review System Board**. Zoning Variance are reviewed by the **Zoning Board**. Applications for Land Use Permits and Zoning Variances can be found at the Department of Commerce which is located on the second floor of the EOB. 633-5155
- ✓ If your business activity includes the selling of beer or alcoholic beverages, you must apply for a license with the **Alcoholic Beverage Control Board**. Applications can be found at the Department of Commerce which is located on the second floor of the EOB. 633-5155
- ✓ You must obtain a health permit from the **Department of Public Health** if your business is defined as a restaurant or food establishment, barbershop or beauty parlor, or if your business activity involves the sale of food or drink. The Department of Public Health is located in Fagaalu across from LBJ Tropical Medical Center. 633-1468
- ✓ If your business will provide commercial transportation, you must obtain a Certificate of Convenience from the **Commerce Commission**. Applications may be found at the Department of Commerce which is located on the second floor of the EOB. 633-5155
- ✓ Certain professions require licensures and certifications before one can practice in those professions. Professions requiring special licensures and certificates include, but are not limited to the following:
 - Attorneys and Practioners
 - Public accountants
 - Notary Public
 - Commercial vehicle drivers
 - Professional Land Surveyors
 - Marine Inspectors
 - Insurance Agents
 - Contractors
 - Cosmetician
 - Tradesmen
 - Medical professionals
 - Physical and Occupational Therapists
 - Social workers

You should not consider any guidance or assistance that you receive from this office to be legal, business or tax advice. Any such guidance or assistance is no substitute for the informed advice of competent legal, business, tax or other professional counsel. If you have substantive questions, we encourage you to consult your private attorney, business or tax advisor, or other professional. The employees of our office are not authorized to provide legal, business or tax advice.