January 2015

Dear Commercial Operator:

**Permit Fees:**

- Effective January 1, 2015, a $100.00 non-refundable permit application processing fee will be applied to all State Park commercial operator permit applications. The fee for a commercial use permit has not changed and remains $250.00 for residents and $750.00 for non-residents (total of $350.00 including application processing fee) and for non-residents $750.00 (total of $850.00 including application processing fee).

**New Annual Decal Fee Increase:**

- The cost for boat launch annual passes is $100.00 for the first pass and $50.00 for the second pass sold to the same household. The third and subsequent passes are $100.00 each.

**Per Client Fees Increase:**

- For guided tours of a State Historical Park or State Historical Site the fee is $6.00 per client per day.
- For motor coach and van tour companies that make limited, transient use of roadside Park facilities, such as scenic viewpoints, latrines, waysides, and picnic sites the fee is $1.00 per client per day.
- For guided hunting is $250.00 per client per hunt.
- All other client fees remain the same.

Please Note:

1. State regulations require that anyone conducting commercial activities within a unit of the State Park system obtain, in advance, a permit issued by the Division of Parks and Outdoor Recreation (DPOR). Examples of commercial activities include boat rentals, charter services, transportation services, guided activities, outfitting and supply or equipment sales. When applying for the commercial park use permit all of the required documents must be submitted with the permit fee. When the process is complete a permit, identification card and appropriate decals will be issued. Once the operator has received the permits they will be authorized to conduct business in the Park. **Commercial operators are not authorized to conduct business in a State Park unit until they have been issued a valid permit.**

2. All commercial vehicles that operate within the Alaska State Park system must be commercially registered with the Alaska Division of Motor Vehicles. Once this is complete, a copy of the registration must be sent to the permitting office. A numbered vehicle decal will be issued to the vehicle to be permanently affixed to the lower corner of the driver side of the windshield.

3. List all returning or new employees that will be providing services in the Alaska State Park system for 2015.
Enclosed are the pre-qualification requirements for an Alaska State Parks Non-Competitive Park Use Permit for Commercial Activities. The information in this letter applies to commercial operators who plan to operate in the following units of the State Park system:

Kasilof River State Recreation Site  Johnson Lake State Recreation Area
Crooked Creek State Recreation Site  Clam Gulch State Recreation Area
Deep Creek State Recreation Area  Ninilchik State Recreation Area
Stariski State Recreation Site  Diamond Creek State Recreation Area
Anchor River State Recreation Site

Kachemak Bay State Park and State Wilderness Park (including the following specific areas):

Haystack, Humpy Creek Trail, Kayak Beach, Leisure Lake, Mallard Bay, Moose Valley Trail, Poot Peak Trail, Alpine Ridge Trail Emerald Lake Trail, Glacier Lake Trail, China Poot Lake Trail, Right Beach, Saddle Trail Sadie Knob Trail, Glacier Spit, Kachemak Crack, Grace Ridge Trail, Goat Rope Trail, Halibut Cove Lagoon, Tutka Lake Trail Jakolof Trail, Upper Hazelle Lake, lower Hazelle Lake, Wozenesenki Lake, Wozenesenski Trail, Port Dick, Gore Point, Nuka Island, Sunday Harbor, Tonsina Bay, Gore Point Lake, Petrof Lake, Taylor Bay or any other lake, river or bay within these park units.

**Annual Permit Fees**: A $100.00 non-refundable permit application processing fee will be applied to all State Park commercial operator permits. The permit fee for Alaska Residents for the 2015 season is $250.00 (total of $350.00 including application processing fee) and for non-residents $750.00 (total of $850.00 including application processing fee).

If you obtain a Kenai River guiding permit under its fee structure, there is no additional fee for adding other State Park units.

**Per Client Fees**: Per client fees are applicable to the Kachemak Bay State Park and Kachemak Bay State Wilderness Park, and are charged in addition to the annual permit fee:

No per client fees will be charged for persons who are transported by water or air taxi services directly to or from private property inholdings within a State Park or any government employee on official business who are transported by a commercial operator. For any commercial operator who offers multiple recreational services to a person in any given day (such as guided watercraft tours and overnight camping), only one "per client fee" shall apply per day, based upon the highest per client fee for the particular activities. Report these individuals only once for any one-day period on the use report form.

**Water & Air Taxis**: For water and air taxi businesses that provide drop-off service with another business providing the customer pick-up, the fee will be charged to the drop off company only. The water taxi business that drops the person off will be responsible for recording the drop off numbers on the use report and paying the appropriate fee. This only applies for drop off and pick up services based upon a round trip service.

**ADF&G Sport Fishing Business Owner/Guide License**: Applications for ADF&G Sport Fishing Business Owner/Guide Licenses for 2015 are available at ADF&G offices or at the Gilman River Center. Stickers and logbooks will also be available at the Gilman River Center. You will need to pay
for the ADF&G Sport Fishing license with a separate check or money order. We cannot accept cash or credit cards for this registration. Licenses can be purchased online at: https://www.adfg.alaska.gov

**Use Reports for Per Client Fee Areas:** The following Use Report requirements and payment schedule apply to commercial operators offering guided hiking, overnight camping, guided sport fishing, water tours, water taxi services, or aircraft flight seeing, or charter services within the State Park units listed above. For 2015, a single End of Season Report will be due by December 1, 2015. The DPOR will submit a bill to you for any user fees due and payment will be required by January 1, 2016. State law, AS 45.45.010(a), allows the State to charge interest in the amount of 10.5% annually on debts owed to the State. A 10.5% annual penalty fee will be assessed for any per client fees that are not paid prior to the applicable due date.

**Commercial Vehicle Registration:** Any vehicle and/or trailer combination that is used in commerce (commercial purposes) and has a gross vehicle weight rating over 10,000 pounds must be registered as commercial vehicles. Please contact a Commercial Vehicle Enforcement Officer at the Sterling Weight Station (262-5400) if you have any questions. We will be requiring proof of commercial vehicle registration for all vehicles associated with your business use of State Parks.

**Commercial Trailer Plates:** Any vehicles or boat trailers used for a guide business need to be registered commercially. Contact a Commercial Vehicle Enforcement Officer at the Sterling Weight Station (262-5400) if you have any questions.

**Out of State License Plates:** Non-residents must provide proof of Alaska vehicle and trailer registration prior to permit registration. Alaska state law requires that persons entering Alaska to work must register their motor vehicles in Alaska within ten (10) days upon your arrival. Temporary registration is only valid for 30 days. We will suspend the permits of anyone who does not bring in their permanent registration before the 30-day temporary permit expires. The Park permit will be reinstated once the permanent registration is produced.

**Random Drug Testing:** Operators who are required to hold a U.S Coast Guard License for their business operations in State Parks will be required to present to the DPOR permitting staff documentation, including expiration date, declaring that they are registered in a marine random drug testing program. The Division of Parks and Outdoor Recreation will verify registration in the random testing program and monitor test results. The Division of Parks and Outdoor Recreation may impose an in-season permit suspension to anyone who has a verified positive test for drugs or alcohol. **If you have any questions regarding the drug-testing program, please contact the U.S. Coast Guard in Anchorage at (907) 271-6714.**

**Insurance:** Commercial liability insurance is required of commercial operators that provide guiding, outfitting, touring, educational expeditions or other recreational services in State Park units. The insurance required is a minimum of $100,000 per person/$300,000 combined single limit per occurrence commercial liability insurance. Coverage shall include premise operations, independent contractor's products/completed operations, broad form property damage, blanket contracts and personal injury inducements. The liability insurance policy must also list the State of Alaska as "additional insured" and must provide for a 30-day notification to the State of cancellations, non-renewal, or material alteration of insurance.

**Vessel Registration:** All powered and non-powered boats with auxiliary power units used on any water of the state must be registered. This includes all rivers, streams and lakes regardless of size and all salt water within 3 miles of land.
The State registration is valid for three years and will expire at the end of the month in which the boat is first registered. The Certificate of Number must be carried aboard the boat whenever it is in operation. The boat registration form and more information about the program are available on the State web site. The address is http://doa.alaska.gov/dmv/forms/forms.htm. When the site opens click on Departments. When the department listings appear you will find the “DMV Online” services listed under the Department of Administration. If you have questions please contact the DMV in the Red Diamond Center on Kalifornsky Beach Road or call them at (907) 262-4681.

**Kenai Peninsula Borough (KPB) Sales Tax** (for those Operators working within the KPB):

- **For established sales tax accounts:** Enclosed is the form that you will need to obtain your Account Update. Please complete, sign, and return form in person or mail to the Kenai Peninsula Borough Sales Tax Department at 144 North Binkley St. Soldotna, AK 99669. The KPB will then notify us that your account is valid.
- **For new tax accounts:** You will need to contact the KPB Sales Tax Department to open a sales tax account. Once that is accomplished, we will be notified that you have established an account. Please call (907) 714-2175 if you have any questions.

**Check the Pre-Qualification List:** Please review the enclosed pre-qualification criteria for all the required information. If you have any question we encourage you to call us at (907) 714-2471.

**Permit stipulations:** The general permit stipulations that will appear on the permit are enclosed. Some types of operations will have additional special stipulations.

**IN-PERSON PERMITTING WILL BE DONE BY APPOINTMENT ONLY.** Please call (907) 714-2471 to make an appointment. We will gladly copy paperwork and add information to your file at any time.

**Other agency permits:** If you plan to conduct operations within Federal lands or waters, a Federal use permit may be required. Please contact the following agencies for information if you have any questions regarding which permits may be required for your operation or for clarification of the permitting process: Kenai National Wildlife Refuge, at (907) 262-7021; Chugach National Forest, at (907) 743-9500; Kenai Fjords National Park, at (907) 224-7500; or State Parks, at (907) 714-2471.

**Questions:** If you have any questions about this letter or the permitting of commercial activities in State Parks call (907) 714-2471, or email pamela.russell@alaska.gov.

Thank you for your cooperation. Good luck and best wishes for a successful business season in 2015.

Sincerely,

Pamela Russell
Natural Resource Specialist III

CC: Roger MacCampbell, Chief Ranger/Kachemak Bay State Park and State Wilderness Park