January 5, 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 the fee is $250.00 per client per hunt.
- All other client fees remain the same.

**Please Note:**

1. State regulations require that all commercial activities conducted within a unit of the State Park system require, 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, supply or equipment sales and commercial photography.

2. Enclosed are the pre-qualification requirements for an Alaska State Parks Non-Competitive Park Use Permit for Commercial Activities. When applying for the commercial park use permit all of the required documents must be submitted with the application processing and permit fees. 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 operate in a State Park unit until they have been issued a valid permit.**

3. 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.

4. List all returning or new employees that will be providing services in the Alaska State Park system for 2015.
5. All persons hired by a commercially permitted company that provide tours in Totem Bight State Historical Park are required to identify employees by a company name tag, vest, or uniform.

6. All permittees operating guided hiking tours at Lunch Creek in Settlers Cove must use the Lunch Creek Trail.

**Annual Permit Fees:** * A $100.00 non-refundable permit application processing fee will be applied to all State Park commercial operator permit applications. 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).

**Per Client Fees:** Per client fees are applicable to the State Park units managed within the Southeast Area State Parks and are charged in addition to the annual permit fee.

No "per client fee" will be charged for persons who are transported by water or air taxi services directly to or from private property in-holdings within a State Park or any government employee on official business who is 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 Taxis:** For water taxi businesses that might 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.

**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. Licenses can be purchased online at: [https://www.adfg.alaska.gov](https://www.adfg.alaska.gov)

**Department of Fish and Game Vessel Stickers and 2015 vessel tags, freshwater site code list and logbooks can be acquired at all area ADF&G offices. For information on ADF&G Sport Fishing guide licensing and logbooks, contact (907) 267-2390 or 267-2369.**

**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. 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.

Be advised that we will not issue a Commercial Operator Permit until we have your completed 2014 End of Season Report(s). In addition, failure to provide your use report by the appropriate due date will result in a citation. This report is due whether you conducted commercial activities in a unit of the State Park system or not. Use reports forms for 2015 will be included with your 2015 permit when they are mailed out or when you register in person. Completed use reports should be mailed to the Gilman River Center, 514 Funny River Road, Soldotna, AK 99669. You may fax the report to (907) 260-5992.

**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.

**Commercial Trailer Plates:** Any vehicles or boat trailers used for a guide business need to be registered commercially.

**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 provide proof of State of Alaska registration before the 30-day temporary permit expires. The Park permit will be reinstated once the State of Alaska 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 State Park 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) 227-9248.

**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. **Please Note:** The address for additional insured is 514 Funny River Road, Soldotna, Alaska 99669 and/or Fax (907)-260-5992.

**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](http://doa.alaska.gov/dmv/forms/forms.htm) If you have questions please contact DMV in Juneau, located at 2760 Sherwood Lane, Suite B, (907) 465-4361 or your local DMV office.

**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 any of the Federal lands or waters, a Federal use permit may be required. Please contact the appropriate agencies for information if you have any questions regarding which permits may be required for your operation or for clarification of the permitting process.

**Questions:** If you have any questions about this letter or the permitting of commercial activities in State Parks, please 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/Michael Eberhardt

Natural Resource Specialist/Southeast Area Park Superintendent