



**HAINES BOROUGH**  
 P.O. BOX 1209, HAINES, AK 99827

**COMMERCIAL TOUR PERMIT APPLICATION**

[ Check ALL of the type(s) of permit(s) you are applying for]

- Commercial Tour (CT)       Special Event (SE)  
 Helicopter Skiing (HSK)       Port Chilkoot Dock Parking (PCDK)

Applicant's Name (Tour Operator):		Name and title of authorized agent completing the application:	
Applicant's Mailing Address:	Applicant Street Address:	Agent's Mailing Address:	Agent's Street Address:
Applicant's phone number:	Applicant's FAX Number:	Agent's phone number:	Emergency contact:
Email Address:		Website:	
Brief description of the nature of the business represented:			
Location of Commercial Passenger Vehicle Storage if Different than Company Street Address: (if applicable)			
Do you want to add a new activity, operate in an unpermitted area, and/or increase your tour capacity? <input type="checkbox"/> YES <input type="checkbox"/> NO      →		You must explain <u>ALL</u> tour(s) old and new as an attachment to this form to comply with HBC 5.18.030. New commercial tours, expansion of existing tours, and requests for special ski events <u>outside</u> defined heliski areas require a public hearing before the borough assembly.	

**Important PLEASE READ BEFORE SIGNING**

I am authorized to apply on behalf of this company, and I agree to abide by the Haines Borough Code regulations appropriate to the permit(s) I am applying for. On behalf of the Applicant, I hereby agree to indemnify, defend and hold the Haines Borough harmless from any and all claims for injury or damage to persons or property suffered in connection with the permitted activities unless such injury or damage is caused by the gross negligence of the Haines Borough.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date of Application

**Please include the following information and attachments with this form:  
 as applicable to the requested permit(s)**

<p><b><u>REQUIRED:</u></b></p> <p><input type="checkbox"/> Appropriate permit fee(s) per HBC 5.18.025      ___ \$250 Commercial Tour (CT)/ Helicopter Skiing Permit (HSK) (permits issued will be valid for <u>2 years</u>)      ___ Special Event Fee TBD by Manager      ___ \$10/25 Port Chilkoot Dock Parking Permit (per vehicle)</p> <p><input type="checkbox"/> Complete contact information for <u>all</u> company principals and the operations manager(s) and/or event organizers. Explain any felony convictions of any company principals within the past five years (if applicable).</p> <p><input type="checkbox"/> All location(s) where the tour(s) or event will be offered (including a Map)</p> <p><input type="checkbox"/> Detailed explanation of activities, guide/client ratio, routes/locations, schedule, stops, days/hours of operation, estimated number of participants/customers, expected spectators (for events)</p> <p><input type="checkbox"/> Current safety &amp; operating plan</p>	<p><b><u>REQUIRED:</u></b></p> <p><input type="checkbox"/> Copy of current Alaska State Business License</p> <p><input type="checkbox"/> <i>Haines Borough Certification Form</i> (proof of HB Business License and taxes paid)</p> <p><input type="checkbox"/> Broker's certificate of \$500,000 of commercial general liability insurance. All certificates must <u>name the Haines Borough as additional insured</u>. (required for all permits)</p> <p><b><u>IF APPLICABLE:</u></b></p> <p><input type="checkbox"/> Proof of Worker's Compensation Insurance</p> <p><input type="checkbox"/> Copies of federal, state, and local land-use permits (BLM, DNR, etc.)</p> <p><input type="checkbox"/> Skier day allocation requested for the season (HSK permit).</p> <p><u>PC Dock Parking Permit (PCDK) (additional requirements)</u></p> <p><input type="checkbox"/> Fully completed <i>Inventory of Vehicles</i> to be permitted.</p> <p><input type="checkbox"/> Broker's certificate of \$500,000 of auto insurance &amp; listing of insured vehicles. All certificates must <u>name the Haines Borough as additional insured</u>.</p>
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**Details of event(s) or tour activities:** (**Important:** This section is not optional. This information must be provided in detail even if the tour/event is not new per HBC 5.18.030.) Please provide the following information attaching additional documentation such as maps and marketing materials, as needed to fully describe the event/activity you seek a permit for.

Planned Tour Season Start: \_\_\_\_\_  Planned Season End Date: \_\_\_\_\_

Max # of Customers per tour: \_\_\_\_\_ # of Tours per day \_\_\_\_\_ Estimated annual customers \_\_\_\_\_

Special Events: Requested Event Period (start & end): \_\_\_\_\_  
 Estimated Participants (Crew, Talent, Attendees, etc. for Special Event): \_\_\_\_\_  
 Estimated Number of spectators \_\_\_\_\_ Estimated Number of Out-of-Town Guests \_\_\_\_\_

List of all Company Principals (please include names and contact information for all principals as well as an explanation of any felony convictions within the past five years. Attach information if more space is needed.):

Map of Location of Tour(s)/Event(s) or Tour(s) Attached (please mark all proposed loading, stopping, unloading/staging areas, routes, flight paths, etc.).

Primary Activities Offered: \_\_\_\_\_

Description of Tour Activities/Event(s) (Please attach description of EACH Tour.

Other Permits Required (attach permits)

I have read and agree to be bound by the Operator's Code of Conduct.

If I use the PC Dock, I have read and understand the rules and procedures outlined in the PC Dock Operating Plan and agree to be bound by the same.

Helicopter Skiing and Helicopter-related SE Permits: Name and Address of Helicopter Company

**\*\* Please remember to complete your annual reporting by November 1 per HBC 5.18.065\*\***

=====*Office Use Only Below This Line*=====

Fees Paid \$ \_\_\_\_\_ Permit(s) \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_ Ck# \_\_\_\_\_ Cash \_\_\_\_\_

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Required Approvals from: \_\_\_\_\_ Tourism Director \_\_\_\_\_ Police Chief \_\_\_\_\_ Harbormaster

All required attachments and fees received  ---> (Must be checked before hearing can be conducted or permit issued.)

Date of Public Hearing, if any \_\_\_\_\_

Permit(s) Approved \_\_\_\_\_ Denied \_\_\_\_\_ Effective Date \_\_\_\_\_ Expiration: \_\_\_\_\_

Reason for Denial/Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_  
Borough Clerk (or Designee)

\_\_\_\_\_  
Title of Designee

\_\_\_\_\_  
Date Signed

**PERMITS ISSUED: #CT-\_\_\_\_\_ #PCDK-\_\_\_\_\_ #HSK-\_\_\_\_\_ #SE-\_\_\_\_\_**