



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

HARRIGAN CENTENNIAL HALL

330 Harbor Drive | Sitka, Alaska 99835

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APPLICATION **FOR A COMMERCIAL VEHICLE LOADING/UNLOADING PERMIT** **UNDER SGC 6.25.040 IN 2026**

Pursuant to Sitka General Code (SGC) Chapter 6.25, the City and Borough of Sitka (CBS), through its Harrigan Centennial Hall (HCH) Manager, will issue Commercial Vehicle Loading/Unloading Permits within designated loading/unloading areas at the HCH Plaza and the O'Connell Bridge Tending Facility in 2026.

A. Process and procedure:

1. An application will be accepted only from a person who has, or upon issuance of the permit, will have the legal authority to act in accordance with the permit. The application must be signed by the owners of the business to be subject to the permit. The HCH Manager may require an applicant to submit evidence of authority to apply for the permit.
2. An application must be on forms provided by the CBS which are available at the office of the HCH Manager at 330 Harbor Drive, Sitka, Alaska 99835. An application will not be considered unless it is complete, signed, and filed together with any required attachments or exhibits at the office of the HCH Manager.
3. Applications for 2026 are available online or at the front desk at Harrigan Centennial Hall. Applications must be filed on or before **January 8th, 2026** for a 2026 permit related to a Commercial Operations Permit. If not so related, applications may be filed as necessary.
4. Information required to be provided by applicant in application:
 - a. Name of each individual and/or business entity responsible for conducting business under the permit, and each person listed shall be jointly and individually responsible for compliance with the permit;
 - b. The permanent, temporary, local, and foreign residence and mailing address of each person responsible for conducting business under the permit;
 - c. Current phone numbers and email addresses of each person responsible for conducting business under the permit;
 - d. A copy of a current driver's license or other government identification card which includes a photograph, date of birth, and a written physical description of the applicant;
 - e. Physical description, license number, and registration number (DMV) of each vehicle to be used in conducting business under the permit; and
 - f. A description of the commercial operations being conducted by the business.
5. Fees and insurance:
 - a. If the permit is granted, the permittee shall pay a permit fee for each vehicle as follows:
under seven passengers \$250, seven to fifteen passengers \$500, sixteen to twenty-nine

passengers \$750, thirty or more passengers \$1,000 and payment shall be made before the permit is issued or else the permit will be forfeited;

- b. The permit fee shall be reduced by 100% for any vehicle powered by electricity;
- c. Applicant must pay the total fees before issuance of the permit, or else the permit will be forfeited; and
- d. Applicant must provide the HCH Manager with a broker's certificate of insurance showing that the applicant has obtained motor vehicle liability insurance with limits of coverage provided of not less one million (\$1,000,000) dollars (combined single limit for bodily injury and property damage), in which the CBS is named as an additional insured and the insurer is required to notify the CBS if the policy is modified, canceled, terminated, or before issuance of the permit, or else the permit will be forfeited.

B. Eligibility requirements – applicant must, unless applicant holds a Commercial Operations Permit pursuant to SGC 6.25.030:

1. Pursuant to SGC 6.25.030(C)(1)(a), hold a current Alaska business license and submit a copy of the same with their application.
2. Pursuant to SGC 6.25.030(C)(1)(b), maintain a place of business under the name on the Alaska business license within the boundaries of the CBS.
3. Pursuant to SGC 6.25.030(C)(1)(c), maintain a year-round place of business and mailing address in the CBS, and must designate a single individual by physical address, mailing address, and phone number in the CBS upon whom service of notices and legal proceedings may be made.
4. Pursuant to SGC 6.25.030(C)(2), not have an overdue debt with the CBS, of any kind whatsoever, and submit written verification of the same from the CBS Finance Department with their application.
5. Pursuant to SGC 6.25.030(C)(3), not have a permit issued under SGC 6.25.030 revoked in the last two calendar years before April 1st of the permit year, unless upon appeal issued by the CBS Administrator for good cause shown by the applicant.
6. Pursuant to SGC 6.25.030(E)(5), not been convicted of a felony or certain misdemeanors listed and submit written proof from the State of Alaska of the same.

C. Applicant information (attach sheet if necessary):

Applicant name (person or business)							
Contact person		Name					
		Address					
		Email					
		Phone(s)					
Business		Name					
		Address					
		Email					
		Phone(s)					
Agent for receiving service		Name					
		Address					
		Email					
		Phone(s)					
Description of commercial operation							
Description of experience in the transportation of passengers							
Vehicle(s)		Year	Make	Model	Color	License #	Registration #
(attach sheet, if necessary)	(1)						
	(2)						
	(3)						
	(4)						
	(5)						
	(6)						
	(7)						
	(8)						
	(9)						
	(10)						

Checklist of documents to be included with application:

☐ Certificate of Insurance (motor vehicle liability) (copy).

Checklist of documents to be included with application, unless applicant holds a permit pursuant to SGC 6.25.030

☐ Driver's license or other government identification card (copy).

☐ Alaska business license (copy).

☐ Verification of no overdue debt with the CBS (from the CBS Finance Department) (original).

☐ Criminal history (from the State of Alaska) (copy).

D. Applicant acknowledgment:

By signing this application, applicant acknowledges, agrees, and certifies as follows:

1. To be bound to by all of the terms and conditions of the permit, if issued, and to abide by those terms and conditions and any other additional terms, conditions, provisions, limitations, rules (copy attached), and regulations established by the HCH Manager.
2. To be bound by all of the terms, conditions, and provisions set forth in SGC Chapter 6.25 (copy attached);
3. To indemnify, defend, and hold harmless the CBS from any and all claims for injury or damage to persons or property suffered in connection with it's activities unless such injury or damage is caused by the intentional misconduct or gross negligence of the CBS;
4. The permit may not be assigned or transferred;
5. The permittee has no property right in the permit; and
6. The CBS makes no representations concerning and assumes no responsibility for or regarding any goods or services sold or activities by permittee or any of permittee's employees, agents, representatives, contractors, or customers.

Applicant signature

Date

Owner signature
(if different than Applicant)

Date

Owner signature
(if different than Applicant)

Date

COMMERCIAL VEHICLE LOADING/UNLOADING PERMIT UNDER SGC 6.25.040

The Applicant is hereby /granted/ denied/ (circle one) a Vehicle Loading/Unloading Permit for the motor vehicles described in the application and, if granted, under the terms and conditions as follows:

1. The term of the permit is from April 1st through October 15th of 2026.
2. The designated areas are as shown on the attached diagram.
3. This permit is not renewable. A new application must be submitted each year for each permit.
4. This permit may not be assigned or transferred.
5. No signs are permitted within the designated areas.
6. All vehicles must be operational at all times when using the designated areas and must be removed from the designated areas by the end of the business day, but no later than 9:00 p.m.
7. Permittee must display a sticker issued by the HCH Manager on the passenger side bottom corner of the windshield of the permitted vehicle.
8. All permitted vehicles must be in compliance with federal, state, and local laws.
9. Additional terms, conditions, provisions, and limitations (if any):

By signing the permit, the HCH Manager, acknowledges, agrees, and certifies as follows:

1. Applicant has submitted a compliant application;
2. Applicant is fit, willing, and able to comply with the permit and the law;
3. Granting the permit satisfies public convenience and necessity; and
4. Any additional terms, conditions, provisions, and limitations imposed in the permit are deemed appropriate as to public health, safety, and welfare.

HCH Manager signature

Date