



## **CBJ DOCKS & HARBORS 2025 WATERFRONT TOUR SALES PERMIT APPLICATION TO BID**

**I. General Information:** The Port of Juneau has three, three year/three year renewable waterfront sales permits available for the 2025 season. A waterfront sales permit allows for the sale of tours in three designated areas at the CBJ's cruise ship docks. Permits will be sold by outcry auction at 2:00 p.m. on Thursday, February 13<sup>th</sup>, 2025 in the CBJ Assembly Chambers if more than three applications are received. In order to bid on a 2025 permit, you must meet the eligibility requirements listed below, complete and submit this permit application form and provide a \$35,000 cashier's check/money order to the Port Director. This bid deposit must be received by 4:30 p.m. on Wednesday, February 12<sup>th</sup>, 2025, the day before the auction. Winning bidders must pay the bid price in full by 4:30 p.m. on Thursday, February 13<sup>th</sup>, 2025. Before a permit is issued, which will be before the first cruise ship in April, the winning bidder must provide a list of tours that will be sold under their permit, their employee information and the insurance & endorsement certificate listing CBJ as additional insured. Persons obtaining a permit must comply with certain permit conditions when operating at the facility.

**II. Permit Requirements:** To be eligible to bid on and receive a waterfront sales permit, an applicant must:

- (1) In accordance with 05 CBJAC 10.030 (f) (1) (a), Hold a current Alaska business license;
- (2) In accordance with 05 CBJAC 10.030 (f) (1) (b), Maintain a place of business under the name on the Alaska business license within the boundaries of the City and Borough of Juneau, Alaska;
- (3) In accordance with 05 CBJAC 10.030 (f) (2), Maintain a year round place of business and mailing address in the City and Borough of Juneau, Alaska and must designate a single individual by physical address, mailing address and phone number in Juneau upon whom services of notices and legal proceedings may be made;
- (4) In accordance with 05 CBJAC 10.030 (f) (3), Not have an ownership interest in more than one permit, meaning the permit holder shall not pay for the operation of another permit holder's sales booth, direct or manage the activities of another permit holder's sales booth, or in any way financially contribute to the purchase of more than one permit.
- (5) In accordance with 05 CBJAC 10.030 (f) (3), A permit holder who operates tours may have its tours sold by another permit holder, provided the permit holder operating the tour does not direct the activities of the other permit holder's sales booth or obtain any financial benefit from the other permit holder's sales booth other than that provided by the sale of the tour;
- (5) In accordance with 05 CBJAC 10.030 (f) (4), Actively sell during the tour season meaning the permit holder either derives a significant portion of its income from the sales made through the permit or that the permit holder is making substantial use of the permit; and
- (6) In accordance with 05 CBJAC 10.020 (c), Not be delinquent in the payment of fines, taxes, judgments, or other monies owed to the City and Borough of Juneau.

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(7) In accordance with 05 CBJAC 10.040 (c) (3), The permit holder shall not sell, or permit to be sold, tours on any vouchers or receipts other than their own.

(8) In accordance with 05 CBJAC 10.070 (a) Permittees are responsible for complying with all state, federal, and local laws applicable to their activities. Applicants are hereby noticed that Violations of Alaska Consumer Protection Act AS 45.50.471 - AS 45.50.561 and specifically Section 45.50.471. - Alaska Unfair Trade Practices and Consumer Protection Act, apply to the permitting process. Applicants are also reminded of Alaska Statute 45.50.562 - .596 making it unlawful to restrain trade or commerce by fixing, controlling or maintaining prices, allocating or dividing customers or markets or refusing to deal or inducing third parties to deal with another person. Violators will be subject to administrative and criminal fines to the maximum extent allowed by law, including the revocation of CBJ business and other CBJ licenses.

(9) In accordance with 05 CBJAC 10.70 (h) Prior to issuance of a permit, the prospective permittee must provide the department with a broker's certificate of insurance and an endorsement certificate showing that the permittee has obtained at least \$500,000.00 or, in case of courtesy vehicles, \$300,000.00, of public liability insurance. The endorsement certificate must establish that the City and Borough of Juneau is named as an additional insured on such policy, and that the insurer thereof shall notify the City if the policy is modified, canceled, or terminated.

(10) Provide a \$35,000 bid deposit (money order, or cashier's check) by 4:30 p.m. on Wednesday February 12th, 2025. The deposit is refundable if a permit is not obtained; it will be credited towards the cost of a permit if one is obtained, and the deposit will not be refunded if a person is the winning bidder but does not pay for the permit by the payment deadline.

**III. Permittee Information (1-10 below must be completed in full)**

(1) Legal Business Name: \_\_\_\_\_

(2) Owner(s): \_\_\_\_\_

(3) Business Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
(4) Business Physical Address: \_\_\_\_\_

\_\_\_\_\_  
(5) Business Phone number: \_\_\_\_\_

(6) Name of Designated Contact: \_\_\_\_\_

(7) Designated Contact Person Mailing Address: \_\_\_\_\_

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(8) Designated Contact Person Physical Address: \_\_\_\_\_  
\_\_\_\_\_

(9) Designated Contact Person Telephone Numbers: \_\_\_\_\_

(Home) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Cell) \_\_\_\_\_

(10) E-mail address: \_\_\_\_\_

**IV. Verification**

(1) Attach a copy of current business license.

**V. Certification.**

As a reminder, the purpose of these regulations is fairness to all businesses. By signing this application you acknowledge and understand the regulations and ordinances regarding these permits and will comply with all the laws of the State of Alaska.

If any clause or provision of this application is determined to be illegal, invalid, or unenforceable under present or future laws, the remainder of this application shall not be affected by such determination, and in lieu of each clause or provision that is determined to be illegal, invalid, or unenforceable, there shall be added as a part of this License a clause or provision as similar in terms to such illegal, invalid, or unenforceable clause or provision as may be possible and be legal, valid, and enforceable.

No alteration or variation of this Application shall be valid or binding unless contained in a written amendment signed by the City and Applicant.

City: City and Borough of Juneau

Applicant:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Authorized Representative  
Carl Uchytel, P.E. Port Director

Authorized Representative

