



2025 Port of Juneau Waterfront Loading Zone Permit Application

Applications must be complete with all required attachments included. Incomplete applications will not be considered.

Applicant Information – Names and Addresses

Business Name/License Number _____

Permittee Mailing Address _____

Designated Individual for Service of Notice and Legal Proceedings

Name _____

Title _____

Email Address _____

Mailing Address _____

City, State, Zip _____

Phone Number _____

Applicant Eligibility (Title 5 CBJAC Chapter 10). An applicant for a loading zone permit must show that use of the permit will be limited to transportation of passengers and/or crew to or from cruise ships. If the applicant will be transporting passengers, at least one of the following is required:

- ___ a tour sales permit in the applicant's name;
- ___ a contract for the sale of tours onboard a cruise ship;
- ___ a contract with a cruise ship for the transportation of passengers;
- ___ a contract for the sale of tours with a tour sales permit holder.
- ___ if the applicant sells tours without the aid of the cruise lines, a cruise ship, or a tour sales permit holder, the applicant must show that it will only transport persons who have purchases tours directly from the applicant, and that applicant shall, upon request, provide the Port Director with a daily manifest showing the names of passengers to be transported.

Permit Type

- A Zone (vehicles greater than 27 feet in overall length)
- B Zone (vehicles 27 feet and less in overall length)
- C Zone (non-motorized vehicles)
- Crew Shuttle
- Limited Loading Permit (See 05 CBJAC 10.060(d))

Other Required Attachments (All required attachments must be provided prior to approval.)

- A copy of a current Alaska Business License.
- Public Liability Insurance: Attach a certificate of insurance and policy endorsement demonstrating public liability insurance coverage with a limit of \$500,000 per occurrence and aggregate, or in the case of courtesy vehicles \$300,000 per occurrence and aggregate, which names the City & Borough of Juneau as additional insured as required in the amounts required by Title 5 CBJAC Chapter 10.
- Completed Vehicle Information Form (please note that decals are not transferable between vehicles)
- Completed Vehicle Driver Information Form.
- Completed Non-Driver Employee Information Form.
 - Backing of vehicles is prohibited unless personnel are in place to assure no pedestrians or other vehicles are in back-up area.
- TBMP Membership (email: elizabeth.arnett@traveljuneau.com)

Permit Fees

- Permit fee: Annual permit fee + # number of seats @ seat fee CBJ sales tax at 5%
- Limited Loading Permit Day Fee + CBJ sales tax @ 5% per vehicle for each permit day or Annual Limited Loading Permit Fee + CBJ sales tax @ 5%, whichever is less. Attach a schedule stating the dates and times proposed for each use of a limited loading permit.

Replacement Decals

- There will be a \$5.00 fee for all replacement decals.

Certification of Responsible Official

I certify that the information provided in this application is true, complete and accurate.

Signature _____ Date _____

Received By _____ Date _____

Signature and date required. Please return via email to harbormaster@juneau.gov.



2025 Port of Juneau Waterfront Loading Zone Vehicle Driver Information

Permittees are responsible for complying with all state, federal and local laws applicable to their activities.

Permittee _____ Date _____

	Driver's Name	Alaska Driver's License Number
1		
2		
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All employees who will operate at the port must be registered with the Port Office. It is the duty of the permittee to ensure the port office has a complete list of employees at all times. This information is a requirement of port security standards.

This form is available online: www.juneau.org/harbors/applications

Updates may be emailed to: harbormaster@juneau.gov; or delivered to the port office at 76 Egan Drive, 2nd floor.



2025 Port of Juneau Waterfront Loading Zone Vehicle Information

Permittees are responsible for complying with all state, federal and local laws applicable to their activities.

Permittee _____ Date _____

	Vehicle Model	License Plate(s)	# Passenger Seats	Length of vehicle	Decal # (Office use only)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
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All vehicles must have a current decal. Decals are not transferable. No vehicles may enter CBJ waterfront lots without prior registration with the Port of Juneau.

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2025 Port of Juneau Waterfront Loading Zone Non-Driver Employee Information

Permittees are responsible for complying with all state, federal and local laws applicable to their activities.

Permittee _____ Date _____

	Last Name	First Name
1		
2		
3		
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