



# CITY OF KETCHIKAN

## APPLICATION FOR 2025 PUBLIC VEHICLE CERTIFICATE

Return this application to:

City Clerk's Office, Fourth Floor, City Hall, 334 Front Street, Ketchikan, Alaska 99901

**PLEASE ALLOW A MINIMUM OF ONE WEEK FOR PROCESSING**

This application must be verified under oath and completed in detail. Please attach such additional sheets as necessary.

1. Application for: \_\_\_\_\_  
Check one \_\_\_\_\_  
\_\_\_\_\_ **Airporter**  
\_\_\_\_\_ **Child Transport Vehicle**  
\_\_\_\_\_ **Handicapped Transport Vehicle**  
\_\_\_\_\_ **Limousine**  
\_\_\_\_\_ **Sightseeing**  
\_\_\_\_\_ **Taxicab**
2. Applicant: \_\_\_\_\_  
  
Business Name: \_\_\_\_\_  
  
Address: \_\_\_\_\_  
  
Contact Information: Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
  
Email address: \_\_\_\_\_  
  
Principals and Addresses:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Experience of applicant in the transportation of passengers:  
\_\_\_\_\_  
\_\_\_\_\_
4. Narrative statement describing in detail the precise nature of the applicant's operation and the service to be provided, clearly demonstrating that the service applied for shall be conducted as that type of service only and not as a taxicab:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Number of vehicles to be operated or controlled by applicant: \_\_\_\_\_

License Plate Numbers with Last Four Digits of VIN: (required – may attach separate list):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Registered owner of each vehicle: \_\_\_\_\_

_____
_____

7. Location of proposed depots and terminals, if any: \_\_\_\_\_

_____
_____

8. Attach a statement that the motorized vehicles to be used in the proposed operation are in a safe and legal operating condition together with a signed report to that effect issued within 10-days by a third party qualified mechanic approved by the Chief of Police.

Attached: YES \_\_\_\_\_ NO \_\_\_\_\_

9. Has the applicant been convicted of any felony or misdemeanor offenses within the preceding five years as set out in KMC 5.40.030(a)(9).

YES \_\_\_\_\_ NO \_\_\_\_\_

10. Certificate of automobile liability insurance policy showing issuance of policy, statements as to coverage (minimum combined single limit of \$1,000,000 for sightseeing vehicles and \$300,000 for taxicabs), 30-day cancellation clause and payment of premium attached. The certificate should list the City of Ketchikan as an additional insured:

Attached: YES \_\_\_\_\_ NO \_\_\_\_\_

11. For taxicab operations, the distinctive color scheme, including the color scheme of any lettering or numbers the applicant has applied or intends to apply to the exterior of each vehicle:

_____
_____
_____

12. Each sightseeing vehicle shall bear on the outside of the passenger and driver side of the vehicle in painted letters and numbers, or decals not less than two inches in height, the business name and telephone number of the tour operator. Please provide a picture or video showing required signage.

13. For taxicab operations, the complete financial status of the applicant, including, but not limited to, amounts of all unpaid judgments against the applicant and the nature of the transaction or acts giving rise to said judgments (attach additional sheets as necessary):

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14. License fee of \$30 to engage in the public vehicle business, plus a fee of \$50 for each vehicle operated under a certificate.

Check for fee attached: YES \_\_\_\_\_ NO \_\_\_\_\_ Amount \$ \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_, being first duly sworn, on oath depose and say that I have read the foregoing application and any attachments thereto, and that I am familiar with the contents thereof; and that the statements therein contained are true to the best of my knowledge, information and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State

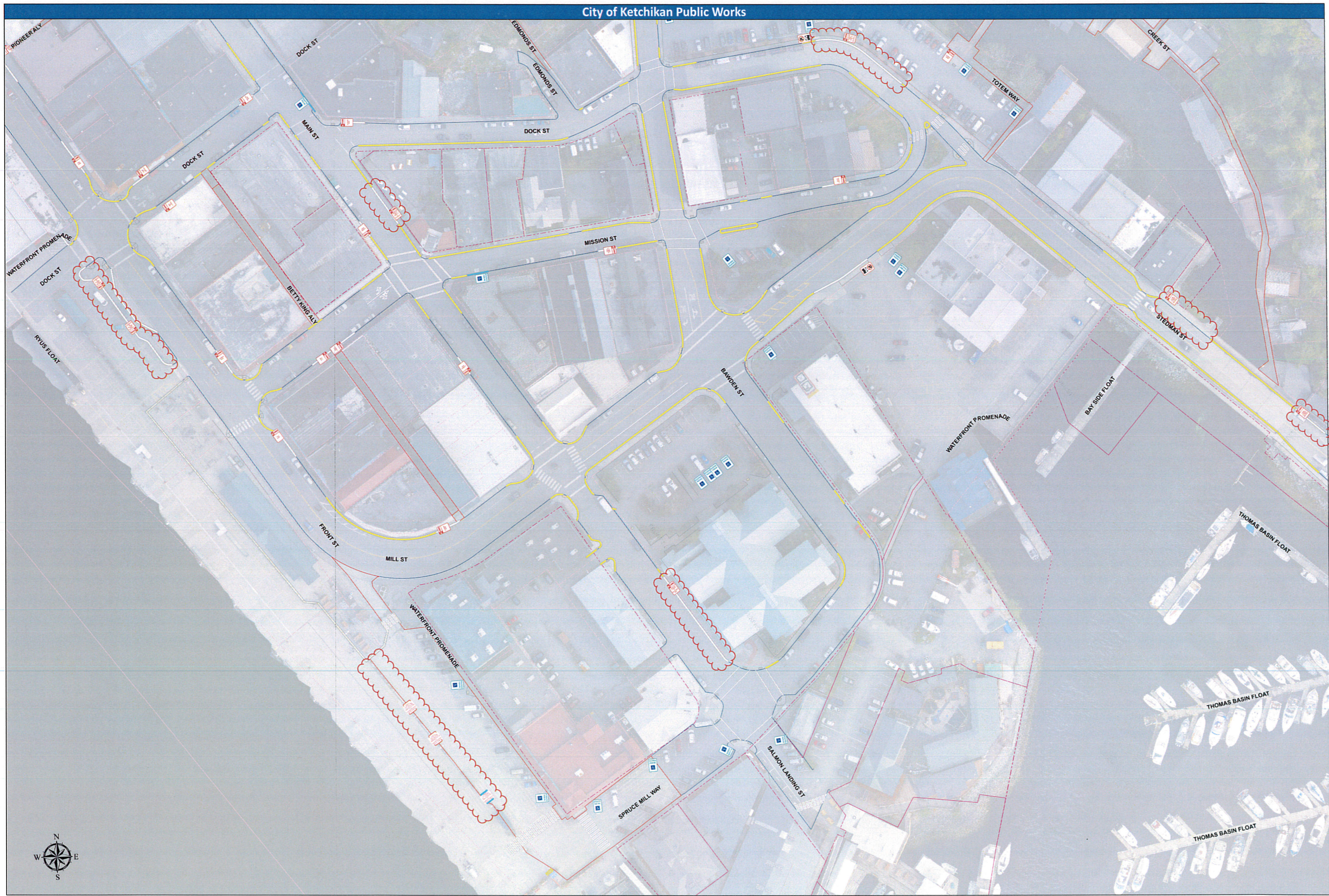
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public for the State of Alaska  
My Commission Expires: \_\_\_\_\_

(seal)

**Checklist for Applicant**

- Application Form
- Insurance Certificate
- Mechanic's Certificate(s) – Inspection must be issued within 10-days.
- Filing Fee
- License plate numbers
- No tours on 3<sup>rd</sup> Ave or Schoenbar
- No soliciting for tours while walking around on the Port



0 15 30 60 90 120 Feet

1 inch = 45 feet

For informational purposes only, not a legal document  
Reference use only, not a substitute for field survey.

# KETCHIKAN POLICE DEPARTMENT

CITY OF KETCHIKAN

361 MAIN STREET, KETCHIKAN, AK 99901

(907) 225-6631



## MEMORANDUM

TO: Kim Stanker, City Clerk  
FROM: Eric Mattson, Police Chief  
DATE: January 8, 2025  
RE: **Approved Mechanic List**

Per Ketchikan Municipal Code (KMC) 5.40.060 the following is the approved list of mechanics:

1. All American Auto
2. Dan's Automotive Services
3. The Carriage Works
4. Shaub Ellison
5. Shane Luna
6. The Auto Works
7. Lighthouse Tesoro
8. Westside Services
9. J and M Mechanics
10. Mike Sivertsen for Marble Construction/Bonfire Bay Tour Company
11. Matthew Ernst
12. Alaska Diesel Power, Inc.
13. Leo Driscoll
14. Greg Cobbs for Dolly's Enterprises, LLC
15. Eric Erickson for Cape Fox Tours, LLC
16. Dale Lowell for DNB Automotive
17. Dillon Taylor for Ketchitour
18. Neil Thomson for Pit Stop
19. Bobcat of Ketchikan

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Mattson".

Eric Mattson



# Vehicle Inspection Report

This inspection meets the qualification requirements in KMC 5.40.030(a)(7)

Date		
Address		
City, State, Zip Code		
Vehicle components inspected, mark <u>  X  </u> Yes, ok; mark <u>  X  </u> No, not ok; Does not apply		
OKAY		
Yes	No	
		<b>1. BRAKE SYSTEM</b>
		a. Service brakes
		b. Parking brake system
		c. Brake drums or rotors
		d. Brake hose
		e. Brake tubing
		f. Low pressure warning device
		g. Tractor protection valve
		h. Air compressor
		i. Electric brakes
		j. Hydraulic brakes
		k. Vacuum systems
		<b>2. COUPLING DEVICES</b>
		a. Fifth wheels
		b. Pintle hooks
		c. Drawbar/towbar eye
		d. Drawbar/towbar tongue
		e. Safety devices
		f. Saddlemounts
		<b>3. EXHAUST SYSTEM</b>
		a. Any exhaust system determined to be leaking at a point forward of or directly below the driver/sleeper compartment
		b. A bus exhaust system leaking or discharging to the atmosphere in violation of standards (1), (2), or (3)
		c. No part of the exhaust system of any motor vehicles shall be so located as would be likely to result in burning, charring, or damaging the electrical wiring, the fuel supply, or any combustible part of the motor vehicle.
		<b>4. FUEL SYSTEM</b>
		a. Visible leak
		b. Fuel tank filler cap missing
		c. Fuel tank securely attached
		<b>5. LIGHTING DEVICES</b>
		All lighting devices and reflectors required by Section 393 shall be operable
		<b>6. SAFETY</b>
		a. Part(s) of vehicles or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway.
		b. Protection against shifting cargo
		c. All Seatbelts Operational
		d. Horn Operational

<b>Inspector's Name (print)</b>		
Vehicle Identification (check and complete both)		
<input type="checkbox"/> Last four of Vehicle ID Number Number _____ <input type="checkbox"/> Plate No. _____ <input type="checkbox"/> Year/Make _____		
OKAY		
Yes	No	<b>7. STEERING MECHANISM</b>
		a. Steering wheel free play
		b. Steering column
		c. Front axle beam and all steering components other than steering column
		d. Steering gear box
		e. Pitman arm
		f. Power steering
		g. Ball and socket joints
		h. Tie rods and drag links
		i. Nuts
		j. Steering system
		<b>8. SUSPENSION</b>
		a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken ,loose or missing resulting in shifting of an axle from its normal position
		b. Spring assembly
		c. Torque, radius or tracking components
		<b>9. FRAME</b>
		a. Frame members
		b. Tire and wheel clearance
		c. Adjustable axle assemblies (Sliding subframes)
		<b>10. TIRES</b>
		a. Tires on any steering axle of a power unit
		b. All othe tires
		<b>11. WHEELS AND RIMS</b>
		a. Lock or side ring
		b. Wheels and rims
		c. Fasteners
		d. Welds
		<b>12. WINDSHIELD GLAZING</b>
		Clean of any cracks, discoloration or vision reducing matter
		<b>13. WINDSHIELD WIPERS</b>
		Any power unit that has an inoperative wiper, or missing or damaged parts that render it ineffective
		<b>14. Test Drive</b>
		a. Ignition Switch Operator & Starter Operation
		b. Lamp Functionality
		c. Park Brake Adjustment, Hold & Release, Lever Operation
		d. Steering & Accelerator Operation & Feel
		e. Cruise Control (If equipped)
		f. Steering Wheel Index, Steering Effort & Response
		g. Brake Pedal Height, Pedal Pad, Braking Effort, Pulsation or Noise
		h. Shock Absorber Function & Feel
		i. 4 x 4 Operation
		j. Shift Quality & Clutch Operation
		k. Power Window Operation & Master Switch

CERTIFICATION: This vehicle has passed all the inspection items for the Vehicle Inspection Report in accordance with KMC 5.40.030(a)(7) and 5.40.060.

By: \_\_\_\_\_  
(signature of inspector)