



CITY OF KETCHIKAN

APPLICATION FOR 2026 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: _____

Page 10 of 10

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 a certificate holder:

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):

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 _____, _____

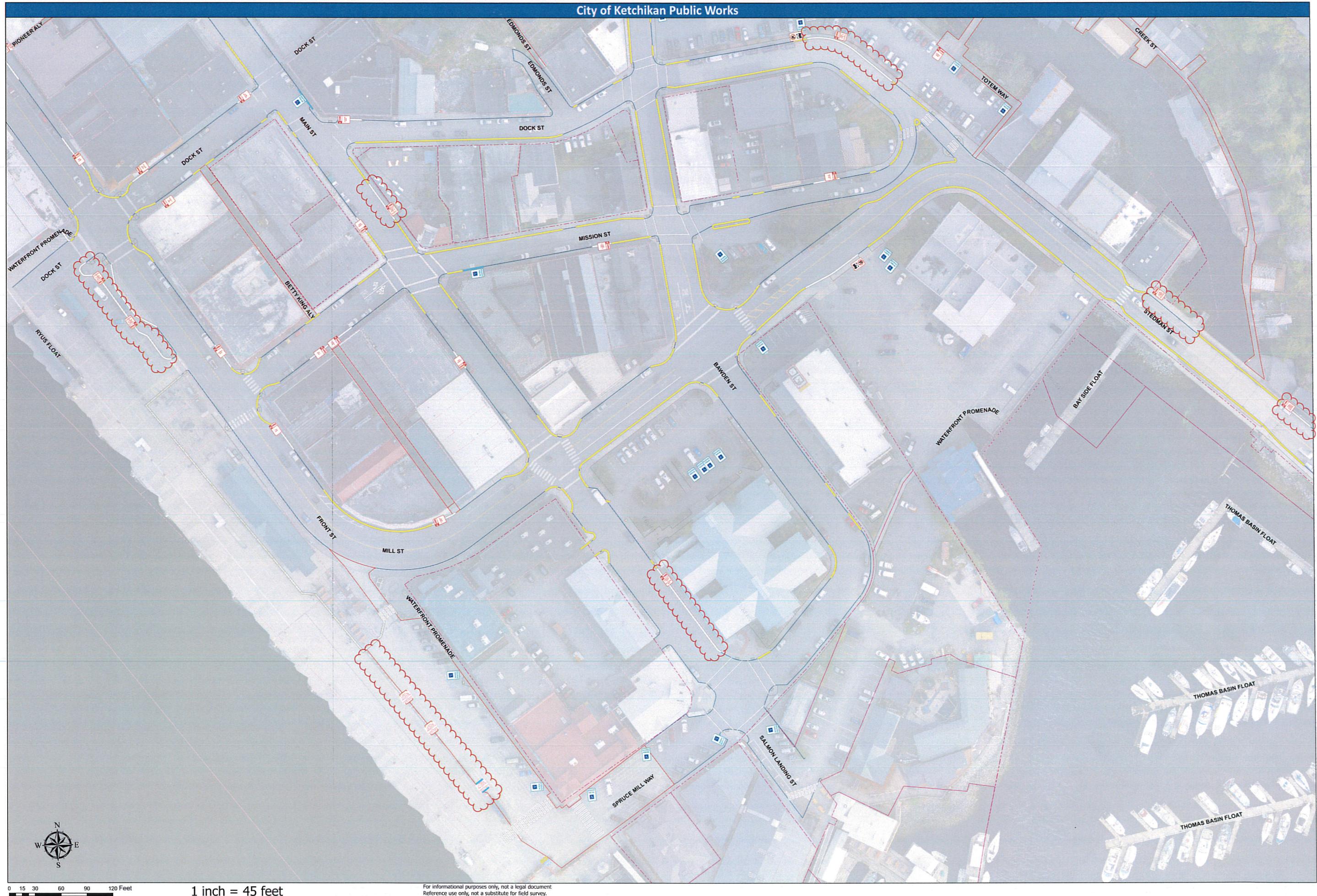
Notary Public for the State of Alaska
My Commission Expires: _____

(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 3rd Ave or Schoenbar
- No soliciting for tours while walking around on the Port

City of Ketchikan Public Works



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,

Eric Mattson



Vehicle Inspection Report

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

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)

Updated January 2022