



## APPLICATION INSTRUCTIONS AND REQUIRED ATTACHMENTS FOR CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY

Please read these instructions carefully. Applications received without the required attachments will be returned. Submit complete applications to the Juneau Police Department. Certificate application submittal period is between November 1 and December 31. Applications submitted after December 31 will be charged a late application fee.

### Required Attachments:

- Current Alaska Business License.** A copy of your State of Alaska Business License must be attached. Business licenses are obtained from the State of Alaska, Department of Community and Economic Development, Occupational Licensing Division, 333 Willoughby Ave., 9<sup>th</sup> Floor, State Office Bldg.
- Driver Roster.** For each person whom you intend to operate a vehicle under your Certificate, list on the Driver Roster form. All information requested must be provided for each driver. Attach a 3"x5" color photocopy of each commercial driver's license, if applicable. **A driver may not be added to your driver roster, unless the driver has obtained a Professional Driver Permit and applicable fees are paid.**
- Vehicle Information and Insurance Certificate.** *Does not apply to buses regulated by the State of Alaska.* For each vehicle you intend to operate under your Certificate, complete a Vehicle Application Form. Attach the one-page insurance certificate describing the coverage for each vehicle. **(For vehicles added to your vehicle inventory, the Vehicle Information Form and Insurance Certificate must be submitted at the time the vehicle is inspected and applicable fees paid.)**
- State Regulated Bus Information Form.**
- Type of Organization.** Please see page 3 of the application instructions and submit the required documentation based on your entity type.
- Color Scheme and Insignia.** Attach color photographs showing the Certificate of Public Convenience and Necessity holder's insignia/logo and the standardized marking that will be on each type of vehicle. The color photographs should show all markings on the vehicle and be in accordance with 20 CBJAC 40.420. Also, include a paint chip of each body type.
- Endorsement Fees.** 20 CBJAC 40.120 (3)(A)(B)(i)(ii)(iii)(c)  
Certificate of Public Convenience & Necessity endorsement fee: \$1,500.00  
Registration of vehicle to a certificate: \$50.00 per vehicle  
Registration of drivers to a certificate: No charge  
Late application fee: \$50.00

### APPLICATION INSTRUCTIONS

Please type or print all information on the "Certificate of Public Convenience & Necessity" application.

**Class A Endorsement:** Authorizes the holder to provide *taxi* services only.

**Class B Endorsement:** Authorizes the holder to provide either a tour/charter or a shuttle, but not at the same time.

**Class C Endorsement:** Authorizes the holder to provide non-motorized tour/shuttle services. Restricted to the downtown area and shall be limited to daylight hours.

**Federal EIN Number:** Sole proprietorship must enter their social security number. All other entity types must provide their Federal EIN number issued by the Internal Revenue Service. For information about obtaining a Federal EIN number, call 1-800-829-3676 or [www.irs.gov](http://www.irs.gov).

**CBJ Sales Tax Account Number:** Is issued by the CBJ Sales Tax Office and is shown on your CBJ Sales Tax Return Form. Registration forms are available at <http://www.juneau.org/financeftp/forms.php>. Forms are to be submitted to the CBJ Sales Tax Office located on the first floor of the Municipal Way Bldg, 123 S. Seward Street. If you have questions, please call the Sales Tax Office at (907) 586-5265. The current status of your account will be verified before issuance of the Certificate of Public Convenience and Necessity.

**CBJ Business Personal Property Number:** Is issued by the CBJ Assessor's Office and is shown on your Business Personal Property Declaration. The form used to register for a CBJ Sales Tax Account is a dual form and you will be automatically registered for CBJ Business Personal Property. The current status of your account will be verified before issuance of the Certificate of Public Convenience and Necessity.

CBJ 20.40.450 No application for a permit, or an amendment of transfer, shall be approved while the applicant is delinquent in any City and Borough sales or business personal property tax, penalty, or interest, or in which the applicant, as an owner, operator, permittee, director, shareholder, officer, partner, manager, assignor, seller, or transferor of any business, which required a certificate of public convenience and necessity, regardless of its form of legal entity, is delinquent in the payment of any City and Borough sales or business personal property tax, penalty, or interest. This provision shall be waived by the entry of a confession of judgment for the unpaid taxes, penalty, or interest, with a stipulation to repay the delinquent taxes, penalty, or interest; provided, however, that if the holder does not stay current with the payment schedule stipulation, or with the terms requiring that all other City and Borough tax and fee payments be kept current, the permit shall be revoked or renewal refused, pursuant to CBJ 20.40.170(b)-(e), on 20 days notice. A holder is responsible to collect and remit the City and Borough sales taxes for compensation paid for commercial passenger vehicle serves provided under the holder's certificate. The Manager shall prescribe tax record-keeping requirements by regulation.

**Contact Information.** Provide current contact information. It is important that the program Administrator be able to contact you. It is your responsibility to notify the program Administrator of any address or location changes during the permit year. The Physical Location must be 1) within the City and Borough of Juneau, 2) the location where the daily operations of the certificate holder are conducted and 3) where authorized representatives can be contacted.

**Operational Information.** Indicate if your certificate will be operated year-round or seasonal and your intended hours of operation.

**Business Owners, Officers, Directors, Members and Managers.** Select the correct entity type and complete the requested information for each owner, officer, director, member or manager. Any individual who has the authority to manage or direct the affairs of the entity must be listed. Please use additional sheets as necessary. The CBJ Sales Tax Office and the Assessor's Office will review each individual to determine compliance with the CBJ Sales Tax and Business Personal Property requirements. If any individual is delinquent in the payment of CBJ Sales Tax or Business Personal Property Tax, the Certificate of Public Convenience and Necessity will not be issued.

The Chief of Police has charged the Commercial Passenger Vehicle Administrator with the responsibility of evaluating and approving each Certificate of Public Convenience and Necessity application.

If you have any questions or need assistance, please contact the Commercial Passenger Vehicle Administrator at (907) 586-0600.

#### **GENERAL CERTIFICATE OF CONVENIENCE & NECESSITY HOLDER INFORMATION**

You will be responsible and accountable for the actions of all drivers operating under your Certificate.

#### **Class A Endorsement:**

All service provided under the Certificate holder's permit must be dispatched from one central location by the Certificate holder. [CBJ 20.403430(a)(1)]

It is an infraction for drivers to charge a passenger for services at rates other than those designated by the City Manager. The failure to "drop" the flag to engage the taximeter and charge in the prescribed rates is an infraction. Certificate Holders who knowingly permit a driver operating under their permit to charge rates other than those prescribed by the Manager, is prohibited and is considered an infraction. [CBJ 20.40.430(a)(4)]

Certificate holders will review the Daily Taximeter Activity Log submitted by each driver at the end of each shift and 1) verify the taximeter readings, 2) verify the accuracy of the driver's tax calculation and 3) collect the sales tax from the driver.

**Class B Endorsement:**

A Certificate holder must provide a map of scheduled routes, stops and approximate departure times.

A Certificate holder must contact the Sales Tax Administrator prior to the start of operations to obtain the appropriate record keeping form for business operations.

**Class C Endorsement:**

Operation of non-motorized vehicles shall be limited to daylight hours. Class C vehicles are restricted to the downtown area, from 10<sup>th</sup> and Egan to Mill Street, excluding Egan Drive from Willoughby Avenue to 10<sup>th</sup> Street. Operators of Class C vehicles may not stop for passengers at any location that obstructs traffic or causes a safety hazard to passengers or others.

**Type of Organization**

<b>Business Type</b>	<b>Formation</b>	<b>Documentation Requirement</b>
Sole Proprietorship	A sole proprietorship is a business owned by one person. The business is not legally separate from the business owner.	Alaska State Business License
General Partnership	Partners are co-owners of business & assets, but partnership is recognized as a separate legal entity. Partners are management.	<ol style="list-style-type: none"> <li>1) A written partnership agreement that spells out rights and responsibilities of each partner.</li> <li>2) A partnership must obtain a Federal EIN and provide the EIN on the application.</li> </ol>
Limited Partnership	A Limited Partnership consists of at least one general partner and one limited partner. The general partners control the business and are liable for debts and obligations of the partnership. Limited partners' liability is limited to investment.	<ol style="list-style-type: none"> <li>1) Copies of the Certificate of Limited Partnership filed with the State of Alaska, Department of Community and Economic Development, Corporations Division.</li> <li>2) 2) A partnership must obtain a Federal EIN and provide the EIN on the application.</li> </ol>
Limited Liability Company	The LLC is a business organization that operates under an operating agreement. The LLC has members rather than shareholders.	<ol style="list-style-type: none"> <li>1) Copies of Articles of Organization files with the State of Alaska, Department of Community and Economic Development, Corporations Division.</li> <li>2) An LLC with two or more partners is required to obtain a Federal EIN.</li> <li>3) Renewal applicant must supply a copy of the biannual report submitted to the state.</li> </ol>
S Corporation	Separate legal entity from owners of stock shares. Limited in how many and who can be a shareholder. Shareholders may manage or hire others, but still direct management.	<ol style="list-style-type: none"> <li>1) Copies of Articles of Incorporation filed with the State of Alaska, Department of Community and Economic Development, Corporations Division.</li> <li>2) A corporation must obtain a Federal EIN and provide the EIN on the application.</li> <li>3) Renewal applicant must supply a copy of the biannual report submitted to the state.</li> </ol>
C Corporation	Separate legal entity from owners of stock. Few limits on how many or who can be stockholders. Stockholders may manage or hire others, but still direct management.	<ol style="list-style-type: none"> <li>1) Copies of Articles of Incorporation files with the State of Alaska, Department of Community and Economic Development, Corporations Division.</li> <li>2) A Corporation must obtain a Federal EIN and provide the EIN on the application.</li> <li>3) Renewal applicant must supply a copy of the biannual report submitted to the state.</li> </ol>