



**Commercial Use Authorization/Special Use Permit (CUA/SUP) Application Checklist**  
**RETURN THIS CHECKLIST WITH THE APPLICATION PACKET**

**Instructions:** To ensure a complete application, please mark the spaces below to indicate the required document and/or material is enclosed with this application. All documents and/or materials appearing on this checklist are specific only to this Permit, are required, and must be provided with this application. Copies of required documents must be clearly legible. Ensure the required documents are current. For questions concerning the completion of this application, please contact the NPS Business Management Office at (715) 779-3398. Incomplete applications will be returned (refer to Attachment A, Provision 19). All material can be submitted by e-mail except Payment.

**Application Requirements:**

- Signed Commercial Use Authorization or Special Use Permit Forms (Form 10-114).  
*One will be returned with the National Park Service authorization signature.*
- Signed Commercial Use Authorization or Special Use Permit Forms (Form 88a or Renewal Permit 88b).
- \$100.00 (CUA) or \$50 (SUP) annual permit fee (non-refundable). *Credit Card payment is accepted; see authorization on reverse side. DO NOT E-MAIL CREDIT CARD INFORMATION*
- \$50.00 Incomplete application/Late processing fee (non-refundable), if applicable.
- IRS Statement of Non-Profit Status, i.e. 501(c)(3). (non profits only)

**Licenses: (provide a photocopy for every guide/operator)**

- First Aid/CPR Certificates. **(refer to Attachment B).**
- Food Handling Certificates **(refer to Attachment B).**
- U.S. Coast Guard Motorboat Operator License (if transporting clients in motorized vessels).
- Commercial Drivers License, if applicable, with passenger carrying endorsement (if transporting clients).
- Wisconsin DNR Guide License (Guided Fishing services only)
- Commercial SCUBA/Diver's License (Diving/SCUBA services only)

**Certificates of Insurance:**

- Worker's Compensation, as required by the State of Wisconsin **(refer to Attachment A, Provision 25).**
- Commercial Comprehensive General Liability **(refer to Attachment B, and Figure 1).**
- Commercial Automobile Liability Coverage **(refer to Attachment A, Provision 24 § b. (2) and Figure 1).**
- Commercial Watercraft Liability Coverage **(refer to Attachment B and Figure 1).**
- Product and Completed Operations Liability **(refer to Attachment B and Figure 1).**

NOTE: The following requirements need only be met if the Permittee is providing transportation to the visitors/clients.

- Public Livery Liability **(refer to Attachment B and Figure 1).**
- Uninsured Motorist/Under Insured Motorist Coverage **(refer to Attachment B. and Figure 1).**

**Miscellaneous:**

- Attachment D (Operation Plan) **(signed and dated).**
- Client/visitor complaint notice on Company Letterhead **(refer to Attachment A, Provision 21).**
- Advertisement brochures or materials.
- Attachment C (Trip Itinerary), **file prior to each Day trip(Day-Use Canoe/Kayak only) (refer to Attachment B).**

**For Vehicle and Vessel Commercial Permits (refer to Attachment A, Provision 30), submit:**

- Completed Attachment E or update Vehicle/Vessel information on Renewal Permit 88b.
- Current vehicle/vessel registration (Photocopy of state registration-must be registered to the company or in the name of the Permittee. Registration of vessels is for motorboats used to provide support services.)
- Current vehicle insurance. (Photocopy of the Insurance Cards for each vehicle being registered).

**I certify that all materials, information, and/or documentation submitted is current, accurate, and complete.**

\_\_\_\_\_  
(Signature and Title)

\_\_\_\_\_  
(Date)

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**DO NOT E-mail CREDIT CARD INFORMATION. SUBMIT PAYMENT BY MAIL.**

**Credit Card Authorization:** Please provide Credit Card information below. (All credit card information is kept strictly confidential).

(Check One): VISA \_\_\_\_ MasterCard \_\_\_\_ Discover/NOVUS \_\_\_\_ AMEX \_\_\_\_

No. \_\_\_\_\_ Exp. \_\_\_\_ / \_\_\_\_  
(Month/Year)

Permit Fee: \$100.00 (Commercial Use Authorization)

Permit Fee: \$50.00 (Special Use Authorization- Non Profits only)

Late Processing/Incomplete Fee: \$50.00

Total Amount Authorized: \$\_\_\_\_\_ .00

Name as it appears on card (print clearly) \_\_\_\_\_

Authorization for Credit Card payment: \_\_\_\_\_ (Signature)