

# Department of Natural Resources

## Division of Mining, Land and Water



### Fact Sheet: Permits

The Department of Natural Resources (DNR), Division of Mining, Land and Water (DMLW) is responsible for managing all state-owned land except for state parks, and land owned or managed by other state agencies such as the University of Alaska, Alaska Mental Health Trust, Department of Transportation and Public Facilities, or the Alaska Railroad. State-owned lands include uplands, tidelands, submerged lands, shorelands, and waters. DMLW manages these lands to make them available to all Alaskans for both private and commercial uses. Certain activities and uses may require authorization.

#### Who needs a permit?

When using state-owned lands, most temporary activities and structures (can be removed within 48 hours) for a commercial or business purpose will require a permit. Examples include commercial docks and mooring buoys, commercial floating lodges, guide camps, scientific research camps, events with more than 50 people, portable radio repeaters, equipment staging areas, cross-country movement of heavy equipment, and the harvest of state resources for commercial purposes.

There are instances where non-commercial use of state-owned lands requires a permit, such as moving heavy equipment.

If the activity involves day use commercial recreation on state-owned lands without the use of overnight camps, or storing equipment or personal belongings overnight, a permit is most likely not needed, but would require Day Use Registration. More information can be found at: [dnr.alaska.gov/mlw/lands/permitting/commercial-recreation-day-use-registration/](https://dnr.alaska.gov/mlw/lands/permitting/commercial-recreation-day-use-registration/)

For a list of activities on state land that do not require a permit, or "Generally Allowed Uses", and information on special use areas, contact a DNR Public Information Center or one of the DMLW Regional Offices.

#### What types of permits are there?

**Land Use Permits (LUP)** are issued for structures and activities that will be occurring for more than 14 days at a specific location.

**Commercial Recreation Permits (CRP)** are typically issued to businesses using mobile camps. Under a CRP, you may remain in one location for up to 14 days. On or before the 14th day, the camp must be relocated at least 2 miles.

**Over-the-Counter Permits (OTCs)** are issued for activities that are considered low-impact and de minimis. These activities may include, but are not limited to, Events Over 50 People, Winter Off Road Travel, Personal Use Water Lines, and Storage on State Lands. The activity must meet certain criteria. More information can be found at: <https://dnr.alaska.gov/mlw/lands/permitting/>.

**Trapping Cabin Permits** are issued to individuals for the sole purpose of shelter while conducting trapping activities. Please refer to the Trapping Cabin Permit Fact Sheet at <https://dnr.alaska.gov/mlw/factsheets/> for more detailed information regarding this authorization.

**Non-Timber Forest Product Permits** are issued for the commercial harvest of forest products such as bark, berries, boughs, burls, chaga, conks, cones, diamond willow, landscaping transplants, mushrooms, etc. This permit does not authorize the harvest of trees, timber, rocks or other aggregates. For more detailed information regarding this authorization please visit [dnr.alaska.gov/mlw/ntfp/](https://dnr.alaska.gov/mlw/ntfp/).

**Limited Material Sale Contracts** are issued for the use of up to 200 cubic yards of stone, gravel, sand, and other aggregates. Please refer to the Material Sales in Alaska Fact Sheet at <https://dnr.alaska.gov/mlw/factsheets/> for more detailed information regarding this authorization.

#### How long will it take to get a permit?

**LUP** applications typically begin with a 14-day public and agency review, after which the Division evaluates any public or agency comments received and determines whether the issuance of a permit would be in the interest of the State. The Division aims to adjudicate permits within 30 days, but it is always best to give the Division as much lead time as possible. Incomplete applications require follow up and may result in delay of issuance.

**CRPs and OTCs** are specifically designed to provide authorization for those conducting a low impact recreational activity on state owned land. A CRP can typically be issued the same day as the completed permit form and appropriate land use fee are received by the Division. Incomplete applications may require follow up and delay issuance.

#### **How do I apply for a permit?**

- To apply for a **LUP**:
  - Check the land status to be sure that your applied-for location(s) is on state land
  - Submit a completed LUP Application and Supplemental Questionnaires that apply to your activity
  - Provide a map identifying the location of the activity
  - Pay the non-refundable application fee
- To apply for a **CRP or an OTC**:
  - Check the land status to be sure that where you plan to operate is on state land
  - Submit a completed Commercial Recreation Permit or Over-the-Counter Form
  - Pay the appropriate fee for the duration of your permit

#### **Do I need insurance?**

Depends on the activity. Liability insurance, as well as a performance guarantee, may be required for both **LUPs, CRPs, and OTCs**.

#### **How much does a permit cost?**

**LUPs, CRPs, and OTCs** require the payment of annual fees. The annual fee may depend on the type of use, duration of activity, and size of structures. For a detailed list of all fees, see [11 AAC 05.180](#) and current Director's Fee Order at <https://dnr.alaska.gov/mlw/pdf/DMLWFeeOrder3-v2.pdf> .

#### **How long is a permit valid for?**

**LUPs** may be issued for up to five years.

**CRPs** are issued for up to a single calendar year, expiring on December 31 of the year issued.

**OTCs** can be issued for a single year or multiple years depending on the type of OTC.

#### **What happens when my permit expires?**

Prior to expiration of a **LUP** you may apply for another term of up to 5 years. A permit may be extended by one year, provided it has not expired and there are no significant changes. Please see [11 AAC 05.180](#) and current Director's Fee Order at

<https://dnr.alaska.gov/mlw/pdf/DMLWFeeOrder3-v2.pdf>

#### **Can I sell my permit, or transfer it to another person or business?**

No. Permits are not transferable.

#### **Where do I find applications, apply, and get additional information?**

Applications and forms can be found online at [dnr.alaska.gov/mlw/forms/](https://dnr.alaska.gov/mlw/forms/), or at <https://dnr.alaska.gov/mlw/lands/permitting/>, or by visiting any of our three offices as listed below.

Applications can be submitted by mail, fax, hand delivery to one of our three offices, or by email if you are currently working with an adjudicator.

You can check the land status and ownership using Alaska Mapper, by visiting [mapper.dnr.alaska.gov](https://mapper.dnr.alaska.gov).

Information can be found at our website by visiting <https://dnr.alaska.gov/mlw/lands/> .

#### **For additional information please contact one of the Public Information Centers or Regional Offices**

Anchorage/Southcentral  
Public Information Center  
550 West 7th Avenue, Suite 1360  
Anchorage, AK 99501-3561  
Phone: (907) 269-8400  
Fax: (907) 269-8901  
[dnr.pic@alaska.gov](mailto:dnr.pic@alaska.gov)

Juneau/Southeast  
Regional Land Office  
P.O. Box 111020  
400 Willoughby Avenue, 4<sup>th</sup> Floor  
Juneau, AK 99811-1020  
Phone: (907) 465-3400  
Fax: (907) 465-3886  
[sero@alaska.gov](mailto:sero@alaska.gov)

Fairbanks/Northern  
Public Information Center  
3700 Airport Way  
Fairbanks, AK 99709-4699  
Phone: (907) 451-2705  
Fax: (907) 451-2706  
[fbx-pic@alaska.gov](mailto:fbx-pic@alaska.gov)

Statewide TTY – 711 for Alaska Relay or 1-800-770-8973