



DESCHUTES AND OCHOCO NATIONAL FORESTS

OUTFITTER AND GUIDE SPECIAL USE PERMITS

FAQS

What is an Outfitter or Guide?

Outfitters or guides on National Forests lands and Grasslands provide specialized knowledge, skills, experience, and equipment that general recreationists might not otherwise possess. They contribute to high quality opportunities for people to recreate on public lands regardless of their skill level or prior experience.

The policy of the Deschutes and Ochoco National Forest as well as the Crooked River Grasslands is to limit the number of permit holders offering similar services to the minimum needed to serve the public demand.

How do I apply to be an Outfitter or Guide?

Proponents submitting a new outfitter or guide proposal must submit a complete application form during two annual open season windows: 10/1 to 12/1 for summer activities and 2/1 to 4/1 for winter activities to the District Special Use Permit Administrator. New proposal will not be accepted outside the open season windows. The preferred format for an application is a well thought out Business Plan.

When the application is submitted two actions can occur: 1) the applications will be accepted and a detailed evaluation process will continue or 2) the application will not be accepted. Proponents of applications that are not accepted will be notified in writing that the Forest has not accepted the application and reasons the application wasn't accepted. Proponents may modify applications and re-submit if desired.

What is a detailed "Business Plan"?

A business plan should include sufficient detail of your proposal that the Forest Service can make an informed decision whether to accept an application. At a minimum, the Business Plan should address these points:

- Business and contact name
- Address and phone number/email
- Background
- Proposed services
- Proposed locations and season of use
- Equipment provided
- Transportation of clients
- Proposed fees
- Evaluation of public need for this service
- Comparison with any similar existing services already under a Special Use permit



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What kind of fees will I have to pay to have a permit?

Fees for use of public lands to provide outfitter or guide services are determined by one of two methods. The permit holder may choose the option:

- Option A is based on an average client-day charge, which uses a schedule of rates to determine the fee. This option is useful if some portion of the guided trip is off the National Forest. Check with the District Special Use Permit Administrator for more details on this option.
- Option B is a flat fee based on 3 percent of gross revenue.

Based on the assigned service days and your proposed client fee, the Forest Service will calculate an estimated fee for the operating year. A bill for will be issued for the estimate, or if over 500 dollars, payment may be made in two installments. At the end of the operating season, a reconciliation billing may be required. Permit holders are required to report use numbers, gross income, and other information on a monthly basis. The District Special Use Permit Administrator will determine what information needs to be reported.

What is a Service Day?

A service day is any part of a day that an outfitter or guide provides a service to a client on the National Forest. A half day fishing trip with three clients equals 3 service days. As a part of the permit, the Forest Service determines a set number of assigned service days. These days are available to use within the operating year. Additional service days may be available at the discretion of the Forest Service on a case-by-case basis.

Who Do I Contact to get more Information on Outfitter or Guide permits?

For more information on outfitter or guide Special Use permits, please contact the District Special Use Permit Administrator at the following locations.

Deschutes National Forest:

- Bend/Fort Rock District – (541) 383-4000
- Crescent District – (541) 433-3200
- Sisters District – (541) 549-7700

Ochoco National Forest and Crooked River National Grassland:

- Entire Forest and Grassland – (541) 416-6500



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Resource Links

General information regarding Special Use permits on the Deschutes and Ochoco National Forest as well as the Crooked River National Grassland is available at: <http://www.fs.usda.gov/detail/centraloregon/passes-permits/event-commercial/?cid=stelprdb5213887>.

General information on Special Use permits for U.S. Forest Service is available at: <http://www.fs.fed.us/specialuses/index.shtml>