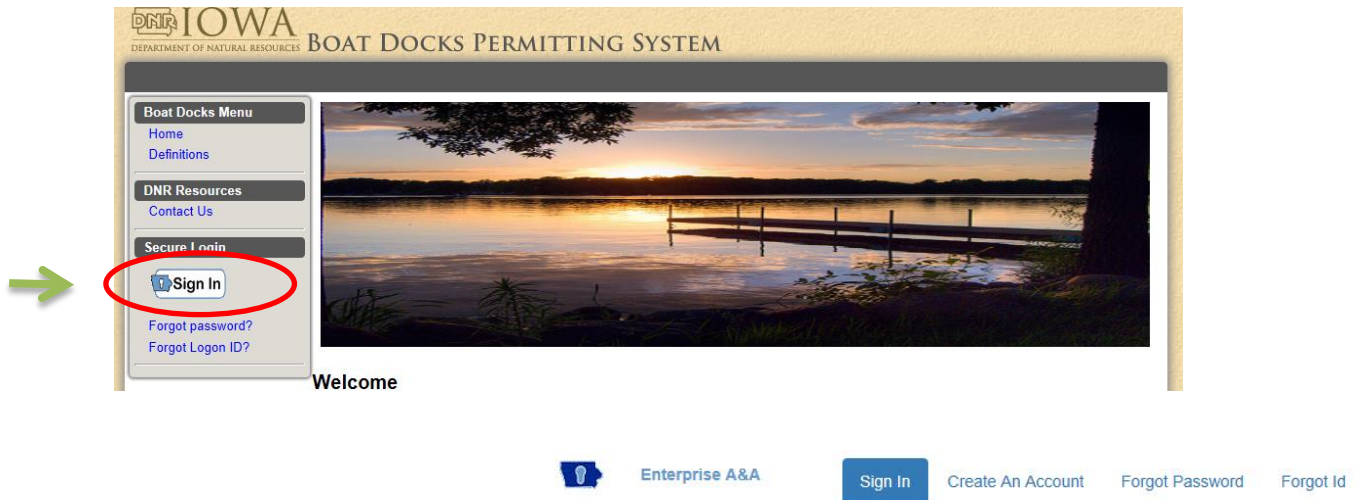


INSTRUCTIONS TO APPLY FOR A NEW DOCK PERMIT

Welcome to Iowa's online dock application process. The website to manage your dock permit can be found at www.iowadnr.gov/boatdocks. Click on **Sign In**. (See separate instructions if you need to create an A&A Account.)



STEP 1

- Fill in your account ID (*remember to include @iowaid*)
- Type in your password
- Click on **Sign In**

STEP 2

- Create your profile with your **permanent** mailing address and contact information.
- Check the box to verify your profile information is accurate
- Click on **Save Profile**

STEP 3

If you are applying for a **new** dock permit, you will answer “No” to the question about whether you have a permit.

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[Apply For A New Permit](#)



[Transfer An Existing Permit To Your Account](#)

NOTE: If this permit is for a brand new dock in an area where no previous dock permit has been issued, you will apply for a **New Permit**. Continue to Step 4.

If a dock permit has previously been issued for this property to another person, you will need to **Transfer** the permit into your account using the existing permit number. Contact the local DNR office if you need assistance locating the permit number. Please see the **Contact Us** tab on the lower left of the screen.

STEP 4

- Permit type – Is the dock for a private person or homeowners association; for a commercial business; or is it owned by a governmental entity such as a city, county or state?
- Provide the 911 address for the dock location.
- Provide the county and the name of the lake or river where the dock is located.
- Click on **Next**.

DOCK REGISTRATION OVERVIEW

New Class 3 and 4 Permits will be charged an administration fee.

Dock's 911 Address
Same as my address: ☒

*Permit Type: Private
Business Name:
*Street: 1234 Whitesands Ln
*City: Summerville
*State: Iowa
*Zip: 55555
*County: Delaware
*Body of Water: Lake Delhi
Parcel Number: 250000554485566

Next

STEP 5

Accurately answer all of the questions in the order provided. You may be required to provide additional information depending on your specific situation.

Click on **Next** when finished.

DNR IOWA DEPARTMENT OF NATURAL RESOURCES **BOAT DOCKS PERMITTING SYSTEM**

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Hold Box to Drag
Private Class 1

QUESTIONS

1 2 3 4

1. Do you own the property the dock(s) are on? ☐ Yes ☐ No

2. Do you have a permanent or seasonal residence on the property? ☐ Yes ☐ No

3. Will the dock(s) be used jointly with an adjoining shoreline neighbor? ☐ Yes ☐ No

4. Are the dock(s) part of a condo unit, apartment complex or homeowners association? ☐ Yes ☐ No

5. Will this permit have more than one private dock? ☐ Yes ☐ No

6. Is there at least 5 feet from the outside edges of your structure(s) to the projection of each property line? ☐ Yes ☐ No

7. Width of the shoreline property: feet

8. TOTAL number of hoists, lifts, slips or racks for this permit:

9. Do you have any mooring buoys? ☐ Yes ☐ No

10. Do you have a swim raft, swim platform, trampoline, or other structures? ☐ Yes ☐ No

Previous Next

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STEP 6

Fill in the dimensions of your dock(s). The diagrams are provided as an aid and correspond with the questions asked. Your dock may look different.

If any part of your dock is wider than 6 feet, you must include this information under the platform section.

Dimensions Diagram

Diagram below does not have a platform wider than 6 feet.

"L" shaped dock example

"T" shaped dock example

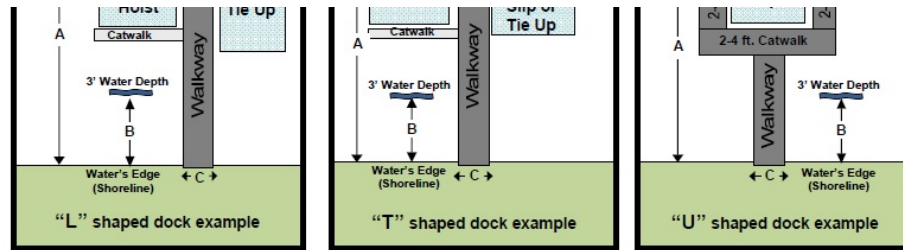
"U" shaped dock example

Dock 1

Dock Measurements

Please refer to Dimension Diagram above

	Feet	Inches
Total dock length - Dimension A:	24	
Length from shore to 3 feet depth - Dimension B:	12	
Width of main dock walkway - Dimension C:	4	
Is there a platform, "L" or "T" wider than 6 feet anywhere on your dock?		No
Number of hoists, slips, lifts, or racks on this dock:	2	



Dock Dimensions

Dock 1

Dock Measurements

Please refer to Dimension Diagram above

*Total dock length - Dimension A:

Feet

Inches

35

*Length from shore to 3 feet depth - Dimension B:

10

*Width of main dock walkway - Dimension C:

4

*Is there a platform, 'L' or 'T' wider than 6 feet anywhere on your dock?

☐ Yes

☒ No

*Number of hoists, slips, lifts, or racks on this dock:

3

Dock Diagram

The info above indicates you have a class 3 application. Please upload a diagram of your dock(s).

*Upload File:

C:\Users\solough.DNR\ID [Browse...](#)

(Recommended file extensions are .doc, .gif, .jpg, .jpeg, and .pdf.)

(You can upload a sketch or image of the dock diagram. This diagram shall accurately show the size and location of each boat hoist, slip, platform, catwalk, mooring buoy, swim platform, or other structure(s) to be maintained in front of the shoreline property.)

Comments

Comments:

Previous

Next

NOTE: If your permit is determined to be Class 3 or Class 4, you are required to include a diagram of each dock before you can complete your application. Diagrams can be created on your computer or drawn out and uploaded to your computer via a scanner, digital camera or smart phone.

If you have more than one dock, you must provide the dimensions for each individual dock. Click on **add dock** to provide the information for additional docks.

[add dock](#)

Dock 1
x
Dock 2
x
Dock 3
x

Dock Measurements

Please refer to Dimension Diagram above

*Total dock length - Dimension A:

*Width of main dock walkway - Dimension C:

*Number of hoists, slips, lifts, or racks on this dock:

Feet

24

4

0

Inches

Once you have entered the dimensions for each dock and attached your diagram (required for Class 3 or 4), click on **Next**.

STEP 7

Verify or edit the information, and click on **Complete Registration** at bottom of page.

VERIFICATION

1	2	3	4
Dock Information		Questions		Dimensions		Verify	

Based on the information you are registering a [Class 3 Non-Standard Dock](#).

Fee

Dock Registration Fee:	\$125	A registration fee is required once every five years.
Dock Hoist Fee:	\$0	4 hoists are included in the registration fee and each additional hoist is \$50.
Total:	\$125	

Dock Information ([Edit](#))

911 Dock Location

Permit Type: Private
Address: 1234 Whitesands Ln
Summerville, IA 55555
County: Delaware
Body of Water: Lake Delhi
Parcel Number:

Questions ([Edit](#))

Questions

- Do you own the property the dock(s) are on? :Yes
- Do you have a permanent or seasonal residence on the property? :Yes
- Will the dock(s) be used jointly with an **adjoining** shoreline neighbor? :No
- Are the dock(s) part of a condo unit, apartment complex or homeowners association? :No
- Will this permit have more than one private dock? :No
- Is there at least 5 feet from the outside edges of your [structure\(s\)](#) to the projection of each property line? :Yes
- Width of the shoreline property: :100 feet
- TOTAL number of hoists, lifts, [slips](#) or racks for this permit: :3
- Do you have any mooring buoys? :No
- Do you have a swim raft, swim platform, trampoline, or other structures? :No

Dimensions ([Edit](#))

Dock Dimensions

Dock 1

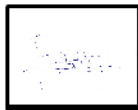
Dock Measurements

Please refer to Dimension Diagram above

	Feet	Inches
Total dock length - Dimension A:	35	
Length from shore to 3 feet depth - Dimension B:	10	
Width of main dock walkway - Dimension C:	4	
Is there a platform, 'L' or 'T' wider than 6 feet anywhere on your dock?		:No
Number of hoists, slips, lifts, or racks on this dock:	3	

Dock Diagram

Uploaded File:



(Recommended file extensions are .doc, .gif, .jpg, .jpeg, and .pdf.)

(You can upload a sketch or image of the dock diagram. This diagram shall accurately show the size and location of each boat hoist, slip, platform, catwalk, mooring buoy, swim platform, or other structure(s) to be maintained in front of the shoreline property.)

Comments

Comments:

To make any changes to the above information please click on the appropriate "Edit" link. If the information above is correct please click on the complete registration link button.

I understand that providing false information automatically makes this dock application invalid and could result in penalties for making a false entry in a public record under Iowa Code 714.8(4).

Complete Registration!

STEP 8

Check the **My Account** page. If you see that fees are pending (in red), you must pay the administrative fees. Once paid, application fees are non-refundable. Your permit will not be reviewed until the application fee has been paid. Online payments are easy! Simply click on **Make Payment** and you will be given the option to pay directly from your bank account, credit card or debit card. If you do not owe any fees, skip to **Step 9**.

State of Iowa DEPARTMENT OF NATURAL RESOURCES **BOAT DOCKS PERMITTING SYSTEM**

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Welcome, Sandy Beaches

Current Permit(s)
Below are the permits you have on file with the Iowa DNR.

You may:

- View your permit
- Update a your permit due to recent changes
- Renew a permit if it is about to expire
- Make online ePayments when a payment is due

[When are fees charged?](#)

View	Update	Renew	Permit #	Type	Status	Dates	Payment
View	--	--	Temp#: 10417	Private Class 3	Pending: Admin Fee	Application Date: 05-14-2015 Expiration Date:	Make Payment Payment History

Get a Permit

[Apply For A New Permit](#)

[Transfer An Existing Permit To Your Account](#)

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Make a Payment for Permit: Temp#: 10417 [Cancel Payment](#)

Your permit is currently pending an unpaid fee. Any fee(s) listed below must be paid in full before your application can be reviewed or activated. Please ensure your permit is correct before paying any fee(s) due. If you are not sure why a fee is due, please contact your district secretary.

- Administrative fees are **non-refundable**.
- Hoist/slip fees for approved docks are **non-refundable**.

Pay with Credit/Debit Card

**All fees non-refundable*

Administration Fee: \$125
Hoist Fee: \$0
Credit Card Fee: **\$2.93**
Total: \$127.93

[Payment - Credit Card](#)

Pay with E-Check

**All fees non-refundable*

Administration Fee: \$125
Hoist Fee: \$0
Check Fee: **\$0**
Total: \$125.00

[Payment - Electronic Check](#)

[Cancel Payment](#)

NOTE: Convenience fees vary depending on the method of payment you choose.

Bank Account Type Checking
Bank Account Category Consumer
Confirmation Email Sandy.Beaches@gmail.com

Exit to the DNR system

Once your administrative fees have been paid, you can Exit out of the payment program and go back into the DNR boat dock program.

DNR IOWA
DEPARTMENT OF NATURAL RESOURCES

BOAT DOCKS PERMITTING SYSTEM

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Current Permit(s)
Below are the permits you have on file with the Iowa DNR.


You may:

- View your permit
- Update a your permit due to recent changes
- Renew a permit if it is about to expire
- Make online ePayments when a payment is due


[When are fees charged?](#)

View	Update	Renew	Permit #	Type	Status	Dates	Payment
View	Update	--	28-9533-3 Print Confirmation	Private Class 3	Active	Application Date: 05-14-2015 Expiration Date: 12-15-2019	Payment History

Get a Permit



[Apply For A New Permit](#)



[Transfer An Existing Permit To Your Account](#)

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STEP 9

After any administrative fees have been paid, your permit will either go into the review process or be approved automatically.

If your permit is approved, you will be able to **print a confirmation letter** which will give you the information you need to sign your dock with the permit number and 911 address.



TERRELL E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

STATE OF IOWA
DEPARTMENT OF NATURAL RESOURCES
CHUCK GARY, DIRECTOR

SANDY BEACHES
1234 WHITESANDS LN
SUMMERVILLE IA 55555

NE Regional Office
Law Enforcement Section
22693 - 205th Avenue
Manchester, IA 52540
(563) 927-3276

May 14, 2015

Dear Sandy Beaches:

Your Class 3 dock permit has been activated for the dock located at 1234 Whitesands Ln. Your dock permit number is **28-9533-3** and it expires **December 15, 2019**. Dock permits are only valid as long as they continue to meet the criteria they were permitted under. 571-16.7 authorizes issuance of a Class 3 dock permit for nonstandard private docks. A Class 3 permittee shall pay an annual administrative fee of \$50 for each hoist or slip in excess of four. Any additional hoist/slip fees shall be due on March 1 or whenever a permit is modified by adding a hoist or slip. Any fees owed to the department shall be paid in full prior to the installation of any portion of a dock, hoist or slip. Application and hoist/slip fees are non-refundable.

All docks must have a sign with their local 911 street address, city and permit number, with all letters and numbers a minimum of 1" high, at the end of their dock. The name is not required.

Retain this letter for future reference. If you make any changes to your dock configuration, add or subtract hoists, change your permanent address, phone number or email, contact us at the address above.

Please contact us if you have any questions about your dock permit. When it is time to renew or change your permit, you may go online to www.iowadnr.gov for applications and further assistance.

Sincerely,

DNR Law Enforcement

Remember, the dock permitting process is not complete until your dock(s) is signed with your permit number and the dock's 911 address including city. Your name is not required.

28-9859-1
123 BAY ST
DELHI

28-9859-1
123 BAY ST
DELHI

Hoist Fees

Some Class 3 and Class 4 permit holders will have annual hoist fees due. If you do, please read the following:

If a hoist fee is due, a message will show up in red in your Account Alerts box. To pay your annual hoist fee, you may click on your **permit number** in the Account Alerts box or you may click on **Make Payment** in the grid. Follow the directions to pay your hoist fees just like application fees in Step 7.

View	Update	Renew	Permit #	Type	Status	Dates	Payment
View	Update	Renew	01-9999-3 Print Confirmation Permit History	Private Class 3	Annual Hoist Fee	Application Date: 02-11-2015 Expiration Date: 12-15-2019	Make Payment Payment History Payment Override

NOTE: To reduce the number of hoists, racks, slips or mooring buoys in future years, you **must** go through **Update** **before** paying your Annual Hoist Fee.

- You may not *reduce* the number of hoists/slips for the current year *after* you have paid your annual hoist fees.
- Once paid, hoist fees are non-refundable.
- You **may** *increase* the number of hoists/racks/slips/mooring buoys now or in the future.
 - Hoist fees must be paid prior to installation of any additional hoists.
 - If the increase or permit update triggers a review, you will be required to pay the administrative fee prior to having your modification reviewed by DNR staff.
 - Administrative fees are non-refundable.
- If you have questions about any fee, please contact your DNR district office before you pay.

My A&A Account ID is: @iowaid

My Password is:

My Dock Permit Number(s) is:

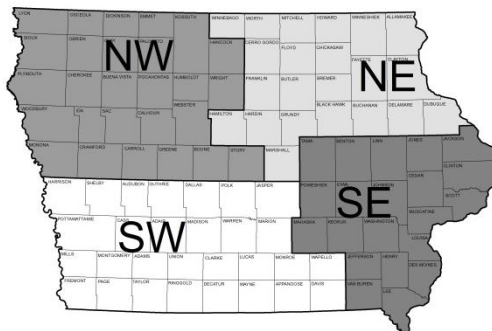
Thank you for using our online dock program! Please put this document with your confirmation letter in a safe location so you may refer to it in the future. Remember, if you have a problem signing in with your A&A Account information, you must contact OCIO for assistance: OCIO.Servicedesk@iowa.gov or 1-800-532-1174.

NW DNR District Office

ATT: Dock Permits
122 252nd Ave
Spirit Lake IA 51360
(712)336-1840
NWdockmaster@dnr.iowa.gov

SW DNR District Office

ATT: Dock Permits
57744 Lewis Rd
Lewis IA 51544
(712)769-2587
SWdockmaster@dnr.iowa.gov



NE DNR District Office

ATT: Dock Permits
22693 205th Ave
Manchester IA 52057
(563)927-3276
NEdockmaster@dnr.iowa.gov

SE DNR District Office

ATT: Dock Permits
111 Lake Darling Rd
Brighton IA 52540
(319)694-2430
SEdockmaster@dnr.iowa.gov