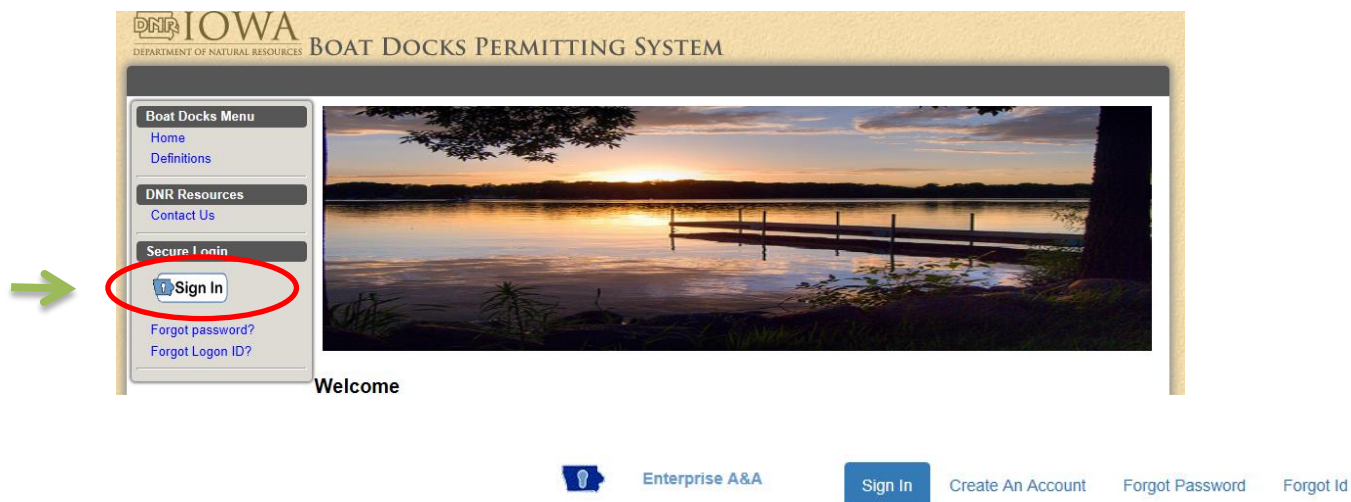


## INSTRUCTIONS TO RENEW A DOCK PERMIT

Welcome to Iowa's online dock application process. The website to manage your dock permit can be found at [www.iowadnr.gov/boatdocks](http://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 – CLAIMING A DOCK PERMIT *(this step is only required once to place the permit into your personal account)*

If you have already claimed the permit online and you see the permit in your grid, skip to **Step 6**.

If you are renewing a dock permit for the **first** time, you will answer “**Yes**” to the question about whether you have a dock permit.

If you have more than one dock permit, you will claim the other permits by going through **Claim Permit** in the lefthand column.

**DNR IOWA**  
DEPARTMENT OF NATURAL RESOURCES

## BOAT DOCKS PERMITTING SYSTEM

Welcome: Sandy Beaches

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**Secure Login**

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Welcome, Sandy Beaches

Do you have a current or expired dock permit?

**Yes** **No**

If you are not sure if you have a current or expired dock permit, please contact the [Iowa DNR District Office](#) for the county where your dock is located. For additional information on managing your dock permit online, check out our [Boat Docks Help Center](#).

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### STEP 4

- Enter your permit number.
- Click on **Search**.

If you do not know your permit number, contact the DNR for assistance. Please see the **Contact Us** tab on the lower left of the screen.

Welcome: Robert Smithson

### CLAIM DOCK PERMIT

If you do not know your permit number, please contact the [Regional Office](#) where your dock is located.

\*Permit Number:

**Search**

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### STEP 5

Click **Select** next to your permit number.

Welcome: Robert Smithson

### CLAIM DOCK PERMIT

If you do not know your permit number, please contact the [Regional Office](#) where your dock is located.

\*Permit Number:

**Search**

Permit #	Class	County	Body of Water	Exp Date	Status	Action	Transact
07-9930-4	4	Black Hawk	Big Woods Lake	2019/12/15	Payment	Pending	Modify

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Once you have selected your permit, you will be asked to confirm that the permit is indeed your dock permit.

- Click **OK** (if the permit belongs to you)
- Next screen, click **Claim Permit**.

Welcome: Robert Smithson

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**PERMIT INFORMATION**

Bob Smithson

Permit Information

Permit Number: 07-9930-4  
Account Type: Commercial  
Business Name: Bobs Docks and Diner  
Application Date: 02-27-2015  
Expiration Date: 12-15-2019  
Classification: 4  
Permit Status: Payment

Permit Transaction

Dock Location

Address: 1552 Main Street  
Urban, IA 55555  
Parcel Number:  
County:  
Body Of Water: Big Woods Lake

**Message**

Please confirm that this is your permit before you claim it.

You will be able to renew or update your permit after it is claimed.

OK

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## STEP 6 – DIRECTIONS TO RENEW AN EXPIRED DOCK PERMIT

Once you have claimed your dock permit, it will show in your **My Account** page. If the permit status is **Expired**, click on **Renew**.

View	Update	Renew	Permit #	Type	Status	Dates	Payment
<a href="#">View</a>	--	<a href="#">Renew</a>	28-11-1 Expired No History	Private Class 1	Expired	Application Date: 06-15-2009 Expiration Date: 12-15-2013	<a href="#">Payment History</a>

Your permit will then appear on your screen. Answer questions 1 through 10 correctly. Some information may be missing or incorrect, and you will need to fill it in. Once you have the top questions answered, scroll down and check the information for your dock(s).

If this permit is for a *commercial dock* (Class 4) or *government dock* (Class 2), your questions will be different than those displayed below.

Please complete the quick questions below.

\*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? (See Diagram) ☒ 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

Dock 1

Dock Measurements

Please refer to Dimension Diagram above

\*Total dock length - Dimension A:

Feet

Inches

32

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

11

\*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

\*Does this dock have more than one platform, 'L' or 'T' wider than 6 feet?

☐ Yes

☒ No

\*Platform 1 Width of 'L' or 'T' - Dimension D1:

28

\*Platform 1 Length of 'L' or 'T' - Dimension D2:

6

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

15

Dock Diagram

Upload File:

\\R\Documents\Jones.jpg

Browse...

Open in new tab

(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:

Applicant Notes

Notes:

Applicant Notes History

Date	Notes	By

Renew

Cancel

**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 either be created on your computer or you may draw them out and uploaded the picture to your computer via scanners, digital cameras or smart phones.

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.

Dock 1

Dock 2

Dock 3

add dock

Dock Measurements

Please refer to Dimension Diagram above

\*Total dock length - Dimension A:

Feet

Inches

24

\*Width of main dock walkway - Dimension C:

4

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

0

Click on **Renew** when finished.

**STEP 7** – If your permit is a Class 1 or 2, skip to **Step 8**.

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 8.

**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
<a href="#">View</a>	--	--	Temp#: 10417	Private Class 3	Pending: Admin Fee	Application Date: 05-14-2015 Expiration Date:	<a href="#">Make Payment</a> <a href="#">Payment History</a>

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](mailto: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.



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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
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- 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
<a href="#">View</a>	<a href="#">Update</a>	--	28-9533-3 <a href="#">Print Confirmation</a>	Private Class 3	Active	Application Date: 05-14-2015 Expiration Date: 12-15-2019	<a href="#">Payment History</a>

Get a Permit



[Apply For A New Permit](#)



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

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## STEP 8

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](http://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.

My Account  
Update Profile  
Definitions  
Search Applications  
Search Permits  
Transfer Ownership  
Pending (2)  
New Account  
Search Accounts

Reports  
Approval Letter  
Docks Report  
Payment Report  
Annual Hoist Report

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

Update Profile

Account Alerts  
Permit: 01-9999-3 - Annual hoist/slip fee due

You may:

- View your permit
- Update a 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
<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Renew</a>	01-9999-3 <a href="#">Print Confirmation</a> <a href="#">Permit History</a>	Private Class 3	Annual Hoist Fee	Application Date: 02-11-2015 Expiration Date: 12-15-2019	<a href="#">Make Payment</a> <a href="#">Payment History</a> <a href="#">Payment Override</a>

**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:

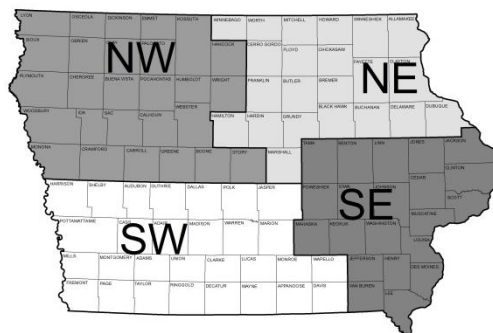
Thank you for using our online dock program! Please put this document with your confirmation letter in a safe location so you may refer to it in the future. Remember, if you have a problem signing in with your A&A Account information, you must contact OCIO for assistance: [OCIO.Servicedesk@iowa.gov](mailto:OCIO.Servicedesk@iowa.gov)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

### NW DNR District Office

ATT: Dock Permits  
122 252<sup>nd</sup> Ave  
Spirit Lake IA 51360  
(712)336-1840  
[NWdockmaster@dnr.iowa.gov](mailto:NWdockmaster@dnr.iowa.gov)

### SW DNR District Office

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



### NE DNR District Office

ATT: Dock Permits  
22693 205<sup>th</sup> Ave  
Manchester IA 52057  
(563)927-3276  
[NEdockmaster@dnr.iowa.gov](mailto: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](mailto:SEdockmaster@dnr.iowa.gov)