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.

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.

STEP 5

Click Select next to your permit number.
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**.

### 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**.

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.
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.

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.

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

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

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.
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.

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.
  o Hoist fees must be paid prior to installation of any additional hoists.
  o 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.
  o 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