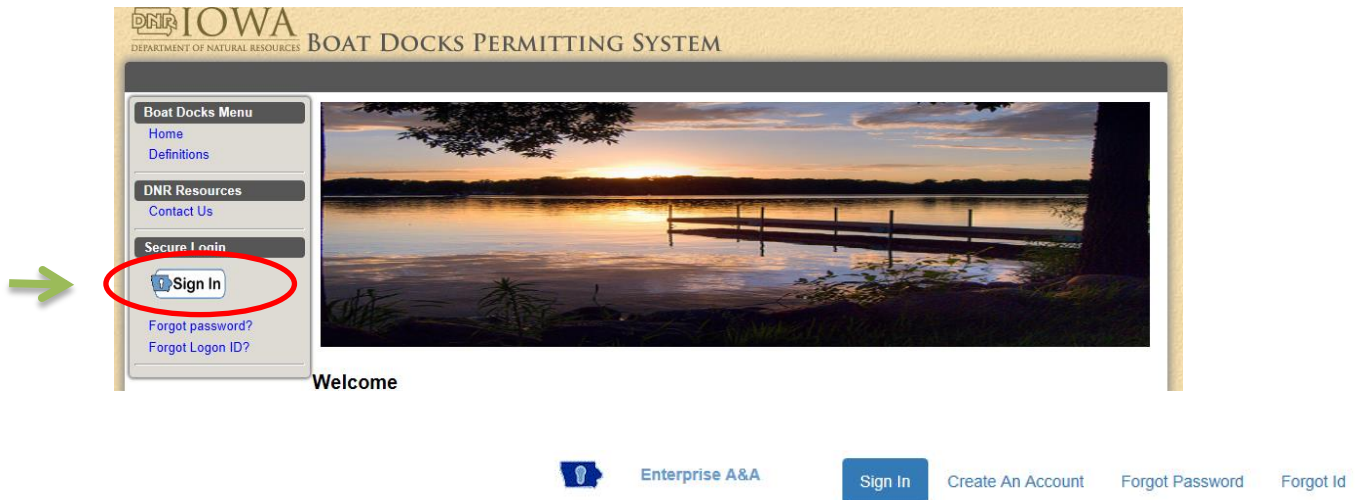


INSTRUCTIONS TO UPDATE A DOCK PERMIT

Welcome to Iowa's online dock application process. The website to manage your dock permit can be found at www.iowadnr.gov/boatdocks. 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 managing your dock permit online 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.

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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.

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STEP 5

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

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

Boat Docks Menu

- Home
- My Account
- Update Profile
- Definitions
- Transfer Ownership
- Claim Permit

DNR Resources

- Help Center
- Contact Us

Secure Login

- Logout

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

Dock Location

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

Permit Transaction

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 UPDATE AN ACTIVE DOCK PERMIT

Once you have claimed your dock permit, it will show in your **My Account** page. To update an active dock permit, click on **Update**.

View	Update	Renew	Permit #	Type	Status	Dates	Payment
View	Update	--	28- [redacted] Print Confirmation Permit History	Private Class 1	Active	Application Date: 07-13-2015 Expiration Date: 12-15-2019	Payment History

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) making any changes that you need.

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? ☒ Yes ☐ No
(See Diagram)

*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:

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:

N:\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:

24

*Width of main dock walkway - Dimension C:

4

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

0

Save Changes

Click on **Save Changes** when finished.

STEP 7

- ✓ If no fees are due, skip to **Step 8**.
- ✓ If your update triggers a review or changes the permit from Class 1 to Class 3, you will see a **Pending Admin Fee** which must be paid before your change can be reviewed.
- ✓ If your update includes additional hoist fees, you will see **Pending Hoist Fee** which must be paid prior to installation of any hoist or docking a boat into the slip.

Once paid, fees are non-refundable. 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.

DNR IOWA
DEPARTMENT OF NATURAL RESOURCES

BOAT DOCKS PERMITTING SYSTEM

Welcome: Sandy Beaches

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

Account Alerts
Temp#: 10417 - Administrative fee not paid

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**

Welcome: Sandy Beaches

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Welcome, Sandy Beaches

Current Permit(s)
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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 8

Permit updates may be instantly approved or, in certain cases, will be sent to the review process after an administrative fee has been paid.

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.



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

STATE OF IOWA
DEPARTMENT OF NATURAL RESOURCES
CHUCK GRP, 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. Check your dock permit number carefully after each update to a permit to make certain your sign reflect the correct permit number.

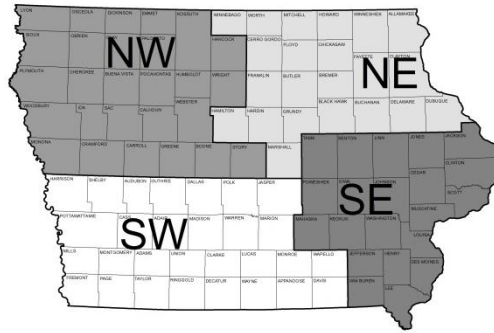
28-9859-1
123 BAY ST
DELHI

28-9859-1
123 BAY ST
DELHI

My Password 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.

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



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

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

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