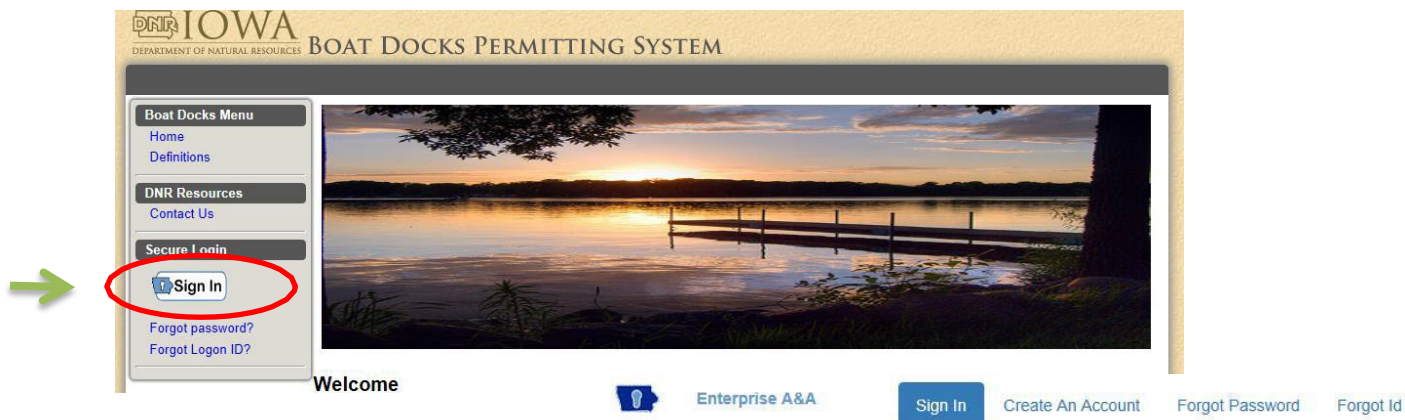


INSTRUCTIONS TO RENEW A DOCK PERMIT

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



STEP 1- LOGIN

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

If you forgot your username or password, choose 'forgot username' and/or 'forgot password' to **access your account**. 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.

STEP 2 – DIRECTIONS TO RENEW AN EXPIRED DOCK PERMIT

Once you have logged in, your dock(s) will show in your **My Account** page. If the permit status is **Expired**, click on **Renew**.

View	Update	Renew	Permit #	Type	Status	Dates	Payment
View	--	Renew	28-11-1 Expired No History	Private Class 1	Expired	Application Date: 06-15-2009 Expiration Date: 12-15-2013	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).

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

- | | Feet | Inches |
|--|--------------------------------------|-------------------------------------|
| *Total dock length - Dimension A: | <input type="text" value="32"/> | <input type="text"/> |
| *Length from shore to 3 feet depth - Dimension B: | <input type="text" value="11"/> | <input type="text"/> |
| *Width of main dock walkway - Dimension C: | <input type="text" value="4"/> | <input type="text"/> |
| *Is there a platform, 'L' or 'T' wider than 6 feet anywhere on your dock? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| *Does this dock have more than one platform, 'L' or 'T' wider than 6 feet? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| *Platform 1 Width of 'L' or 'T' - Dimension D1: | <input type="text" value="28"/> | <input type="text"/> |
| *Platform 1 Length of 'L' or 'T' - Dimension D2: | <input type="text" value="6"/> | <input type="text"/> |
| *Number of hoists, slips, lifts, or racks on this dock: | <input type="text" value="15"/> | |

Dock Diagram

Upload File:

[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

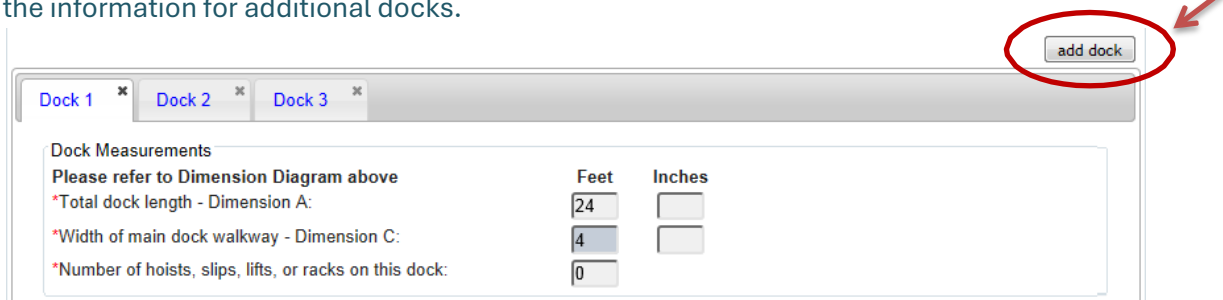
Notes:

Applicant Notes History

Date	Notes	By
------	-------	----

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.

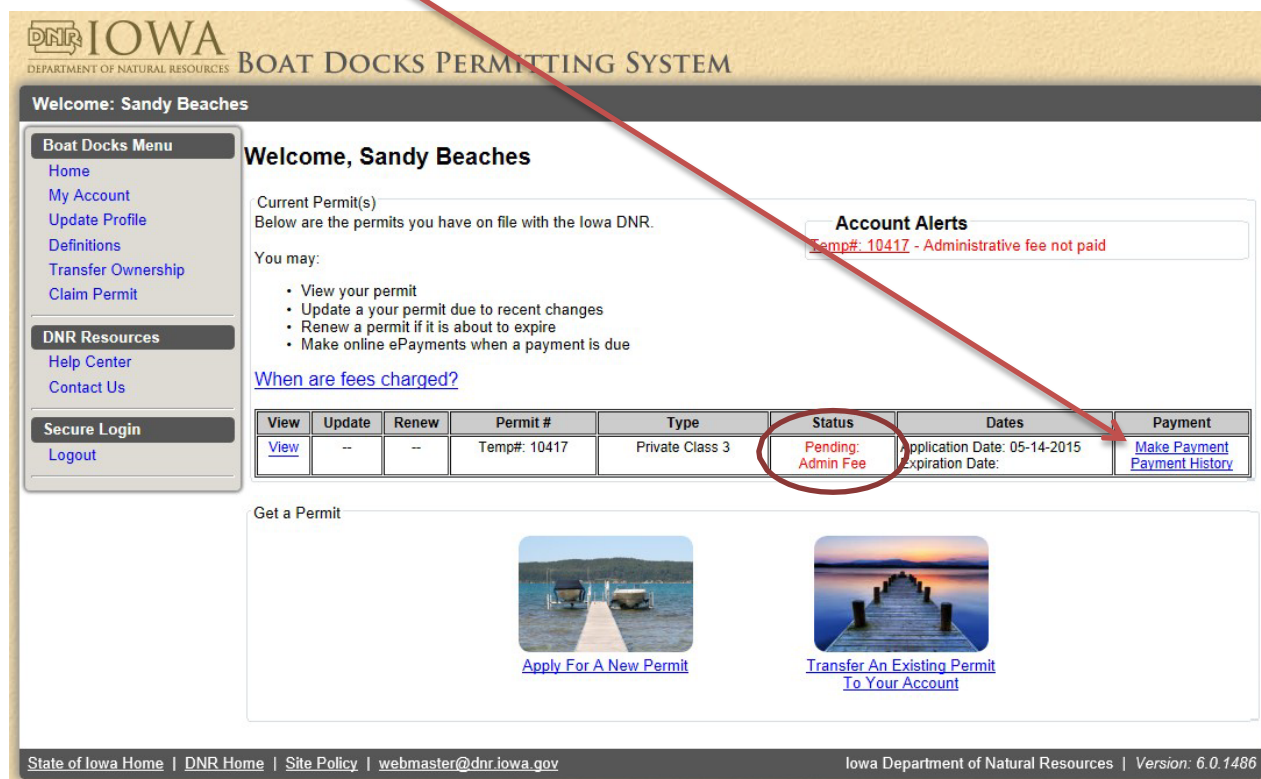


The screenshot shows a web interface with a tabbed window containing 'Dock 1', 'Dock 2', and 'Dock 3'. An 'add dock' button is circled in red with an arrow pointing to it. Below the tabs is a 'Dock Measurements' section with the instruction 'Please refer to Dimension Diagram above'. It contains three rows of input fields: '*Total dock length - Dimension A:' with 'Feet' (24) and 'Inches' (empty); '*Width of main dock walkway - Dimension C:' with 'Feet' (4) and 'Inches' (empty); and '*Number of hoists, slips, lifts, or racks on this dock:' with 'Feet' (0) and 'Inches' (empty).

Click on **Renew** when finished.

STEP 3 – Make Payment

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.



The screenshot shows the 'IOWA DEPARTMENT OF NATURAL RESOURCES BOAT DOCKS PERMITTING SYSTEM' dashboard for user 'Sandy Beaches'. It includes a sidebar menu, a 'Welcome, Sandy Beaches' message, 'Current Permit(s)' information, 'Account Alerts' (Temp#: 10417 - Administrative fee not paid), and a table of permits. A red arrow points from the 'Make Payment' text in the previous block to the 'Make Payment' link in the table. The table has columns: View, Update, Renew, Permit #, Type, Status, Dates, and Payment. The first row shows a permit with Temp#: 10417, Private Class 3, Status: Pending: Admin Fee, and Application Date: 05-14-2015. Below the table are links to 'Apply For A New Permit' and 'Transfer An Existing Permit To Your Account'.

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

STEP 4- 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.

The screenshot shows a web application interface. On the left is a sidebar menu with categories: 'My Account' (containing links like Update Profile, Definitions, Search Applications, Search Permits, Transfer Ownership, Pending (2), New Account, Search Accounts), 'Reports' (containing Approval Letter, Docks Report, Payment Report, Annual Hoist Report), and 'Update Profile' (a link above the main content area). The main content area is titled 'Current Permit(s)' and states 'Below are the permits you have on file with the Iowa DNR.' It includes a section 'You may:' with links to 'View your permit', 'Update a permit due to recent changes', 'Renew a permit if it is about to expire', and 'Make online ePayments when a payment is due'. Below this is a link 'When are fees charged?'. A table lists permits with columns: View, Update, Renew, Permit #, Type, Status, Dates, and Payment. The first row shows permit '01-9999-3' of type 'Private Class 3' with status 'Annual Hoist Fee'. Red arrows point to the 'Update' link in the table, the 'Account Alerts' box containing the text 'Permit: 01-9999-3 - Annual hoist/slip fee due', and the 'Make Payment' link in the Payment column of the table.

View	Update	Renew	Permit #	Type	Status	Dates	Payment
View	Update	--	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 Permit History Payment Override

NOTE: To reduce the number of hoists, racks, slips or mooring buoys in future years, you **must** go through and update the hoist number before paying your annual hoist fee.

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.

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.