

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	28-1 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?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*2. Do you have a permanent or seasonal residence on the property?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*3. Will the dock(s) be used jointly with an adjoining shoreline neighbor?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*4. Are the dock(s) part of a condo unit, apartment complex or homeowners association?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*5. Will this permit have more than one private dock?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*6. Is there at least 5 feet from the outside edges of your structure(s) to the projection of each property line? <i>(See Diagram)</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No
*7. Width of the shoreline property:	<input type="text"/> Feet
*8. TOTAL number of hoists, lifts, slips or racks for this permit:	<input type="text"/>
*9. Do you have any mooring buoys?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*10. Do you have a swim raft, swim platform, trampoline, or other structures?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Dock 1

Dock Measurements

Please refer to Dimension Diagram above

*Total dock length - Dimension A:

Feet

Inches

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

Feet

Inches

*Width of main dock walkway - Dimension C:

Feet

Inches

*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:

Feet

Inches

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

Feet

Inches

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

Dock Diagram

Upload 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:

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 Measurements

Please refer to Dimension Diagram above

*Total dock length - Dimension A: Feet Inches

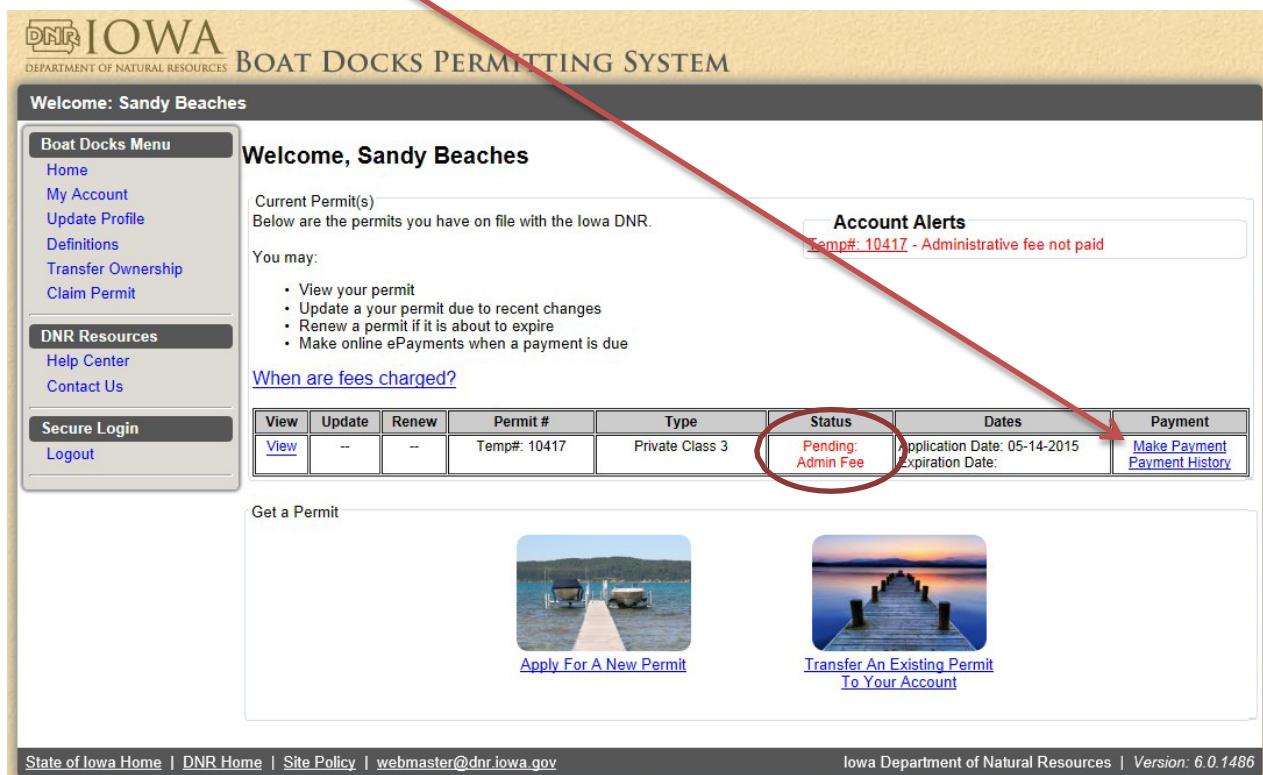
*Width of main dock walkway - Dimension C: Feet Inches

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

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.



BOAT DOCKS PERMITTING SYSTEM

Welcome: Sandy Beaches

Boat Docks Menu

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

DNR Resources

- Help Center
- Contact Us

Secure Login

Logout

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](#)

State of Iowa Home | DNR Home | Site Policy | webmaster@dnriowa.gov

Iowa Department of Natural Resources | Version: 6.0.1486

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 the 'My Account' section of the Iowa DNR Online Dock Program. On the left, a sidebar lists 'My Account' (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), and 'Update Profile' (Update Profile). The main content area shows 'Current Permit(s)' with a table. A red arrow points from the 'Update Profile' link in the sidebar to the 'Update Profile' link in the table header. Another red arrow points from the 'Account Alerts' box to the 'Make Payment' button in the table's 'Payment' column. The 'Account Alerts' box contains the message 'Permit: 01-9999-3 - Annual hoist/slip fee due'.

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.