

Annual Shotgun Hunting and Target Practice Permit Application

Why do I need an annual shotgun permit for hunting and target practice on my property?

If you want to hunt or have target practice on your property you have to have a permit. The Police Chief may issue an annual permit to a property owner for hunting and target practice within the corporate limits of the City on the owner's property under certain conditions.

What criteria are considered when reviewing a shotgun hunting and target practice permit application?

1. The property is zoned AG Agricultural;
2. The property is at least ten (10) contiguous acres in size;
3. The property owner agrees to be present to supervise target practice on the owner's property; and
4. Allowing hunting or target practice on the property will not constitute a danger to public safety.

How long does the application process take?

In most cases, a permit for shotgun hunting and target practice can be issued within ten (10) business days after your application is received by the Police Department. Filing an application, however, does not guarantee approval. Fees are refundable only if the permit is not issued.

How do I apply for a shotgun hunting and target practice permit?

To apply for a shotgun hunting and target practice permit, you need to submit the information listed below (which is also enclosed) to the Police Department, 770 Iowa Street, Dubuque, Iowa 52001 during regular business hours, Monday thru Friday, 8:00 a.m. to 4:30 p.m.

1. A completed application form;
2. A site plan that includes:
 - a. Property lines and dimensions;
 - b. Location of buildings on the subject property and dimensions;
 - c. Location of buildings on adjacent property, public streets, recreational trails, or public waters;
3. A signed and completed agreement for Indemnity and Release of Liability.
4. An application fee of fifty dollars (\$50.00). Make checks payable to the City of Dubuque.

What happens next?

The Police Department will review your application and then approve or reject the application. A permit is valid for a period of one (1) year from the date the Police Chief approves it.

Can my permit be revoked or suspended? Can I appeal?

A permit may be revoked or suspended by the Police Chief by written notice for a violation

of any of the provisions of the City of Dubuque Code of Ordinances or the laws of the United States or the State of Iowa. You may file with the City Clerk a written notice of appeal to the City Council from the suspension or revocation.

What rules do I have to follow to retain my permit?

1. The Iowa Department of Natural Resources hunting regulations state that, “you cannot discharge a firearm or shoot or attempt to shoot a game or furbearing animal within 200 yards (600 feet) of a building inhabited by people or domestic livestock or a feedlot unless the owner or tenant has given consent to do so”.
2. A hunter must comply with all state and local laws, rules, regulations, and ordinances governing hunting.
3. Firearms or other weapons authorized for hunting and target practice shall be limited to shotguns with shot ammunition size 4-9 excluding slugs. The use of rifles, pistols, deer slugs, and black powder rifles and all other firearms or other weapons is prohibited.
4. A hunter or a person engaged in target practice shall not discharge a firearm or other weapon in the direction of any person, livestock, building, public street, recreational trail or public waters.
5. The permittee must be present to supervise any target practice, and must notify occupants of adjoining property prior to beginning hunting or target practice.
6. The permittee must notify Non-Emergency Police Dispatch at (563) 589-4415 on the day on which hunting or target practice will occur and prior to the commencement of any hunting or target practice, of the location where the hunting or target practice will occur, and provide the contact name and phone number for the person hunting or supervising target practice.

This guide is not intended to cover every aspect of the application process. It should not be considered the final or definitive authority on any of the matters it addresses. It is only a general guide. Questions on specific issues should be addressed to:

*City of Dubuque Police Department
770 Iowa St.
Dubuque, Iowa 52001
phone (563) 589-4410, fax (563) 589-4497
e-mail: police@cityofdubuque.org*

Police Department
770 Iowa St.
Dubuque, IA 52001
Phone: (563) 589-4410
Fax: (563) 589-4447



ANNUAL SHOTGUN HUNTING AND TARGET PRACTICE PERMIT APPLICATION FORM

☐ Hunting ☐ Target Practice ☐ Hunting and Target Practice

Please type or print legibly in ink

Property owner: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone No.: _____

Property address where hunting/target practice will take place: _____

Parcel ID number(s): _____

Existing zoning: _____ Total contiguous acres: _____

CERTIFICATION: I, the undersigned, property owner(s), do hereby certify that:

1. The information submitted herein is true and correct to the best of my knowledge and upon submittal becomes public record;
2. I agree to be present to supervise any target practice that may occur on the property and to notify occupants of adjoining property prior to beginning shotgun hunting or target practice;
3. Allowing shotgun hunting or target practice on the property will not constitute a danger to public safety;
4. I agree to comply with all federal, state, and local laws, rules, regulations, and ordinances governing hunting;
5. I agree to notify City of Dubuque Non-Emergency Police Dispatch at (563) 589-4415 on the day on which hunting or target practice will occur and prior to the commencement of any shotgun hunting or target practice, of the location where the shotgun hunting or target practice will occur, and provide the contact name and phone number for the person hunting or supervising target practice.

Property Owner: _____ Date: _____

FOR OFFICE USE ONLY – APPLICATION SUBMITTAL CHECKLIST

Fee: _____ Received by: _____ Date: _____

☐ Site/Sketch Plan ☐ Indemnity Agreement ☐ Planning Department Review

☐ Approved ☐ Denied by: _____

Chief of Police

Date: _____

AGREEMENT FOR INDEMNIFICATION AND RELEASE OF LIABILITY

This Agreement is made as of the _____ day of _____, 20_____,
between the CITY OF DUBUQUE, IOWA (hereinafter City) and
_____.

In consideration of the issuance of a shotgun hunting/target practice permit by City for property located at _____, Dubuque, Iowa, (which property is owned by the undersigned), the undersigned hereby releases City from any and all liability for damage or injury which the undersigned may incur as a result of the actions of City.

In further consideration the issuance of such permit, the undersigned agrees to indemnify, hold harmless, and defend City from and against any and all claims, suits, or damage awards made or rendered against City, including those based upon City's negligence, including any attorneys fees incurred by City in defending same, resulting from the hunting and/or target practice occurring on said property.

Property Owner