The City of Dubuque’s online Right-of-Way Permitting Process

https://dubuque.ia.roway.net/
1. Go to the City of Dubuque’s website: https://www.cityofdubuque.org/
2. Click on the header “DOING BUSINESS”
3. **Click the title “Licenses & Permits”**
4. **Click on the subtitle “Right-Of-Way Permit” under the header of Engineering Department.**
5. Click on the title “Right-Of-Way Permit” under the header of Right of Way Management.
6. This will take you to the online right-of-way permitting process website: https://dubuque.ia.roway.net/

From here please proceed by clicking "CREATE A NEW ACCOUNT" in order to set yourself or your business up with an account to ROWAY
7. Read through the City of Dubuque Policy for Excavation in the Right-of-Way.
Once you have read through and understand the Excavation Policy Click “I Agree”
8. Fill out all the information required under the “Registration Details”

Upload a copy of the Certificate of Liability Insurance

Click “Submit” when application is complete

The message below will appear when you click Submit

Click “OK”
9. You will receive an Email from the following sender with additional details, once your registration has been Approved, Approved Pending Additional Information, or Declined.

system=roway.net@mg.roway.net

ROWay
10. Once account is approved go back to the online right-of-way permitting website:  
https://dubuque.ia.roway.net/  

From here please proceed by entering "Email" and "Password"  

Click "Submit"
11. This will take you to the permitting homescreen
To apply for a new permit

Click "Apply for a Permit"
12. Select a permit type being applied for

Click “Choose this type”
14. Read through the Terms and Conditions. Once you have read through and understand the Terms and Conditions, click “I Agree”
14. Fill out all the details for contractor doing work.

If the person applying for permit works for the same company competing work, click the text “here” and it will auto populate the contractor’s information.
15. Fill out all the Application Item

16. **Upload any plans** or necessary documentation, such as easement required to complete the project.

17. **Draw a route** or place a marker for the project location on the map.

**Note:** if mapping a route, the line placement on a Desktop or laptop is much more precise than using a cell phone or tablet.
18. Once you have provided all information required by the permit application, click “Submit Application”

When you click on "submit application" you will get a pop-up message as seen below, click “OK”
19. You should receive and email upon submitting permit application, letting you know that your permit was received.

You will receive an email once your permit has been approved, approved pending additional information, or declined.
You can always check the status of your permits back at the ROWay homescreen.
THANK YOU

ALL FOR YOUR HELP AND SUPPORT IN THIS PROCESS