



# CITY OF DECATUR

**City of Decatur offices are open to the public with reduced hours and personnel. You are encouraged to contact the department you are planning to visit before coming in. If you need to contact the City of Decatur Licensing Department or Lake Office you should do so via phone or email.**

Licensing Department – 217-424-2709 or [licensing@decaturil.gov](mailto:licensing@decaturil.gov)

Lake Office – 217-424-2837 or [jnihiser@decaturil.gov](mailto:jnihiser@decaturil.gov)

## **2020 BOAT LICENSE AND PIER PERMIT PROCEDURES**

The City of Decatur will automatically send a bill to any boat or pier that was licensed or permitted during the previous lake season if the owner of record is not indebted to the City. If you choose not to license your boat this year, the bill will be voided at the end of the season.

Payments for these bills can be made by:

Mailing in a check/money order with your complete bill in the return envelope enclosed with your bill. The top portion of the bill will be mailed back to you as a receipt with any stickers that can be issued.

Pay online at [www.decaturil.gov](http://www.decaturil.gov) Online Bill Pay. Take proof of payment to the Lake Office to pick up your stickers. If you would like to have your stickers mailed to you, please put “MAIL STICKERS” in the Type of Payment area when you make payment. Non-local resident pier owners may contact the Lake Office to have their pier sticker placed by Lake Patrol.

Deposit complete bill and payment in the drop box located on the east side of the Decatur Civic Center. Top portion of bill will be mailed back to you as a receipt with any stickers that can be issued.

Pay in person at the cashier’s window on the 2<sup>nd</sup> floor of the Civic Center – bring the complete bill. If you do not know the current hours of operation, please call the City of Decatur Licensing Department.

Pay by check only at the Lake Office in Nelson Park.

### **LICENSE OR PERMIT (STICKERS):**

Pier permit stickers can be issued at the time of payment.

Boat License Stickers will not be issued for any boat that is due for an inspection. If your boat is due for a boat inspection, the words “INSPECTION REQUIRED” will be listed on the bill above the area that has the owner’s name and address. The stickers will not be issued until the inspection has been completed.

If your boat does not require an inspection, your stickers can be issued at the time of payment.

**BOAT INSPECTIONS - The Lake Office will be performing boat inspections following social distancing guidelines.**

All boats are required to be inspected every other year. The year the boat is registered or reactivated for a license determines if the inspection is required on Even or Odd years. All newly licensed or reactivated watercraft are required to have an inspection.

**To register a boat** for Lake Decatur, proof of ownership is required. Acceptable proof of ownership is a legible copy of:

- For Powered Watercrafts (motor or sail)
  - State Registration Card or Title
  - Temporary registration form (form is only good for 120 days)
- For non-powered watercraft (includes but not limited to rowboat, canoe, kayak, paddleboat, and paddleboard)
  - Copy of ID/Driver's License, and City of Decatur Non-Powered Watercraft form found at [https://www.decaturl.gov/wp-content/uploads/2019/03/Non-powered-watercraft\\_2019.pdf](https://www.decaturl.gov/wp-content/uploads/2019/03/Non-powered-watercraft_2019.pdf)

Bring your proof of ownership to the Licensing Office or Cashier windows on the 2<sup>nd</sup> Floor of the Decatur Civic Center. It is not necessary to bring your boat to the Civic Center. Inspections are done at the Lake Office in Nelson Park.

If you do not want to come into the City of Decatur Offices, the required documents can be emailed ([licensing@decaturl.gov](mailto:licensing@decaturl.gov)) or faxed (217-450-2289) to the City of Decatur Licensing Department at any time. Please make sure that you indicate what you are requesting and provide your contact information. After your documents are received by the Licensing Department, a debt check will be completed and a bill will be prepared if no debt is found. The bill and payment options can be provided via email to the owner.

**To change ownership of a pier**, contact the City of Decatur Licensing Office (217-424-2709 or [licensing@decaturl.gov](mailto:licensing@decaturl.gov)) or call the Lake Office (217-424-2837).

According to City Code Chapter 50, Section 16...*"No license or permit shall be issued to any person indebted to the City until after payment of discharge thereof in accordance with the terms and conditions fixed by the City Manager."* Examples of debt to the City would include but are not limited to utility bills, parking tickets, pet citations, and weed liens.

**PLEASE MAKE SURE THAT YOU ARE FOLLOWING SOCIAL DISTANCING GUIDELINES AND SAFE BOATING PRACTICES.**