

#### Water ePermitting System

# Storm Water Permit Applications

# Notice of Intent (NOI) for New Land Disturbing Construction and Renewal Construction

Below are the steps to complete and submit a construction site storm water permit application using the ePermitting System. More details, including screen shots are included starting on page 2.

Need Assistance?	ASK FOR HELP link on your Welcome page in the ePermitting System for technical user support
Website Information	Go to the <u>Water Portal Web Page</u> , either type in "Water Permits" in the search bar on the DNR home page or go to <u>dnr.wi.gov/permits/water</u> .
WAMS ID & Logging in to the ePermitting System	<ul> <li>Choose Register for a WAMS ID, unless you already have a WAMS ID.</li> <li>Return to the Water Portal webpage; choose Begin to log into the ePermitting system.</li> <li>Login using your WAMS ID and password.</li> <li>You will be redirected to the "My Permit Applications" webpage. Here you can either start a new permit application or editing an existing application.</li> <li>Start new application: choose Storm Water from the list of Permit Categories along the left, then Storm Water Construction Permit in middle of screen and move on to the Permit Application.</li> <li>Resume editing an existing application: choose the project name under either Draft Permit Applications or Signature Confirmation Needed.</li> </ul>
Permit Application	<ul> <li>Select the appropriate permit activity* to start a new permit application. * <i>Currently only New Land Disturbing Construction Activity Notice of Intents (NOI) and Renewal Construction NOIs are accepted online.</i></li> <li>Enter a project or site name, using the more unique portion first.</li> <li>Using the <b>Application, Project, Attachments, Payment,</b> and <b>Signature</b> buttons, navigate through the application process, which appear just above the Project Name.</li> </ul>
Payment Completion	<ul> <li>Choose Complete Payment at US Bank button. Payment is done through US Bank and we accept credit card, e-check or debit card. When payment has been submitted to US Bank, US Bank will email a confirmation code to the email address provided in your payment information.</li> <li>Copy the confirmation code provided in the email from US Bank and paste it into the area on the Payment screen.</li> <li>If project is fee exempt, choose Fee Exempt Project button. Please be aware that there are limited situations where an applicant is fee exempt (see 10 below).</li> </ul>
Sign and Submit the Application (Must be done by landowner or a Delegated Signature Authority form must be submitted.)	<ul> <li>Choose the Signature button.</li> <li>Choose who will be electronically signing application.</li> <li>Read the Terms and Conditions and select the check box next to the signature area. This will fill in a digital signature using your WAMS ID information.</li> <li>Choose the Initiate Signature Process button to submit the permit application to DNR.</li> <li>Receive a second email with a onetime password.</li> <li>Choose the Click to finalize signature link.</li> <li>Sign Document and select Confirm Signature to submit the application to DNR; or to cancel signature, Close the window.</li> </ul>
After Submitting the Application	A confirmation email is sent to the email address associated with the WAMS ID, acknowledging the application has successfully been submitted to the DNR. After the Intake review, you may track the status of permit applications at: permits.dnr.wi.gov/water/SitePages/Permit%20Search.aspx

### **Steps with Descriptions and Screen Image Examples**

- 1. Below are links to the Water Portal Page, program webpages and how to start ePermits for the Water programs.
  - a. To get to the Water Permit Water Portal Page either:
    - a. Go to dnr.wi.gov and type in "Water Permit" into the search bar
    - b. Go to dnr.wi.gov/permits/water/

At this page you can: **REGISTER** for a WAMS ID, **BEGIN** a new or edit an existing application, **VIEW** public notices of the DNR's intention to authorize activity relating to water, including permits issued to the DNR, **TRACK** the status of Wisconsin's water permits, and **LEARN** for instructional handouts and training videos.

Business	Licenses & Regulations	Recreation	Education	Contact	Join DNR	Search or Keywords
ter permi	t applications					
	mits, submit applications and					
fees in a few ste or online system	eps. Track permits and know	exactly where th	ey are in the pe	mitting proce	ss. Follow us a	as we add more permit
Register	for a WAMS ID to access our	SharePoint site b	o complete		-	
ineground in	an online application.				te das	
Begin	a new or edit an existing app online.*	lication, sign and	pay fees	and sold	Tell and the	and the second second
				Sec. 1	1.10	
View	public notices of the DNR's in relating to water, including p			38.14	Part of the	14
	the status of Wisconsin water	Caracita Marcini			STEW NO	web
Track	the status of wisconsin water	permits.		200.00	L'ENAL	
Watch	instructional training videos.			Bark Bay S	lough - by Joanne K	Gine (Bayfield)
Haten						
						and pessword needed to log in
er permit activit	ies are listed by category and	d include electror	nic and paper sul	omittal options		
Agricultural live	stock operations					
Aquatic plant m	anagement					
Dams						
Storm water						
Wastewater						
Water supply						

Towards the bottom of the webpage there are tabs with links for the different permitting programs that can be used to navigate to the program webpages to learn more about the requirements for the various permit programs.

- A WAMS ID is required for applying for permits using the ePermitting System, but it is not required to view Public Notices, or Track the status of water permits. The WAMS ID is a secure login for all State of Wisconsin programs. Choose **REGISTER** to get a WAMS ID. Navigate back to the **Water Portal Page** to start a new permit application or work on an existing one.
- 3. Choose **BEGIN** to log into the ePermitting system so that you can either start a new permit application or resume editing an existing one.

4. Login using your WAMS ID by clicking the **Public Access (WAMS ID Required) – Apply for WDNR Water Permit Applications** and filling in your WAMS ID and password.

Public Access Login - '	WAMS ID Required	How do I create a WAMS ID?
User name		How do I activate my WAMS ID?
		How do I change my WAMS password, email address or secret question/answer?
Password		I forgot my WAMS ID or password
Remember me next time.		
	Log In	

- 5. Then you will be redirected to the **My Permit Applications** webpage. Here you can either start a new application or continue editing an existing application.
  - a. To *start new application*: choose **Storm Water** from the list of Permit Categories along the left and move on to Step 6.
  - b. The *existing permit applications* will be listed under 3 categories. These categories are: **Step 1: Draft Permit Applications, Step 2: Signature Confirmation Needed**, and **Permit Applications Submitted to the DNR**.
  - c. To open an existing permit application and resume editing it, click the link under the Project Name heading under either **Step 1: Draft Permit Applications** or **Step 2: Signature Confirmation Needed.**
  - d. **Permit Applications Submitted to the DNR** is where applications that have been successfully submitted to DNR will appear.

Welcome to the Wisconsin Di	NR Water Permits Site!					
· Receive admosfedgement of receipt who	Items not modified within 90 days are automatically deleted.					
Large format documents: if you plan to submit a	in application in hard copy with documents that are larger t	fram 11x17, phone also solowed a copy of the door	umant in electronic format on digital modia, such as a CD			
		My	Permit Applications			
Step 1: Draft Permit Applications ACTION REQUIRED: Review, add and/or drare do	all permit for signature. Inclusion for a landowner and as the	and representative to share a shaft permit.				
Project Name	Applicant Luli Vanya	Reference (	Number	Dates Application*		Midded
Tea		PG0188-5	ed.	Assign Role		June 18
Teat		P02744-5	out	Aasign Roke		April 18
Text		PG3112 1	ed.	Assign Role		May 24
Test		PE0539 Ta	at	Assign Roke		June 1
Tea		P10717 7e	at .	Assign Role		June 1
test		P\$1255 No.	at	Assign Roke		April 13
Ted		P12205-Te	12	Assign Role		April 4
feit		P\$3058 to:	at a second s	Assign Role		April 20
Text		\$65010 1	est.	Assign Roke		Ageli 14
Step 2: Signature Confirmation Needed ACTION REQUISED: Check WARS email account for	antal instructions to complete this process. Note if no artal was	recipient, see that actions for reserving the signature	confermation estable			
Propert Parrow	Applicant Full Name		Reference Number		Chete	Confernation of
There are no documents in this view.						
Permit Applications Submitted to the DN Suite Aperts soil see all signed applications they she						
Project Name		Applant I al Name	Reference Taurdae		Segred by	
Cantor Street Reconstruction		Gameron Clapper	SW GP SE 2015 65 X11 05708 28 04		akex.teman@strand.com	
2015 LCC Chemical Aquatic Plant Control Permit		Jack Tripp	AP IP WC 2015 32 301 30710 05 54		Katury Brown Dwisconar	

6. Select the appropriate permit application\* to begin.

\*Currently relating to the Construction Storm Water permit, New Land Disturbing Construction Activity Notice of Intents (NOI) and Renewal Construction NOIs, Notice of Terminations are accepted online.

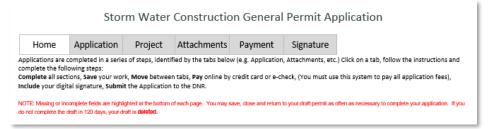
a. Choose *Storm Water Notice of Intent (NOI) new land disturbing construction activity* for a **new permit**. Enter a project name, using the more unique portion towards the beginning.

	Stor	m Water Co	onstructio	on Genera	l Permit Applic	ation	
Home	Application	Project At	tachments	Payment	Signature		
complete the fol Complete all sec Include your dig	lowing steps: tions, <b>Save</b> your wor ital signature, <b>Submi</b> t	c, Move between tab the Application to the description of the descr	s, <b>Pay</b> online by ne DNR.	credit card or e-cl	neck, (You must use this s	on a tab, follow the instructions ystem to pay all application fees	),
do not complete the	icomplete fields are highlig draft in 120 days, your dr it Information		ih page. You may s	ave, close and return	to your draft permit as often as	necessary to complete your application.	If you
Project Nan		er a project name and sele	ect an activity to bec	in an application.			
us make a de	on below is check	permit applicatio	n. Any applic	able statutory r		vith detailed drawings will I egin until the application is	
To help us ma	ake a decision in t	ne shortest amou	nt of time pos	sible, the follo	wing information mu	st be submitted:	
<ul> <li>Review</li> <li>Review</li> <li>Comple</li> <li>Pay fee</li> </ul>	turbing Construct related web site guidance for <u>soil</u> te all required fo online d Submit form	and instructions for a sediment of the sedimen	discharge calc	ulations [Exit F			
Continue t	o Application						

b. Choose *Storm Water NOI – Renewal Construction* for a **permit renewal**. Construction storm water permit coverage terminates 3 years after coverage commences. If construction is not completed and site stabilized, a renewal application is needed. Enter Facility ID Number (FIN), and select the Validate button.

	Stor	m Water	Constructio	on General	l Permit Ap	plication
Home	Application	Project	Attachments	Payment	Signature	
complete the foll Complete all sect Include your digi	owing steps: tions, Save your wor tal signature, Submit	k, <b>Move</b> betwee t the Application	n tabs, Pay online by to the DNR.	credit card or e-cl	heck, (You must use	) Click on a tab, follow the instructions and this system to pay all application fees),
	complete fields are highlig draft in 120 days, your dr		of each page. You may s	ave, close and return	to your draft permit as o	ften as necessary to complete your application. If you
<b>Basic Permi</b>	t Information					
Project Nam						]
	You must entr	er a project name ar	id select an activity to be;	in an application.		
Storm Wat If you do not kr	er NOI - Renewal	Construction	mber (FIN), you ma		tivity	
Enter your Faci	lity ID number (FIN	) here: 11111		Valid	late	
Enter the Total	Estimated Disturb	ed Area (Acres)	from granted NOI	permit: 1		
Application I	nformation					
The information us make a dec	on below is check ision about your	permit applic		able statutory i		ittal with detailed drawings will help not begin until the application is
To help us ma	ke a decision in t	he shortest ar	nount of time po	ssible, the follo	wing informatio	n must be submitted:
here: <u>h</u> • Comple • Pay fee	ttp://dnr.wi.gov/	/topic/stormv	fication Number ( vater/constructio chments		ook it up	
Continue to	Application					

7. Using the **Application**, **Project**, **Attachments**, and **Payment** buttons, you will be able to navigate through the application process. These buttons appear just towards the top of the text, above the Notice section.



- a. The **Application** tab contains the Water Resources Application for Project Permits (WRAPP Form #3500-053)
- b. The **Project** tab contains site information, including Site Map options, Site Location information, and Form 3500-53C Checklist. Choose the best map option for your project ("Create Map" or "Upload ShapeFiles" are preferred).

Site Map
Choose the best map option for your project. The mapped location of your project is required as part of the application and will be used to screen for potential impacts to sensitive resources, so be sure the map accurately represents the project location(s).
CREATE MAP Hide Detail (Single project sites only)
CREATE MAP: If your disturbed area can be drawn as a single location, choose "Create Map" to draw the area. The "Create Map" feature populates locational data (PLSS and Lat/Long), and total estimated disturbed area, which calculates the permit application fee.
UPLOAD SHAPEFILES Hide Detail
UPLOAD SHAPEFILES: If your project area is complex, includes multiple locations, is not contiguous, or includes linear disturbed areas, choose the "Upload Shapefiles" feature. Provide shapefiles of all areas of disturbance associated with the subject project application (aboveground and underground route, access roads, laydown areas, etc.) in GIS shapefile format. Make to include all required file components of the shapefile: .SHP, .SHX, .DBF, and .PRJ. These files must be compressed into a single zip file for upload. Shapefiles are preferred in Wisconsin Transverse Mercator NAD 1983 HARN (also known as WTM 83/91, or EPSG 3071) projection. Tip: If you do not have shapefiles for the project, you can use the DNR's Surface Water Data Viewer ( <u>https://dnr.wi.gov/topic/surfacewater/swdv/</u> ) to create shapefiles like this: Open the viewer and zoom into your project location. Under the Draw & Measure toolbar use the Draw tool to draw the area, then click Export Drawings to save the drawing as a shapefile.
UPLOAD OTHER MAP Hide Detail
UPLOAD OTHER MAP: If your project has linear or multiple site locations and shapefiles are not available for your project, you may choose "Upload Other Map" and upload an image file showing the mapped disturbed area. (Note: Use of "Create Map" or "Upload Shapefiles" if preferred and will expedite application processing.)
The <b>Attachments</b> tab contains application attachments and supplemental information required for a complete application.

- 8. Once the Application, Project, and required Attachments are completed, select the Payment option.
  - a. You can navigate between the **Application**, **Project**, and **Attachments** pages as much as needed to in order to complete your application.
  - b. Required fields are indicated with a **red** asterisk.
  - c. Missing items will be indicated towards the bottom of the **Application** page.
  - d. Click the **Press to Refresh Missing Fields** button located towards the bottom of the page to refresh the page and check for any other missing items.

c.

- e. When there are no missing items on either the **Application**, **Project**, or **Attachments** pages you will be able to navigate to the **Payment** page.
- 9. The Initial Payment screen will show the Total Due for the permit application. Select **Pay Online** to generate the second payment screen, showing an invoice number (see 11 below).
  - a. Initial Payment Screen

Save			Do not close	your work until y	rou SAVE. Close	
Home	Application	Project	Attachments	Payment	Signature	
Fee Calculat	tion					
<u>Disturbed Area</u> 15	<u>Acres of Lan</u> At least one Five or more	and less than 2	<u>Appli</u> e\$ 140 5\$ 235 \$ 350	cation Fee		
Total	Due: \$235		,			
	e Pay Online butto u begin the paym		ready to pay. You	will not be able t	o mark this permit as	fee
	Pay Online	<u>Fe</u>	e Exempt?			
<b>Agent:</b> Submit   a signature.	payment and then	"Save" this app	lication prior to clo	sing it or notifying	g the applicant for	
					ave" icon in the top m nent status updates m	

- 10. If the project is fee exempt, select **Fee Exempt Project** on the Initial Payment screen. <u>Please be aware that there are</u> <u>limited situations where an applicant is fee exempt. Applicants claiming a fee exemption that does not apply will</u> <u>have their application rejected</u>. These are the only two situations where a fee exemption applies:
  - DNR Projects Projects where the DNR itself is the applicant and will be the permittee. Other state agencies, federal agencies, local governments, DNR grant funded projects, and partnership projects with other organizations (where DNR is not the applicant/permittee) are NOT fee exempt.
  - Office of Energy Projects Certain utility companies provide ongoing funding to the DNR's Office of Energy to support the administration of the regulatory programs specifically for their projects. The utility companies that provided ongoing funding do not also pay the application fee. The fee exemption for this situation only applies to these specific utility companies. Utility companies that do not provided the ongoing funding are **NOT** fee exempt.

If the project is fee exempt, after selecting **Fee Exempt Project** on the Initial Payment screen, fill out the exemption information on the Fee Exempt Project Information screen. A description of the justification for the fee exemption must be included and the certification box checked. After saving, applications for fee exempt projects will skip to the Sign and Submit Permit screen under 14 below.

Save		Do no	o <mark>t close y</mark> our work un	til you SAVE. Close
Home	Application	Attachments	Fee Exempt	Signature
Fee Evernt Pro	oject Informatio	2		
	-			
Please describe the	project that qualifies	s for the payment exe	emption:	
🔲 I certify that this	s project qualifies as	exempt from permit a	application fees.	
Please enter the co Name:	ntact information in o	case additional inform	ation is required:	
Contact Type:		Select		•
Phone Number (Inc	lude Area Code)			
Contact Email:				
Continue to Next Ta	ab			

11. Payment confirmation. Choose **Complete Payment at US Bank** button.

Please co	onfirm your intent	to pay
	on bellow generates an invoice with the to edit the fee amount and project area	
Not Ready to Pay? Select Return to	return to continue editing.	
Ready to Pay? Select the Complete	Payment button to proceed with your	permit application.
	r payment process to automatically retu J. You will still receive an email confirma	

12. Payment is done through US Bank and will accept credit cards, debit cards OR e-checks.

e -Payment Se	ervices			
Make a Payment				
My Payment - DNR - Water Division Permits				
DNR - Water Div Volume Permits				
Amount Due	\$350.00			
Invoice Number				
Reference Number	SG2418tets			
Payment Information				
Frequency	One Time			
Payment Amount	\$350.00			
Payment Date	Pay Now			
contact Information				
First Name				
Last Name				
Company	(Optional)			
Address 1				
Address 2	(Optional)			
City/Town				
State/Province/Region				
Zip/Postal Code				
Country				
Phone Number				
Email Address				
	Become a Registered U			
	pecome a Kegistered U	HE 4		
ayment Method				
Payment Method	Select T			
convenience fee will be charged for this transaction.	Checking or Savings	by on the part page wher	you will be able to cancel or con	free your enverse

#### Pay by e-Check

Payment Method	
Payment Metho	d Checking or Savings 🔻
	Sample Check 1215 123 Main St. Arytown, MO 12345 Bart To The OFFICE OFFICE Subsection of the State Sta
	Personal Check   <u>Business Check</u>
Bank Routing Numbe	er l
Bank Account Number	e ® Checking © Savings
Bank Account Typ	This is a business account

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

#### Pay by Credit/Debit Card

Payment Method	
	Payment Method Credit/Debit Card 🔻
	Card Number
	Expiration Date Month V Year V
	Card Security Code
	Card Billing Address  Use my contact information address Use a different address
A convenience fee will be c	harged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

Payment confirmation sent by email to permit application's WAMS email address

You must click the "Continu	ie" button below in order to return <b>to the Wate</b> r		
ePermitting system to sign and submit your permit application.			
lease keep a record of your Co	onfirmation Number, or <u>print this page</u> for your records.		
Confirmation Number XW	/2XT1000007129		
Continue			
Continue			
Payment Details			
Descriptio	on DNR Finance		
	DNR - Water Div Volume Permits http://www.wisconsin.gov/state/index.html		
Payment Amou			
Convenience F	<b>ee</b> \$2.50		
Total Amou	nt \$102.50		
Payment Da	te 11/16/2016		
Stat	us PROCESSED		
Invoice Numb	er WP-123456		
Reference Numb	<b>er</b> wp-ip-1234		
Payment Method			
Payer Nan	ne scot john		
Card Numb	er *1111		
Card Tu	<b>pe</b> Visa		

Payment confirmation scenarios.

- a. (Preferred) Pay at US Bank, and press Continue to Return to ePermits, which will autopopulate the confirmation code. An email confirmation will be sent to the email address entered on the payment screen.
- b. Pay at US Bank and closes window without returning to ePermitting. In this case, the confirmation code will have to be manually entered from the email received.
- c. Go to US Bank payment screen, close window without paying. Will need to push the Complete Payment at US Bank button again to continue with payment process. STEP 1 Complete Payment at US Bank.

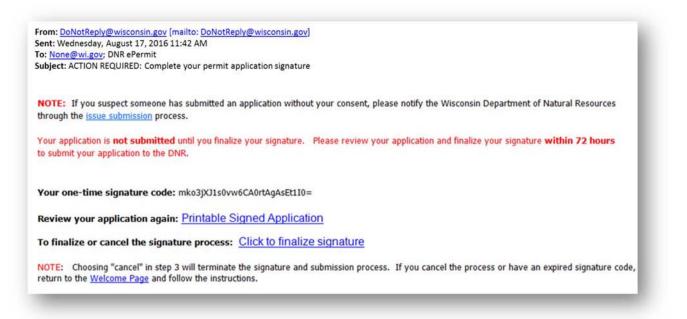
	(You must save or sign this form prior to c	losing it or you will lose payment history)
Visconsin	Department of Natural Resources Invoice Numb	vp-12334
	Total Du	ie: 800
Important	•	
• Clo	osing this page without saving will cause	the loss of your payment history.
• A 2	2.5% convenience fee is added for credit o	ard payments.
<ul> <li>Fol</li> </ul>	llow all three steps below and sign and su	ıbmit your permit.
STEP 1	Completed Payment	
	completed rayment	
STEP 2	Enter Confirmation Number	2WT0123456789
Upon com		nail confirmation from DNRFINANCEEPYMNT with a DNR-
Upon com	pleting payment in STEP 1, you will receive an en Volume Permits subject line. Enter 15 digit trans	
Upon com		
Upon com Water Div	Volume Permits subject line. Enter 15 digit trans	
Upon com Water Div	Volume Permits subject line. Enter 15 digit trans	
Upon com Water Div	Volume Permits subject line. Enter 15 digit trans	
Upon com Water Div STEP 3	Volume Permits subject line. Enter 15 digit trans	

- 13. Choose the Sign and Submit button.
- 14. Choose who will be electronically signing the application. Several signee options are available:
  - a. If you are the **Landowner using your WAMS ID**, the Delegation of Signature Authority form is not required.
  - b. If you are **signing on behalf of the landowner**, the Delegation of Signature Authority form (Form 3500-220) is required to be uploaded.
  - c. If you are the **Authorized Representative seeking to share the permit application with the Landowner**, check the box so that the landowner may continue with option 1 above. This option will prompt you to return to the Welcome Page and use the **Assign Role** feature to route the application to the landowner for signature.
- 15. Read over the **Terms and Conditions** and select the check box next to the signature area. This will fill in an eSignature using your WAMS ID information and a time and date stamp.

16. Choose the Initiate Signature Process button.

Save	Do not close your work until you SAVE. Close					
Home	Application	Project	Attachments	Payment	Signature	
1. Check wh 2. Read and 3. Press the 4. Open the 5. You will r NOTE: For secu	entit lete the signatu no is electronica l Accept the Ter Initiate Signatu e confirmation e ecceive a final ac rity purposes al	Ily signing the ms and Condit ire Process but mail for a one knowledgeme I email corresp	ions ton time confirmatio ent email upon co oondence will be	ompleting these sent to the add	ress you used when registering your WAMS	
Terms and Con		nat provided i	n the application	. For informatio	n on your WAMS account click <u>HERE</u> .	
this Permit App project will be permit may res	blication. I certif in compliance w ult in permit rev	y that the info /ith all permit o vocation and a	rmation containe conditions. I unde fine and/or impr	d in this form a erstand that fail isonment or for	ve of the owner of the property which is the nd attachments is true and accurate. I certif ure to comply with any or all of the provisio rfeiture under the provisions of applicable la	y that the solution of the second s
			ermission to ente npliance with any		e property at reasonable times, to evaluate it coverage.	this
<ul> <li>Landowner</li> <li>Delegation</li> </ul>	using WAMS IE of Signature Au	) thority ( Form		gent signing on	the behalf or the landowner must get WAMS id and complete signature)	
	Name: Sa	ample Name				
	Title: Sa	ample Title				
Authorized Signat I accept the al conditions.			dnr\limbesc on 2019 nature Process	-05-22T11:00:42		
After providing the read only version of		ignature, the syst	em will send an ema	il to the authorize	d party and any agents. This email will include a copy	y to the f

- 17. Receive an email with a onetime password needed to finish submitting the application to DNR
  - a. Here you will be able to print or save a copy of the finished application if desired.



- 18. Choose Click to finalize signature link in the email.
- 19. This will bring you back to your application where you will select **Confirm Signature.** 
  - a. If the application was started in error, select or you no longer wish to continue with the signature process choose **Cancel**.

Signature Confirmation	ose
This is the last step in the signature process.	
You have one attempt (within 72 hours) to complete the signature process.	
Your one-time confirmation code:	
H8eIpUt93IDktGJ1FATrBlyLLh4=	
Press <b>Confirm Signature</b> to complete the signature process. NOTE: Your applicat will not be sent until you confirm your signature with the button below.	tion
Confirm Signature	

- 20. Select **Confirm Signature** to finish the signature process and submit the application to the DNR for processing.
- 21. After completing the signature process, an email and/or notification will be received saying that your application has been successfully submitted to the DNR for processing and review. This does not mean that your application was approved.

You will be rerouted to the **My Permit Applications** page so that you can start a new permit application, resume editing an existing application, begin the payment and signature process for the next application, or log out of the system.

## Hints, Tips and Tricks

Using the **Assign Role** feature, you also have the ability to start a permit application and then share it with someone else. This feature is commonly used between consultants to start a permit application and get the attachments added to the permit application packet, and then they will send the application to the landowner to review and complete the payment and signature areas. When shared, under **Share Application** it will show the email address of the person who currently has the application (instead of "Assign Role"). Please note that if you use this feature, the permit application may not appear under the appropriate category area as described above if shared with more than two people.

If desired you can also send the application to another person, i.e. the landowner, so that they can review it, complete the payment portion of the application and sign & submit the application to DNR. This is done through the **Assign Role** feature on the "My Permit Applications" webpage discussed under #5. The landowner needs to have a WAMS ID set up already, and you need to know the email associated with it to send the application to them. Please refer to the link titled **Steps for a landowner and agent to share a draft permit** for in depth description of how to do this.

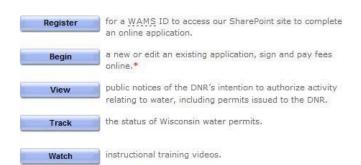
If you are having issues, please refer to the <u>ASK FOR HELP</u> link along the left-hand side. Someone will be in contact with you to help with your issue or answer your question.

<u>VIEW</u> public notices of the DNR's intention to authorize activity relating to water, including permits issued to the DNR, <u>TRACK</u> the status of Wisconsin's water permits and <u>LEARN</u> for instructional handouts and training videos.

#### Business Licenses & Regulations Recreation Education Topics Contact Join DNR Search or Keywords Q

#### Water permit applications

For some of our permits, submit applications and other forms to the DNR online. Get a WAMS ID, complete an application, sign and pay fees in a few steps. Track permits and know exactly where they are in the permitting process. Follow us as we add more permits to our online system. Applications not yet available online are linked below as a PDF.





= WAMS ID and password needed to log in.

Bark Bay Slough - by Joanne Kline (Bayfield)

Water supply Storm water Agricultural livest	ock operations	Wastewater	Aquatic plant management	Waterway and wetland
General information about the application type	Paper process	Online proces	55	
Public water capacity development	View info			
Geothermal systems	Download [PDF]			
Underground injection wells	Download (PDF)			
Water use permits	<u>View info</u>			
Water withdrawal (>100,000 GPD or >70 GPM)	<u>View info</u>			
Well construction notification	Download [PDF]			