



Water ePermitting System Storm Water Permit Applications & Attachments for Storm Water Industrial Permits

Below are the steps to complete and submit an industrial storm water permit form 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 Water Portal Web Page , either type in “Water Permits” in the search bar on the DNR home page or go to dnr.wisconsin.gov/permits/water .
WAMS ID & Logging in to the ePermitting System	<ul style="list-style-type: none"> • Choose Register for a WAMS ID, <i>unless you already have a WAMS ID.</i> • Return to the Water Portal webpage; choose Begin to log into the ePermitting system. • Login using your WAMS ID and password. • You will be redirected to the “My Permit Applications and Reports” webpage. Here you can either start a new permit form or editing an existing form. <ul style="list-style-type: none"> ○ <u>Start new form:</u> choose Storm Water from the list of Permit Categories along the left, then Storm Water Industrial Permit in middle of screen. ○ <u>Resume editing an existing form:</u> choose the project name under either Draft Items or Signature Confirmation Needed on “My permit Applications and Reports” home page.
Permit Application and Attachments	<ul style="list-style-type: none"> • Choose Storm Water Industrial Permit. • Choose Permit Applications for new Notice of Intent or No Exposure Certification, No Exposure Renewal or Transfer of Coverage options. <i>(More detail pg. 4)</i> <ul style="list-style-type: none"> ○ Using the Home, Contacts, Site, Application and Attachments pages, you will be able to navigate through the application process. • Choose Forms, reports and other additional attachments for existing permittees submitting SWPPPs, inspection reports, sampling and monitoring information or other forms and reports. <i>(More detail pg. 8)</i> <ul style="list-style-type: none"> ○ Using the Home, Contacts and Attachments pages, you will be able to navigate through the forms and reports process. • <u>Do not use this</u> online form for facility name changes or permit changes.
Sign and Submit the Form <i>(Must be done by authorized representative or a Delegated Signature Authority form must be submitted.)</i>	<ul style="list-style-type: none"> • Choose the Signature button. • Choose who will be electronically signing the form. • 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. • Choose the Initiate Signature Process button to submit the form to DNR. • Receive a second email with a onetime password. • Choose the Click to finalize signature link. • Sign Document and select Confirm Signature to submit the form to DNR; or to cancel signature, Close the window.
After Submitting the Form	A confirmation email is sent to the email address associated with the WAMS ID, acknowledging the form has successfully been submitted to the DNR. After the Intake review, you may track the status of submittals at: permits.dnr.wi.gov/water/SitePages/Permit%20Search.aspx .

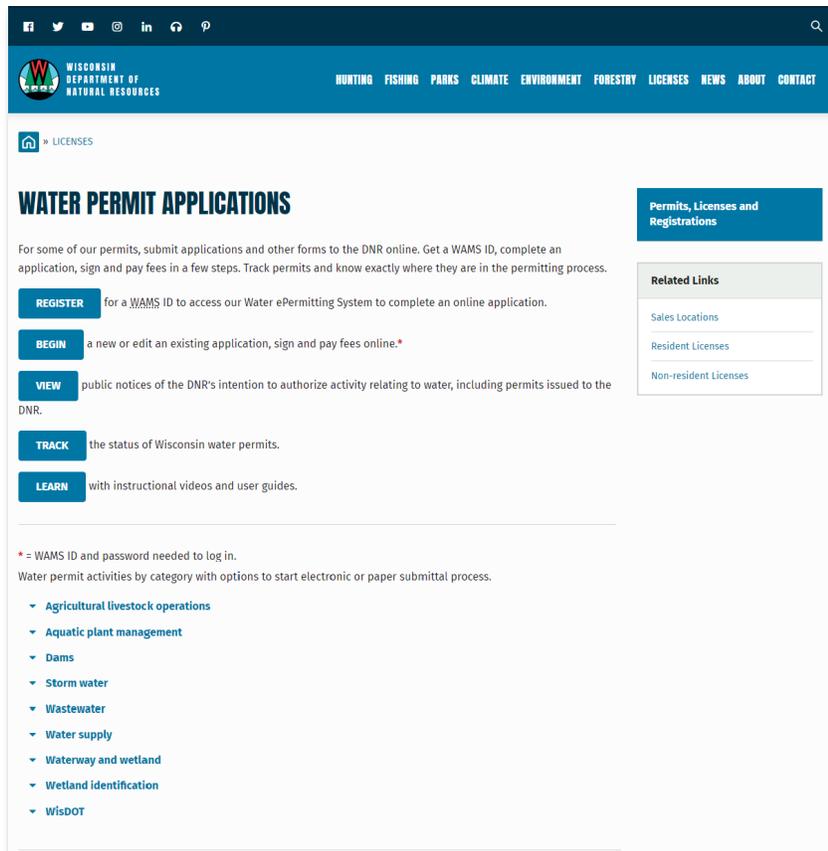
Steps with Descriptions and Screen Image Examples

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:

- i. Go to dnr.wisconsin.gov and type in “Water Permit” into the search bar
- ii. Go to dnr.wisconsin.gov/permits/water/

At this page you can: **REGISTER** for a WAMS ID, **BEGIN** a new or edit an existing form, **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** with instructional handouts and training videos.



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.

2. 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 form or work on an existing one.
3. Choose **BEGIN** to log into the ePermitting system so that you can either start a new permit form or resume editing an existing one.

4. Login using your WAMS ID by clicking the **Public Access (WAMS ID Required)** and filling in your WAMS ID and password.

Public Access Login - WAMS ID Required

User name

Password

Remember me next time.

Log In

- [How do I create a WAMS ID?](#)
- [How do I activate my WAMS ID?](#)
- [How do I change my WAMS password, email address or secret question/answer?](#)
- [I forgot my WAMS ID or password](#)

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

ePermitting

Submitted Applications

Public Notices

Support

Ask for Help

Help Topics

Permit Categories

- Aquatic Plant Management
- Dams
- Livestock Operations
- Storm Water**
- Wastewater
- Waterway and Wetlands
- Wetland Identification
- Wis DOT

Welcome to the Wisconsin DNR Water Permits Site!

- Select a permit category from the left side menu.
- Save permit application drafts for editing. Items not modified within 90 days are automatically deleted.
- Receive acknowledgement of receipt when successfully submitted to the DNR.
- Track the status of a permit by selecting Submitted Applications from the left side menu.

Large format documents: if you plan to submit an application or final copy with documents that are larger than 11x17, please also submit a copy of the document in electronic format on digital media, such as a CD.

My Permit Applications

Step 1: Draft Permit Applications

ACTION REQUIRED: Review, edit and/or share draft permit for signature. [Click here for a template and attached representative to share a draft permit.](#)

Project Name	Applicant Full Name	Reference Number	Show Application*	Modified
Test		PG0153 Test	Assign Role	June 13
Test		PG1244 Test	Assign Role	April 18
Test		PG1322 Test	Assign Role	May 24
Test		PG6169 Test	Assign Role	June 1
Test		PG1217 Test	Assign Role	June 1
Test		PG1295 Test	Assign Role	April 13
Test		PG2206 Test	Assign Role	April 4
Test		PG3058 Test	Assign Role	April 20
Test		SG0690 Test	Assign Role	April 14

Step 2: Signature Confirmation Needed

ACTION REQUIRED: Check WAMS email account for email instructions to complete the process. Note: if no email was received, see [instructions for receiving the signature confirmation email.](#)

Project Name	Applicant Full Name	Reference Number	Date	Confirmation
There are no documents in this view.				

Permit Applications I Submitted to the DNR

Note: Agents will see all signed applications they shared

Project Name	Applicant Full Name	Reference Number	Signed by
Conlar Street Reconstruction	Cameron Clapper	SW-OP-58-2015-65-311-05708-28-04	alickson@dnr.wisconsin.gov
2015 LOC Chemical Aquatic Plant Control Permit	Jack Tripp	AP-IP-WC-2015-12-101-30710-05-14	Kelley.Brown@dnr.wisconsin.gov

6. Under **Storm Water Industrial Permit**. Choose ‘Permit applications’ or ‘Forms, reports and other additional attachments’ to begin.
- Choose **Permit applications** for owner or operator requesting new storm water permit coverage (Notice of Intent or No Exposure Certification), existing owner or operator requesting to renew No Exposure Certification or existing permit coverage to be transfer to new owner or operator (Transfer of Coverage) options. *(Continue on page 4, step 7 below.)*
 - Choose **Forms, reports and other additional attachments** for existing permittees submitting SWPPPs, inspection reports, sampling and monitoring information or other forms and reports. *(Jump to page 8, step 10.)*

Storm Water Construction Permit

- **Permit application:** New or renewal land disturbing construction activity

Storm Water Industrial Permit

- **Permit applications:** Tier 1 or Tier 2 manufacturers, non-metallic mining operations, dismantling of vehicles for parts selling and salvage, recycling of scrap and waste materials, or no exposure certification
- **Forms, reports and other additional attachments** for existing permittees

Storm Water MS4 eReporting

- Municipal Separate Storm Sewer system (MS4) **annual reports and permit compliance documents**

Notice of Termination

- Discontinue storm water construction or industrial permit coverage

Permit Application Instructions.

7. **For Permit Application Instructions.** Enter General Information to begin.
- For a **new WPDES permit record**, choose ‘Yes, No’ respectively.
Enter Date that Industrial operations will or have begun, Parent Company name (legal name of the business that operates the facility or site described in this form), and Site/Facility name (official or legal name of the facility or site).
 - For an **existing WPDES permit record**, choose ‘No, Yes’ respectively .
Enter Date that Industrial operations will or have begun, Parent Company name (legal name of the business that operates the facility or site described in this form), and Site/Facility name (official or legal name of the facility or site).

General Information

Notice: This form is authorized by s. 283.37, Wis. Stats. Submittal of a completed form to the Department of Natural Resources (“department”) is mandatory for any owner or operator of a storm water discharge who must apply for a permit in accordance with 40 CFR Part 122 or Chapter 283, Wis. Stats. Failure to submit a completed form to the department on time may result in forfeitures of up to \$10,000 per day, pursuant to s. 283.91, Wis. Stats. Personally identifiable information on this form may be used for other water quality program purposes.

Important: State statutes provide for severe penalties for submitting false information on this form. State regulations specify by whom this form must be signed. More information is available on the signature page.

Complete all sections, Save your work, Move between tabs, Include your digital signature, Submit the Application to the DNR. Please complete the contents of each tab to submit your form.

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. If the application is not completed in 90 days, your draft is deleted.

Activity Type and Facility Information

1. Is this a newly built facility or a facility requesting Wisconsin Pollutant Discharge Elimination System (WPDES) permit coverage for the first time?
 Yes No

2. Does this facility already have a Wisconsin Pollutant Discharge Elimination System (WPDES) permit or No Exposure Certification (NEC) record existing with the department?
 Yes No

Date that Industrial operations will or have begun:

WPDES Permittee (Parent Company) Name:

Site/Facility Name:

c. For an **existing WPDES permit record**, choose appropriate Applicability.

General Information

Applicability

1. Select the reason for this Notice of Intent request for an existing WPDES department record.

New industrial storm water permit or No Exposure Certification [Hide Detail](#)

Facility currently has another WPDES permit but is requesting industrial storm water permit coverage or No Exposure Certification for the first time.

No Exposure Certification Renewal [Hide Detail](#)

Facility currently has a No Exposure Certification and is requesting a renewal. This certification must be submitted to the department every five years.

New owner/operator of existing discharge [Hide Detail](#)

Transfer of permit coverage, ownership and/or operation of a facility who discharge has authorized permit coverage or no exposure certification.

Facility name change [Hide Detail](#)

Ownership and/or operations of the facility is not changing, however, the facility is undergoing a name change.

This form is not intended for reporting facility name changes. Written documentation (including email) must be provided to a **department staff person** including details about the name change and updated contact information. Choose another option to continue with this form.

Permit change [Hide Detail](#)

The facility's industrial operations may have changes where it may need to transfer to a Tier 1 or Tier 2 permit.

This form is not intended for permit changes. Written documentation (including email) must be provided to a **department staff person** including details about the name change and updated contact information. Choose another option to continue with this form.

d. For an **existing WPDES permit record**, enter Facility ID Number (FIN) and select the Validate button.
The FIN is typically a 4- or 5-digit number.

2. Enter your Facility Identification Number (FIN) and validate to begin the process. If you do not know your Facility Identification Number (FIN), you may look it up here: <https://dnr.wi.gov/topic/Stormwater/data/Industrial/>

Facility ID Number (FIN):

Permittee Name:
Site/Facility Name:
Address /Description:
Municipality:
Storm Water Permit No:
All WPDES Permits:
Is this the correct record? Yes No

8. Using the **Home**, **Contacts**, **Site**, **Application**, and **Attachments** pages, you will be able to navigate through the application process. The navigation tabs appear at the top of the form, above the Notice section.

The screenshot shows a navigation bar with tabs for Home, Contacts, Site, Application, Attachments, and Signature. Below the tabs is a section titled "General Information" with the following text:

Notice: This form is authorized by s. 283.37, Wis. Stats. Submittal of a completed form to the Department of Natural Resources ("department") is mandatory for any owner or operator of a storm water discharge who must apply for a permit in accordance with 40 CFR Part 122 or Chapter 283, Wis. Stats. Failure to submit a completed form to the department on time may result in forfeitures of up to \$10,000 per day, pursuant to s. 283.91, Wis. Stats. Personally identifiable information on this form may be used for other water quality program purposes.

Important: State statutes provide for severe penalties for submitting false information on this form. State regulations specify by whom this form must be signed. More information is available on the signature page.

Complete all sections, Save your work, Move between tabs, Include your digital signature, Submit the Application to the DNR. Please complete the contents of each tab to submit your form.

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. If the application is not completed in 90 days, your draft is deleted.

- a. The **Home** tab contains General Information.
- b. The **Contacts** tab requests the Official Representative, Primary Contact on Site, and Billing Contact.
Provide the name of the Official Representative, the applicant. For a corporation: a responsible corporate officer including president, secretary, treasurer, vice president, manager, or a duly authorized representative having overall responsibility for the operation covered by this permit. For a unit of government: a ranking elected official, or other duly authorized representative. For a partnership: a general partner; and for a sole proprietorship: the proprietor. For a limited liability company: a manager.
Provide the name of the Primary Contact on Site/Facility Operator, whom is situated on the site/facility premises.
Provide the name of the Billing Contact, whom the annual permit fee should be directed.
- c. The **Site** tab contains site information, including Site Map options and Site Location information.
Choose the best map option for your project ("**Create Map**" or "**Upload ShapeFiles**" are preferred; choosing "Upload Other Map" will increase application processing time.).

The screenshot shows the "Site Information" section of the form. It is titled "Site Map - NONE" and includes the instruction: "Choose the best map option for your project." Below this, it explains that the mapped location of the facility/site property is required and will be used to screen for potential impacts to sensitive resources.

There are three map options, each with a "Hide Detail" link:

- CREATE MAP**: If your facility/site property 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).
- UPLOAD SHAPEFILES**: If the facility/site property is complex, includes multiple locations, is not contiguous, or includes linear areas, choose the "Upload Shapefiles" feature. Provide shapefiles of all the facility/site property areas in GIS shapefile format. 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 facility/site property, you can use the DNR's Surface Water Data Viewer (<https://dnr.wi.gov/topic/surfacewater/swdv/>) to create shapefiles like this: Open the viewer and zoom into your facility/site 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**: If your facility/site property 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 facility/site property area. (Note: Use of "Create Map" or "Upload Shapefiles" if preferred and will expedite application processing.)

- d. The **Application** tab requests information relating to the industrial activities and land use that will be conducted at the site, operations, storm water discharges, and any other types of discharges to the storm sewer system.

- e. The **Attachments** tab contains application attachments and supplemental information required for a complete application.

Storm Water Pollution Prevention Plan (SWPPP)

[Hide Detail](#)

Add additional attachments (Ctrl + Delete to remove.)

All facilities are subject to an industrial storm water permit are required to prepare and implement a Storm Water Pollution Prevention Plan (SWPPP). The SWPPP contains:

- a map with the locations of materials and activities that could contaminate Storm Water (NR 216.27(3)(c) and NR 216.27(3)(e), Wis. Adm. Code), and
- a narrative discussing the types of best management practices currently being implemented or proposed to eliminate or minimize Storm Water from contacting materials or activities at the facility (NR 216.27(3)(h), Wis. Adm. Code), and
- a schedule for implementing the plan

Or if exempt from preparing a SWPPP, upload a document explaining why a SWPPP is not required.

Storm Water Discharge Analysis

[Hide Detail](#)

Add additional attachments (Ctrl + Delete to remove.)

Documentation showing that storm water runoff from this facility been analyzed for the presence of any pollutants

Nonmetallic Mining Site Map

[Hide Detail](#)

Add additional attachments (Ctrl + Delete to remove.)

Attach a site map, such as an air photo, USGS topographic or survey map, showing the mining site location, the nearest public roadway and surface water resources within 100 feet. Wastewater treatment, seepage and discharge points should also be shown.

Internally Drained Calculations

[Hide Detail](#)

Add additional attachments (Ctrl + Delete to remove.)

To verify internal drainage, include the technical information used to claim internal drainage.

Under s. NR 216.30(2), Wis. Adm. Code, a nonmetallic mining operation is internally drained if all storm water that contacts disturbed areas or excavated material is directed to onsite infiltration areas that are entirely confined and retained within the property boundaries of the site. A nonmetallic mining operation is internally drained if all storm water up to the 25-year, 24-hour frequency storm that falls directly on disturbed areas or comes into contact with excavated material and containing only sediment is entirely captured and contained or infiltrated within the nonmetallic mining operation.

Note: Haul roads are considered part of the nonmetallic mine facility. If haul roads are stable and associated ditches are well vegetated and in a stable condition, the Department may exclude them from consideration of the internally drained determination.

Site Photos

[Hide Detail](#)

Date of Photograph(s): [Hide Detail](#)

Add additional site photos (Ctrl + Delete to remove)

Provide photos of the facility/site in its existing condition (as the site sits today). The photos should show areas of the facility/site that may include materials or activities exposed to precipitation: outdoor storage areas, outdoor maintenance areas, loading/unloading docks, dumpster areas, holding tanks treatment facilities (such as storm water ponds), etc. Enter the date the photos were taken.

Other Project Documents

[Hide Detail](#)

Other relevant documents.

9. Once the **Home, Contacts, Site, Application, and Attachments** pages are completed, select the **Signature** tab.
 - 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 **each** 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.
 - e. When there are no missing items on the **Home, Contacts, Site, Application, and Attachments** pages you will be able to navigate to the **Signature** page.

Permit Attachments (Forms & Reports) Instructions.

10. **For Permit Attachment Instructions.** Enter General Information to begin.
 - a. Enter a Form Name (i.e., ABC Company Storm Water Pollution Prevent Plan).
 - b. Enter Facility ID Number (FIN) and select the Validate button. The FIN is typically a 4- or 5-digit number. Choose the 'Yes' or 'No' button to verify correct record.

Submittal of Forms, Reports, and Other Documents for Industrial Storm Water Permits

General Information

Notice: The department is authorized to request the information in this report under ch. 283, Wis. Stats. If false information is reported to the department, you could be subject to penalties up to \$10,000 per day, pursuant to s. 283.91, Wis. Stats. Personally identifiable information on this form may be used for other water quality program purposes.

Important: State statutes provide for severe penalties for submitting false information on this form. State regulations specify by whom this form must be signed. More information is available on the signature page. Personally identifiable information on this form will be viewable for public search.

Complete all sections, **Save** your work, **Move** between tabs, **Include** your digital signature, **Submit** the form to the DNR. Please complete the contents of each tab to submit your form.

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft as often as necessary to complete your form. If your form is not completed in 90 days, your draft is deleted.

You must enter a Form Name, FIN, and Validate to begin the process.

Forms, Reports, and Other Documents

If you do not know your Facility Identification Number (FIN), you may look it up here:

- Industrial: <https://dnr.wi.gov/topic/Stormwater/data/Industrial/>

Form Name:

Facility ID Number (FIN):

Note: FIN is typically 5 digits or less. It is not the same as "FID".

Permittee Name:

Site/Facility Name:

Address/Description:

Municipality:

County:

Is this the correct record? Yes No

11. Using the **Home**, **Contacts** and **Attachments** pages, you will be able to navigate through the form. The navigation tabs appear at the top of the form, above the Notice section.

Home	Contacts	Attachments	Signature
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General Information

Notice: The department is authorized to request the information in this report under ch. 283, Wis. Stats. If false information is reported to the department, you could be subject to penalties up to \$10,000 per day, pursuant to s. 283.91, Wis. Stats. Personally identifiable information on this form may be used for other water quality program purposes.

Important: State statutes provide for severe penalties for submitting false information on this form. State regulations specify by whom this form must be signed. More information is available on the signature page. Personally identifiable information on this form will be viewable for public search.

Complete all sections, **Save** your work, **Move** between tabs, **Include** your digital signature, **Submit** the form to the DNR. Please complete the contents of each tab to submit your form.

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft as often as necessary to complete your form. If your form is not completed in 90 days, your draft is deleted.

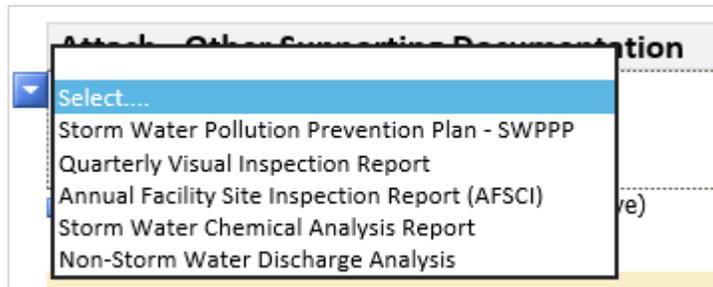
- a. The **Home** tab contains General Information.
- b. The **Contacts** tab pulls in existing database data for the Official Representative, Primary Contact on Site, and Billing Contact. Make updates as applicable.

Provide the name of the Official Representative, the applicant. For a corporation: a responsible corporate officer including president, secretary, treasurer, vice president, manager, or a duly authorized representative having overall responsibility for the operation covered by this permit. For a unit of government: a ranking elected official, or other duly authorized representative. For a partnership: a general partner; and for a sole proprietorship: the proprietor. For a limited liability company: a manager.

Provide the name of the Primary Contact on Site/Facility Operator, whom is situated on the site/facility premises.

Provide the name of the Billing Contact, whom the annual permit fee should be directed.

- c. The **Attachments** tab contains a drop down for choosing applicable forms, reports, etc. to be submitted. Multiple documents can be attached as appropriate.



Attach - Other Supporting Documentation

Select... ▾

 Click here to attach a file*

Add additional attachments (Ctrl + Delete to remove)

[Hide Detail](#)

Choose the File Type you will be submitting to the DNR. Then upload the file.

- **Storm Water Pollution Prevention Plan (SWPPP)** - Industrial permittees develop and implement a Storm Water Pollution Prevention Plan identifying best management practices to reduce exposure of storm water to industrial activities. (<https://dnr.wi.gov/topic/stormwater/documents/WTIndSWPPPManual.pdf>)
- **Quarterly Visual Inspection Report** - Quarterly Visual Inspections at each storm water discharge outfall on your site can be a valuable assessment tool and are required by the Industrial Storm Water General Permits. This inspection should be performed when runoff occurs during daylight hours. Try to make observations within the first 30 minutes after runoff begins discharging from the outfall, or as soon as practical, but no later than 60 minutes. If you find visible pollution, note the probable source and list any possible Best Management Practices that could be used to reduce or eliminate the problem. Update your SWPPP as needed. (<https://dnr.wi.gov/files/PDF/forms/3400/3400-176a.pdf>)
- **Annual Facility Site Inspection Report (AFSCI)** - Submittal of a completed form to the Department is mandatory for industrial facilities covered under a Tier 1 storm water general permit. Facilities covered under a Tier 1 permit are not required to submit AFSCI reports after submittal of the second AFSCI report, unless so directed by the department. However, these inspections and quarterly visual inspections shall still be conducted and results shall be kept on site for department inspection. Facilities covered under a Tier 2 storm water general, industry-specific general or individual permit shall keep the results of their AFSCI and quarterly visual inspections on site for department inspection. (<https://dnr.wi.gov/files/PDF/forms/3400/3400-176.pdf>)
- **Storm Water Chemical Analysis Report** - Industrial permittees are required to submit storm water chemical analysis in accordance with the monitoring requirements of NR 216.28 (4), their SWPPP, or their permit, shall provide the results of their storm water chemical analysis. (<https://dnr.wi.gov/files/PDF/forms/3400/3400-176B.pdf>)
- **Non-Storm Water Discharge Analysis** - Industrial permittees are required to evaluate all outfalls during dry weather conditions for non-storm water discharges into the storm drainage system beginning the first year of permit coverage. Monitoring procedures shall either include end of pipe screening visual observations at least twice per year or detailed testing such as dye testing, smoke testing, or video camera observation. If the latter option is chosen, retesting is required every 5 years unless a more frequent schedule is deemed necessary by the department.

Other Items

 Click here to attach a file

Type of Document:

Add additional attachments (Ctrl + Delete to remove.)

Signature Process for both Applications and Attachments.

12. Choose the **Signature** tab.
13. Choose who will be electronically signing the form. Several signee options are available:
 - a. If you are the **Official Representative using your WAMS ID**, the Delegation of Signature Authority form is not required.
 - b. If you are **signing on behalf of the Official Representative**, the Delegation of Signature Authority form (Form 3400-220) is required to be uploaded.
 - c. If you are seeking to **share the permit form with the Official Representative**, check the box so that the Official Representative 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 form to the owner/operator for signature.
 - d. If you are **transferring permit coverage**, the Transfer of Coverage form (Form 3400-222) is required to be uploaded. The form shall be signed by both the existing permittee (Transferor) and the proposed permittee (Transferee).
14. 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.

15. Choose the **Initiate Signature Process** button.

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Signee (must select current role prior to accepting terms and conditions)

- Authorized Facility Operator using the ePermitting sign-in ID
- Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the Facility Operator
- Agent seeking to share permit application with Facility Operator

Name:

Title:

Authorized Signature.

I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

16. Receive an email with a onetime password needed to finish submitting the form to DNR

- a. Here you will be able to print or save a copy of the finished form if desired.
- b. Choose **Click to finalize signature** link in the email.

From: DoNotReply@wisconsin.gov [mailto: DoNotReply@wisconsin.gov]
Sent: Wednesday, August 17, 2016 11:42 AM
To: None@wi.gov; DNR ePermit
Subject: ACTION REQUIRED: Complete your permit application signature

NOTE: If you suspect someone has submitted an application without your consent, please notify the Wisconsin Department of Natural Resources through the [issue submission](#) process.

Your application is **not submitted** until you finalize your signature. Please review your application and finalize your signature **within 72 hours** to submit your application to the DNR.

Your one-time signature code: mko3jXJ1s0vw6CA0rtAgAsEt1I0=

Review your application again: [Printable Signed Application](#)

To finalize or cancel the signature process: [Click to finalize signature](#)

NOTE: Choosing "cancel" in step 3 will terminate the signature and submission process. If you cancel the process or have an expired signature code, return to the [Welcome Page](#) and follow the instructions.

17. This will bring you back to your form where you will select **Confirm Signature**.
 - c. If the form was started in error, select or you no longer wish to continue with the signature process choose **Cancel**.



The image shows a 'Signature Confirmation' dialog box. It has a title bar with the text 'Signature Confirmation' and a 'Close' button with a red 'X' icon. The main content area contains the following text: '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:', and a text box containing the code 'H8eIpUt93IDktGJ1FATrBlyLLh4='. Below the code is a note: 'Press **Confirm Signature** to complete the signature process. NOTE: Your application will not be sent until you confirm your signature with the button below.' At the bottom of the dialog is a button labeled 'Confirm Signature'.

18. Select **Confirm Signature** to finish the signature process and submit the form to the DNR for processing.
19. After completing the signature process, an email and/or notification will be received saying that your form has been successfully submitted to the DNR for processing and review. This does not mean that your form was approved. You will be rerouted to the **My Permit Applications and Reports** page so that you can start a new permit form, resume editing an existing form, begin the signature process for the next form, or log out of the system.

Hints, Tips and Tricks

Using the **Assign Role** feature, you also have the ability to start a permit form and then share it with someone else. This feature is commonly used between consultants to start a permit form and get the attachments added to the permit form, and then they will send the form to the owner or operator 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 form (instead of “Assign Role”). Please note that if you use this feature, the permit form 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 form to another person, i.e. the owner or operator, so that they can review it, and sign & submit the form to DNR. This is done through the **Assign Role** feature on the “My Permit Applications and Reports” webpage discussed under #5. The owner or operator needs to have a WAMS ID set up already, and you need to know the email associated with it to send the form 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 [ASK FOR HELP](#) link along the left-hand side. Someone will be in contact with you to help with your issue or answer your question.

[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.

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.

- Register** for a WAMS ID to access our SharePoint site to complete an online application.
- Begin** a new or edit an existing application, sign and pay fees online.*
- 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 water permits.
- Watch** instructional training videos.

Berk Bay Slough - by Joanne Kline (Bayfield)

* = WAMS ID and password needed to log in.

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