Instructions to Apply to Modify Your Water Use Permit Online

Use the following link to access the Water Allocation Compliance and Online Permitting (WACOP) application: https://programs.iowadnr.gov/wacop/

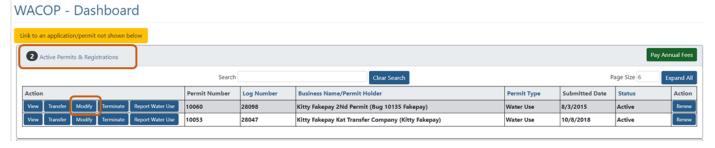
Contact wateruse@dnr.iowa.gov or 515-725-0341 for assistance.

BEFORE YOU BEGIN: These instructions assume you have already followed the steps to create an A&A Account, log in to WACAP, and link to your water use permit(s). If you have not completed these steps, go back to the Water Allocation and Use Program Page https://www.iowadnr.gov/Environmental-Protection/Water-Quality/Water-Supply-Engineering/Water-Allocation-Use and follow the user instructions to create an account and link to your permit(s).

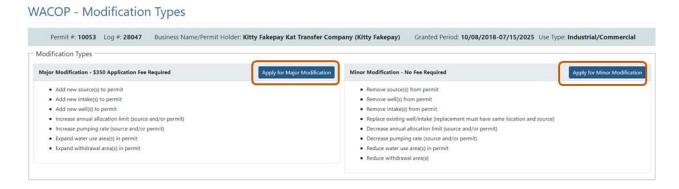
1. Log in to WACOP from the landing page with your A&A username and password.



2. Your permit(s) should display in the Active Permits & Registrations section of your dashboard. If you do not see your permit(s) in your dashboard, go back to the <u>Water Allocation and Use Program Page</u> and follow the instructions to link to your permit(s). Click the Modify button next to your permit.



3. You will now be redirected to the modification landing page. Please select the appropriate type of modification.



4. After selecting the appropriate modification type, you will be directed into a modification application consisting of four tabs, visible in the upper left.

WACOP - Contact Information

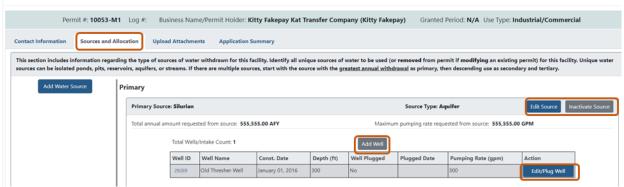


5. You will initially land on the Contact Information tab. Please review the information on this tab and make any edits necessary. Note: to change the business or name of the permit holder role, you must submit a transfer application from your dashboard.



6. Navigate to the Sources and Allocation tab of the application. If applicable, make any requested changes to the sources listed on the permit, or the individual wells/intakes listed under each source. Use the Edit Source button to change the amount or rate requested for an individual source.

WACOP - Water Sources



At the bottom of the tab, fill out the total requested annual amount and pumping rate for the permit. This is required, even if it is not changing.

Total Requested Annual Amount From All Sources	
Total requested annual amount:	Total requested pumping rate:

7. Navigate to the Upload Attachments tab of the application. If applicable, click the Add Documents button to attach your file.

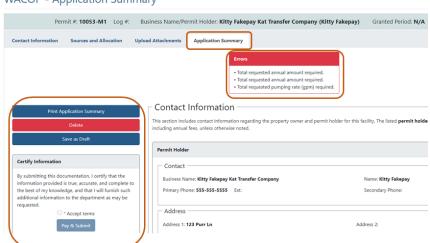


In the popup window, browse to select your file, then Save when you are done.



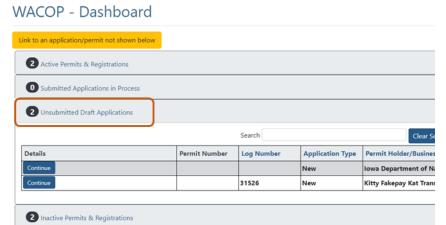
You can repeat this process to attach additional documents if needed.

8. Navigate to the Application Summary tab of the application. This tab summarizes the information from the previous tabs of the application. If there are any items missing, you will see an error message at the top. In the upper left, you can print the application summary, select the Delete button to completely discard the application, or press the Save as Draft button to save a draft of the application to edit and submit later. If you are ready to submit, check the box to agree to the terms and then click the Submit button. If this is a minor modification, the application will be submitted. If this is a major modification, you will be redirected into the gov2go payment portal to complete the application process by paying the \$350 application fee.

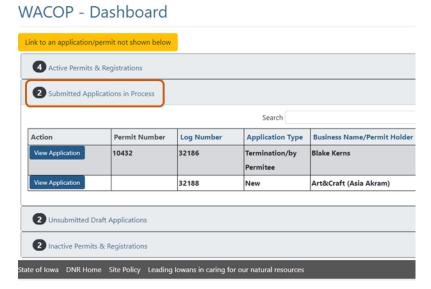


WACOP - Application Summary

9. If you saved a draft of your application, you can access it later in the Unsubmitted Draft Applications section of your dashboard.



10. If your application was submitted, you can access it at any time in the Submitted Applications in Process section of your dashboard. You will also receive an automated email to the address specified for the permit holder confirming submission of your application. Typical turnaround time is 40-60 days for a major modification and 5 days for a minor modification. For a major modification, by standard mail you will receive a draft copy of your permit and notice of publication, followed by an automated approval email and standard mail copy of your final permit after approval. For a minor modification, upon approval you will receive a copy of your final permit by standard mail.



For questions, please contact wateruse@dnr.iowa.gov or 515-725-0341.