

# 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](mailto: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.

## WACOP - Home Page

Welcome to the Water Allocation Compliance and Online Permitting (WACOP) Application.

This database stores information about Water Use Permits and allows users to manage their permit(s) online.

For information about the Water Use & Allocation Program, visit <https://www.iowadnr.gov/wateruse>.

Pay Annual Fees

Account

Login

Create an Account

Permit/Registration

Search For a Permit

Search For a Registration

Apply for a Water Use Permit or Registration

PDF Download Water Use Permit Application

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 [Water Allocation and Use Program Page](#) and follow the instructions to link to your permit(s). Click the Modify button next to your permit.

## WACOP - Dashboard

Link to an application/permit not shown below

2 Active Permits & Registrations

Pay Annual Fees

Search  Clear Search

Page Size 6 Expand All

Action	Permit Number	Log Number	Business Name/Permit Holder	Permit Type	Submitted Date	Status	Action
<a href="#">View</a> <a href="#">Transfer</a> <a href="#">Modify</a> <a href="#">Terminate</a> <a href="#">Report Water Use</a>	10060	28098	Kitty Fakepay 2Nd Permit (Bug 10135 Fakepay)	Water Use	8/3/2015	Active	<a href="#">Renew</a>
<a href="#">View</a> <a href="#">Transfer</a> <a href="#">Modify</a> <a href="#">Terminate</a> <a href="#">Report Water Use</a>	10053	28047	Kitty Fakepay Kat Transfer Company (Kitty Fakepay)	Water Use	10/8/2018	Active	<a href="#">Renew</a>

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

## WACOP - Modification Types

Permit #: 10053 Log #: 28047 Business Name/Permit Holder: Kitty Fakepay Kat Transfer Company (Kitty Fakepay) Granted Period: 10/08/2018-07/15/2025 Use Type: Industrial/Commercial

Modification Types

Major Modification - \$350 Application Fee Required

- Add new source(s) to permit
- Add new intake(s) to permit
- Add new well(s) to permit
- Increase annual allocation limit (source and/or permit)
- Increase pumping rate (source and/or permit)
- Expand water use area(s) in permit
- Expand withdrawal area(s) in permit

Apply for Major Modification

Minor Modification - No Fee Required

- Remove source(s) from permit
- Remove well(s) from permit
- Remove intake(s) from permit
- Replace existing well/intake (replacement must have same location and source)
- Decrease annual allocation limit (source and/or permit)
- Decrease pumping rate (source and/or permit)
- Reduce water use area(s) in permit
- Reduce withdrawal area(s)

Apply for Minor Modification

- 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

Permit #: 10053-M1 Log #: Business Name/Permit Holder: Kitty Fakepay Kat Transfer

Contact Information Sources and Allocation Upload Attachments Application Summary

This section includes contact information regarding the property owner and permit holder for this facility. The listed permit holder will receive all communications from the program, including annual fees, unless otherwise noted. Specifying which contact receives the annual fee invoice and completes the annual water use report is required.

Permit Holder

- 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.

Permit #: 10053-M1 Log #: Business Name/Permit Holder: Kitty Fakepay Kat Transfer Company (Kitty Fakepay) Granted Period: N/A Use Type: Industrial/Commercial

Contact Information Sources and Allocation Upload Attachments Application Summary

This section includes contact information regarding the property owner and permit holder for this facility. The listed permit holder will receive all communications from the program, including annual fees, unless otherwise noted. Specifying which contact receives the annual fee invoice and completes the annual water use report is required.

Permit Holder Edit

Contact

Business Name: Kitty Fakepay Kat Transfer Company Name: Kitty Fakepay Email: kitty@purrline.com

Primary Phone: 555-555-5555 Ext: Secondary Phone: Fax:

Address

Address 1: 123 Purr Ln Address 2:

- 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

Permit #: 10053-M1 Log #: Business Name/Permit Holder: Kitty Fakepay Kat Transfer Company (Kitty Fakepay) Granted Period: N/A Use Type: Industrial/Commercial

Contact Information Sources and Allocation Upload Attachments Application Summary

This section includes information regarding the type of sources of water withdrawn for this facility. Identify all unique sources of water to be used (or removed from permit if modifying an existing permit) for this facility. Unique water sources can be isolated ponds, pits, reservoirs, aquifers, or streams. If there are multiple sources, start with the source with the greatest annual withdrawal as primary, then descending use as secondary and tertiary.

Add Water Source

Primary

Primary Source: Silurian Source Type: Aquifer Edit Source Inactivate Source

Total annual amount requested from source: 555,555.00 AFY Maximum pumping rate requested from source: 555,555.00 GPM

Total Wells/Intake Count: 1 Add Well

Well ID	Well Name	Const. Date	Depth (ft)	Well Plugged	Plugged Date	Pumping Rate (gpm)	Action
29269	Old Thresher Well	January 01, 2016	300	No		300	<span>Edit/Plug Well</span>

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: Edit

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

The screenshot shows the 'WACOP - Documents' interface. At the top, it displays 'Permit #: 10053-M1 Log #: Business Name/Permit Holder: Kitty Fakepay Kat Transfer Company (Kitty Fakepay)'. Below this is a navigation bar with four tabs: 'Contact Information', 'Sources and Allocation', 'Upload Attachments' (which is highlighted with an orange box), and 'Application Summary'. The main content area contains a list of required attachments for permit modifications:

- The following attachments are required for all permit modifications:
  - If increasing withdrawal area(s) or water use area(s):
    - An aerial, topographic, or street map (site plan) that clearly displays the following information:
      - This facility's water use location boundaries
      - Labeled point locations of all withdrawal sites (wells and intakes) for this facility
      - Labeled point locations of discharge/return points, if needed, for this facility
  - If adding a new well/intake:
    - Driller's logs and/or intake designs for the new well/intake.
      - For all planned wells and intakes, mark the anticipated construction date and depth.
      - Attached driller's log well names and intake names should match the listed sources and facility map.
    - An aerial, topographic, or street map (site plan) that clearly displays the information outlined in the section above.

An 'Add Documents' button is located at the bottom right of the content area.

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

The screenshot shows the 'Upload Documents' popup window. It has a title bar with a close button (X). Below the title bar is a section labeled '\* Attach a Document' with a text input field and a 'Browse' button (highlighted with an orange box). Below this is a list of 'Accepted File Types: .xls, .xlsx, .bmp, .dwg, .dxf, .gif, .giff, .jpg, .jpeg, .jfif, .pdf, .pic, .pict, .png, .psd, .pub, .tga, .tif, .tiff, .wmf, .doc, .docx, .html, .pdf, .rtf, .txt, .pps, .ppt, .pptx'. At the bottom right, there are 'Save' and 'Close' buttons (both highlighted with orange boxes).

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

The screenshot shows the 'WACOP - Application Summary' page. At the top, it displays 'Permit #: 10053-M1 Log #: Business Name/Permit Holder: Kitty Fakepay Kat Transfer Company (Kitty Fakepay) Granted Period: N/A'. Below this is a navigation bar with four tabs: 'Contact Information', 'Sources and Allocation', 'Upload Attachments', and 'Application Summary' (which is highlighted with an orange box). The main content area is divided into two sections:

- Errors:** A red box containing three error messages:
  - Total requested annual amount required.
  - Total requested annual amount required.
  - Total requested pumping rate (gpm) required.
- Contact Information:** This section includes contact information regarding the property owner and permit holder for this facility. The listed permit holder including annual fees, unless otherwise noted.
  - Permit Holder:**
    - Contact:**
      - Business Name: **Kitty Fakepay Kat Transfer Company** Name: **Kitty Fakepay**
      - Primary Phone: **555-555-5555** Ext: Secondary Phone:
    - Address:**
      - Address 1: **123 Purr Ln** Address 2:

On the left side of the page, there is a sidebar with the following buttons: 'Print Application Summary', 'Delete', and 'Save as Draft'. Below these is a 'Certify Information' section with a text area and a 'Play & Submit' button (highlighted with an orange box).

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

### WACOP - Dashboard

Link to an application/permit not shown below

- 2 Active Permits & Registrations
- 0 Submitted Applications in Process
- 2 Unsubmitted Draft Applications**

Search  Clear Search

Details	Permit Number	Log Number	Application Type	Permit Holder/Business Name
<a href="#">Continue</a>			New	Iowa Department of Natural Resources
<a href="#">Continue</a>		31526	New	Kitty Fakepay Kat Trans

- 2 Inactive Permits & Registrations

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.

### WACOP - Dashboard

Link to an application/permit not shown below

- 4 Active Permits & Registrations
- 2 Submitted Applications in Process**

Search

Action	Permit Number	Log Number	Application Type	Business Name/Permit Holder
<a href="#">View Application</a>	10432	32186	Termination/by Permittee	Blake Kerns
<a href="#">View Application</a>		32188	New	Art&Craft (Asia Akram)

- 2 Unsubmitted Draft Applications
- 2 Inactive Permits & Registrations

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For questions, please contact [wateruse@dnr.iowa.gov](mailto:wateruse@dnr.iowa.gov) or 515-725-0341.