

Instructions to Apply to Renew 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 WACOP, 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). The Renew button next to each permit will become active 90 days prior to the expiration date of your permit. The last four years of water use reporting for the permit must be complete and all annual fees must be paid. Click the Renew button to be redirected into the online renewal application.

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
View Transfer Modify Terminate Report Water Use	10060	28098	Kitty Fakepay 2Nd Permit (Bug 10135 Fakepay)	Water Use	8/3/2015	Active	Renew
View Transfer Modify Terminate Report Water Use	10053	28047	Kitty Fakepay Kat Transfer Company (Kitty Fakepay)	Water Use	10/8/2018	Active	Renew

3. The renewal application has three tabs, visible in the upper left. You are initially directed to the Contacts tab of the application. Review the information on the Contacts 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 #: 10060-R1 Log #: Business Name/Permit Holder: Kitty Fakepay 2Nd Permit (Bug 10135 Fakepay) Granted Period: N/A Use Type: Industrial/Commercial

Contact Information Sources and Allocation Application Summary

Please review the current permit contact information, and make any necessary changes or updates.

Permit Holder

Edit

Contact

Business Name: Kitty Fakepay 2Nd Permit Name: Bug 10135 Fakepay Email: wateruse@dnr.iowa.gov

Primary Phone: 515-725-0341 Ext: Secondary Phone: 515-725-0341 Ext: Fax:

Address

Address 1: 10135 Bug Street Address 2: Jkjl

City: Davis City State: Iowa Zip: 44444

Receives annual fee invoice? Yes Completes annual water use report? Yes

- Click on the Sources and Allocation tab to navigate to the second part of the application. Review the information on the tab to make sure everything looks current and correct. If anything has changed with your permit, including the number or types of sources, number of wells, annual allocation or maximum pumping rate, etc., you will need to apply to modify your permit.

Permit #: 10060-R1 Log #: Business Name/Permit Holder: Kitty Fakepay 2Nd Permit (Bug 10135 Fakepay) Granted Period: N/A Use Type: Industrial/Commercial

Contact Information Sources and Allocation Application Summary

Please review the current authorized sources & allocation for this water use permit.

Primary Source: Alluvial Source Type: Aquifer
 Total annual amount requested from source: 100.00 AFY Maximum pumping rate requested from source: 100.00 GPM
 No Wells found

Primary Source: Kitty Fakepay 2Nd Permit Source Type: Stream/River
 Total annual amount requested from source: 4.00 AFY Maximum pumping rate requested from source: 4.00 GPM

Intake Name	Pumping Rate (gpm)
Intake #1	

- Click the Application Summary tab to navigate to the final part of the application. This tab summarizes your renewal application. If you wish to save the draft to continue later, click the Save as Draft button.

Contact Information Sources and Allocation Application Summary

- Please review the current contact information for this permit on the Contact tab of this ap
- Please review the current authorized sources & allocation for this permit on the Sources & wells/intakes, pumping rate, or requested allocation) have changed, please submit a modi

Print Application Summary
 Delete
 Save as Draft

Contact Information
 Permit Holder

You can find this draft application 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
Continue			New	Iowa Department of Natural Resources
Continue		31526	New	Kitty Fakepay Kat Tran

2 Inactive Permits & Registrations

The Delete button will discard the application completely. If you wish to submit the application, check the box to accept the terms and then hit the Submit button.

Permit #: 10060-R1 Log #: Business Name/Permit Holder: Kitty Fakepay 2Nd Permit (Bug 10135 Fakepay) Granted

Contact Information Sources and Allocation Application Summary

Please review the current contact information for this permit on the Contact tab of this application and make any updates.
 Please review the current authorized sources & allocation for this permit on the Sources & Allocation tab of this application. If there are no changes, submit the renewal application. If there are changes (e.g., well/intakes, pumping rate, or requested allocation) have changed, please submit a modification application for your permit in lieu of renewal.

Print Application Summary
 Delete
 Save as Draft

Certify Information

By submitting this documentation, I certify that the information provided is true, accurate, and complete to the best of my knowledge, and that I will furnish such additional information to the department as may be requested.

Accept terms
 Submit

Contact Information

Permit Holder

Contact

Business Name: Kitty Fakepay 2Nd Permit Name: Bug 10135 Fakepay
 Primary Phone: 515-725-0341 Ext: Secondary Phone: 515-725-0341 Ext:

Address

Address 1: 10135 Bug Street Address 2: Jkjl
 City: Davis City State: Iowa

Receives annual fee invoice? Yes Completes annual water use report? Yes

Property Owner

Contact

You can now view your renewal application in the Submitted Applications in Process section of your dashboard.

WACOP - Dashboard

Link to an application/permit not shown below

2 Active Permits & Registrations Pay Annual Fees

1 Submitted Applications in Process

Search Clear Search Page Size: 6 Expand All

Action	Permit Number	Log Number	Application Type	Business Name/Permit Holder	Permit Type	Staff Assigned	Submitted Date	Status
View Application	10060	32577	Renewal	Kitty Fakepay 2Nd Permit (Bug 10135 Fakepay)	Water Use		4/21/2023	Submitted

3 Unsubmitted Draft Applications

1 Inactive Permits & Registrations

- You will receive an automated email to the address specified for the permit holder confirming submission of your renewal application. You will receive another automated email when the application has been approved. Typical processing time is 2-4 business days. You will also receive a hard copy of your renewed permit document in the mail following approval.

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