## Instructions to Apply to Transfer Your Water Use Permit Online

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

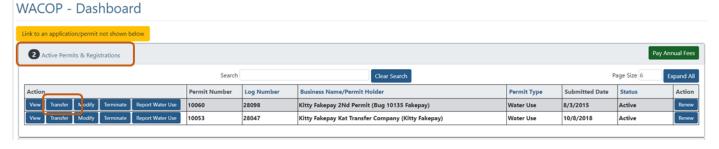
Contact wateruse@dnr.iowa.gov or 515-725-0341 for assistance.

**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 <a href="https://www.iowadnr.gov/Environmental-Protection/Water-Quality/Water-Supply-Engineering/Water-Allocation-Use">https://www.iowadnr.gov/Environmental-Protection/Water-Quality/Water-Supply-Engineering/Water-Allocation-Use</a> and follow the user instructions to create an account and link to your permit(s).

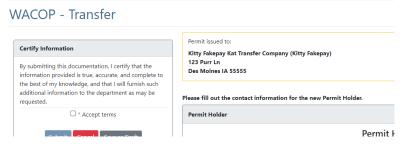
1. Log in to <u>WACOP</u> from the landing page with your A&A username and password.



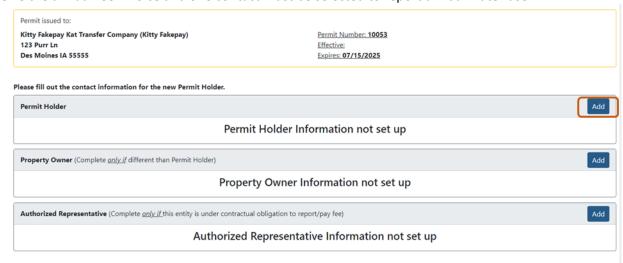
2. Your permit(s) should display in the Active Permits & Registrations section of your dashboard. If you do not see your permit(s) in your dashboard, go back to the <u>Water Allocation and Use Program Page</u> and follow the instructions to link to your permit(s). Click the Transfer button next to your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



3. You will now be redirected into the transfer application. A transfer application is required to request a change in the business name or first & last name of the permit holder. Examples of situations when this could happen are a change in company name or representative, or when a property is sold to a new entity.



4. Click the Add button to complete the new contact information for the permit. The Permit Holder information is required and the Property Owner and Authorized Representative are optional. At least one contact must be selected to receive the annual fee invoice and one contact must be selected to report annual water use.



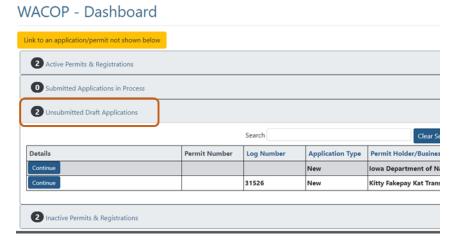
Make sure to use the scroll bar in the popup window when editing to see all the fields that must be filled out and Save Changes when done:

ermit Holder Details				×
Secondary Phone	Ext			
Fax				- 11
Address				
Address 1				Ш
Address 2				- 11
City				- 11
State v				- 11
Zip				- 11
Receives annual fee invoice?				
Completes annual water use repo	nt? 🧑			
		Sar	ve Changes	Close

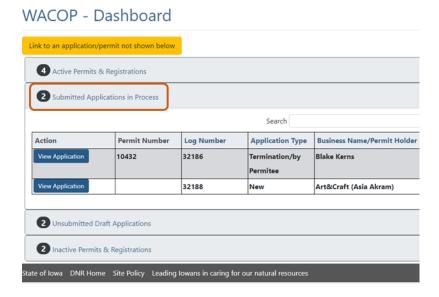
5. In the upper left of the application, you can click the Cancel button to discard the application completely, click the Save as Draft button to save a draft of the application that can be edited later, or check the box to accept the terms and click Submit to submit the application.



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



7. 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 5 business days. After the transfer application is approved, you will receive an automated approval email and in a situation of a property transfer, the new permit holder will receive a cover letter and copy of the water use permit by standard mail.



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