

Instructions to Apply for a 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.

A water use permit is required for any entity that withdraws over 25,000 gallons in a 24-hour period during a calendar year. A \$350 non-refundable fee is required for all new applications. For non-recurring uses lasting less than one year, please apply for a Water Use Registration instead.

1. Navigate to the [WACOP](#) landing page. You can apply for a permit without creating an account by selecting the Apply for a Water Use Permit or Registration button. Please note that if you are not logged in, you won't be able to save a draft of your application to continue later, and you will not be automatically linked to your permit after it is issued to manage it online.

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

If you have an A&A account, please log in to your account from the landing page:

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Pay Annual Fees

Account

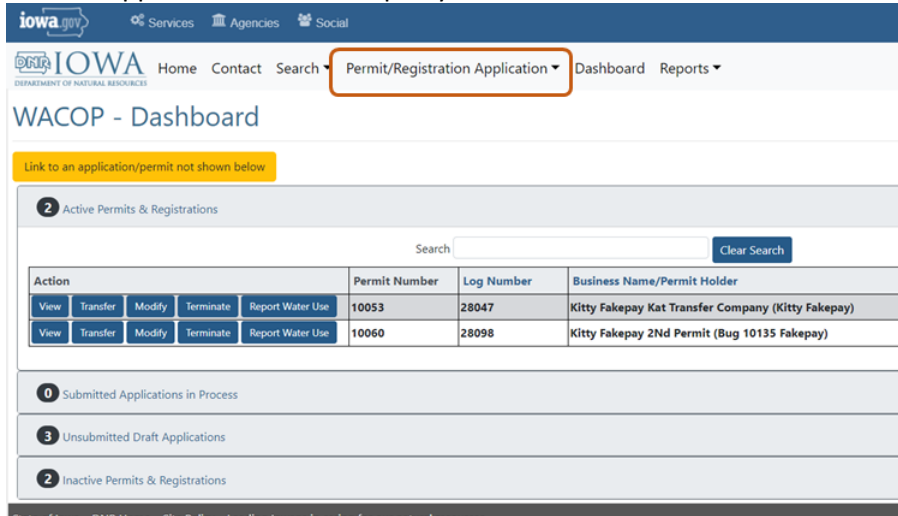
- Login
- Create an Account

Permit/Registration

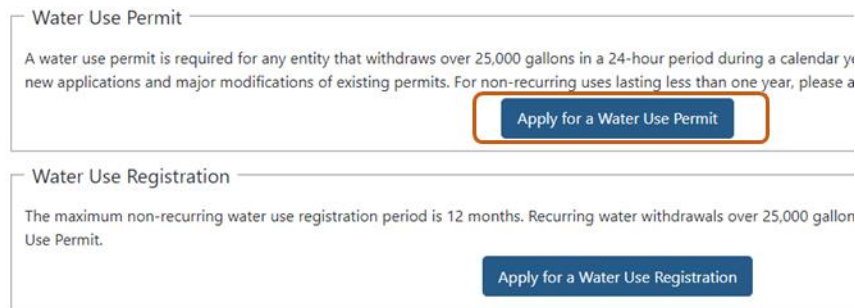
- Search For a Permit
- Search For a Registration
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If you need assistance creating a A&A account, please go to the Water Allocation and Use Program Page at <https://www.iowadnr.gov/Environmental-Protection/Water-Quality/Water-Supply-Engineering/Water-Allocation-Use> and follow the user instructions to create an account.

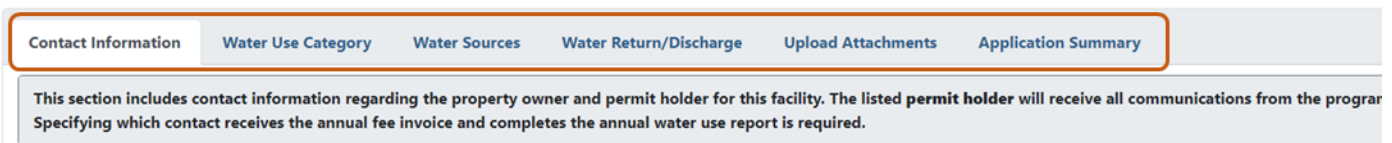
Select Permit/Registration Application from the top of your dashboard:



2. You will now be directed to the application landing screen. Select Apply for a Water Use Permit:
[WACOP - Apply for Water Use Permit or Registration](#)

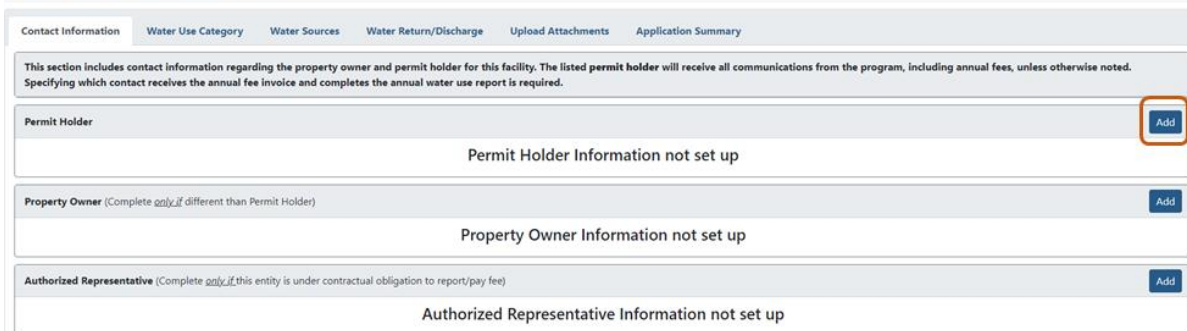


3. You are now directed into the Permit application which consists of six tabs, visible in the upper left:
[WACOP - Contact Information](#)



4. You are initially directed to the Contact Information tab. Fill out the information for the Permit Holder (required), Property Owner (optional), and Authorized Representative (optional) by clicking the Add button next to each role. Please note that one role must be selected to receive the annual fee invoice and one role must be selected to complete the annual water use report.

[WACOP - Contact Information](#)



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:

Permit Holder Details

Last Name

* Email
first.last@dnr.iowa.gov

* Primary Phone Ext:
515-725-0341

Secondary Phone Ext:

Fax

Address

* Address 1
502 E 9TH ST

Address 2

* City
Des Moines

* State
Iowa

* Zip

Save Changes Close

5. Navigate to the Water Use Category tab of the application. Specify your water use type(s) by hitting the Select button next to the appropriate category. Fill out the required information in the popup editing box and Save when done.

WACOP - Category Information

Contact Information **Water Use Category** Water Sources Water Return/Discharge Upload Attachments Application Summary

This section includes information on how this facility will use the water after being withdrawn. Select at least one of the options below that best indicates the major water use category details regarding this specific type of facility. Where appropriate, include the identification number from other state and federal programs that apply to this facility.

Select Animal Feeding or Dairy Operation AFO ID# PWS ID#
Water used primarily for animal/livestock drinking water, facility and animal washing, or other use related to animals.
Type of facility: Poultry Swine Dairy Beef Other

Select Ethanol Production PWS ID#
Water used primarily for the processing and production of ethanol fuel.
Type of facility: Dry mill Wet mill Other

Select Heating/Cooling
Water used primarily for the heating and cooling of building(s), also called geothermal energy.
Type of facility: Pump and Reinjection Pump and Surface Discharge Other

Add/Edit Category Info

Description
Water used primarily for the irrigation of crops. Irrigation is allowed from April 1st through September 30th for corn and soybeans, and from April 1st through October 31st for all other specialty crops.
 Irrigation on slopes over six percent requires a soil conservation plan attached with this application.

PWS ID# (if applicable)

Type of crops:
 Corn and/or Soybeans
 Specialty Crops
Type Description:
Straberries
Comments Limit: 139 characters remaining

Total irrigated acres:
100

Save Close

- Navigate to the Water Sources tab of the application. Click the Add Water Source button to begin adding your source(s).

WACOP - Water Sources

The screenshot shows the 'Water Sources' tab selected in the application's navigation bar. Below the navigation bar, there is a text box explaining that this section is for adding unique water sources like ponds, pits, reservoirs, aquifers, or streams. A blue 'Add Water Source' button is highlighted with a red box. To the right of the button, the text 'No sources found' is displayed.

Fill out the required fields in the popup window and Save Changes when done.

Add Source

×

* Source Ranking
 Primary ▾

* Source Type
 Aquifer ▾

* Aquifer Name Description ⓘ
 Alluvial ▾ Missouri River

* Total annual amount requested from source * Requested Unit
 100 Acre-Feet Per Year (AFY) ▾

* Maximum pumping rate requested from source (gallons per minute)
 500

Save Changes Close

- After saving your source type(s), you will be redirected back to the main screen where you must add at least one well or intake to each source by selecting the Add Well (or Add Intake) button.

The screenshot shows the 'Water Sources' tab with two sources listed. The first source is 'Alluvial (Missouri River)' with a type of 'Aquifer'. It shows a total annual amount of 100.00 AFY and a maximum pumping rate of 500.00 GPM. Below this information, there is a button labeled 'Add Well' and the text 'No Wells found'. The second source is 'Missouri River' with a type of 'Stream/River'. It also shows a total annual amount of 100.00 AFY and a maximum pumping rate of 500.00 GPM. Below this information, there is a button labeled 'Add Intake' and a red error message: 'You must add at least one intake to this source'. Both 'Add Well' and 'Add Intake' buttons are highlighted with red boxes.

Fill out the required information in the popup window for each well or intake and Save when done.

The 'Add Well' popup window contains the following fields:

- * Well Name: East Well
- Constructed Date: 04/19/2023
- Constructed Date Unknown or Proposed
- Depth (feet): 100
- * Pumping Rate (gallons per minute): 500

 At the bottom right, there are 'Save' and 'Close' buttons, with the 'Save' button highlighted by a red box.

- At the bottom of the tab, click the Edit button to specify the total requested amount and pumping rate from all sources.

WACOP - Water Sources

Contact Information Water Use Category **Water Sources** Water Return/Discharge 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 Source: **Alluvial (Missouri River)** Source Type: **Aquifer** **Edit Source** **Delete Source**

Total annual amount requested from source: **100.00 AFY** Maximum pumping rate requested from source: **500.00 GPM**

Total Wells/Intake Count: 1 **Add Well**

Well ID	Well Name	Const. Date	Depth (ft)	Pumping Rate (gpm)	Action
30644	East Well	April 19, 2023	100	500	Edit Well Delete Well

Total Requested Annual Amount From All Sources

Total requested annual amount: Total requested pumping rate: **Edit**

Fill out the required information in the popup window and Save Changes.

Edit Total Amount Requested

* Total requested annual amount: * Total requested annual amount unit:

* Total requested pumping rate (GPM):

Save Changes **Close**

- Navigate to the Water Return/Discharge tab of the application. Select the Edit button to complete the section.

WACOP - Water Discharge

Contact Information Water Use Category Water Sources **Water Return/Discharge** Upload Attachments Application Summary

This section applies to those facilities that return water at a specific location after use. Only complete if you discharge water back into a specific location.

Edit

Water Discharge Information not set up

Fill out the required information in the popup editing box.

Edit Water Discharge

* Is a portion of this water returned to a specific location after use?

Save Changes **Close**

Edit Water Discharge

* Is a portion of this water returned to a specific location after use?

Where is the water returned or discharged?

Lake/Pond/Stream (Identify on attached map)

Wastewater System (Name)
Wastewater System (Name):

Injection Well (Well Name)

Other (Specify)

NPDES ID#:

Save Changes **Close**

10. Navigate to the Upload Attachments tab of the application. Click the Add Documents button to attach your file. You can view sample maps in the lower right corner of this tab.

WACOP - Documents

The following attachments are required for all new applications, as well as all new sources/infrastructure that is added to an existing permit:

- o An aerial, topographic, or street map (site plan) that clearly displays the following information:
 1. This facility's water use location boundaries
 2. Labeled point locations of all withdrawal sites (wells and intakes) for this facility
 3. All known well locations within ¼-mile (1,320 ft.) of the facility's water use location boundaries
 4. Labeled point locations of discharge/return points, if needed, for this facility
- o Driller's logs and/or intake designs for all existing infrastructure (wells and intakes).
 1. For all planned wells and intakes, mark the anticipated construction date and depth.
 2. Attached driller's log well names and intake names should match the listed sources and facility map.
- o Well plugging record(s) for listed sources(s), if applicable

Irrigation Use Site Map Example
Quarry Use Site Map Example

Add Documents

No documents found.

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

Upload Documents

* Attach a Document

Browse

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

Save Close

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

11. 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. You can print the application summary by clicking the Print Application Summary button in the upper right. In the upper left, you can select the Delete button to completely discard the application. You can 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. You will be redirected into the gov2go payment portal to complete the application process by paying the \$350 application fee.

WACOP - Application Summary

Contact Information Water Use Category Water Sources Water Return/Discharge Upload Attachments Application Summary

Print Application Summary

Errors
Upload at least one document.

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

Pay and Submit Application

Contact Information

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.

Permit Holder

Contact

Business Name: **Iowa Department Of Natural Resources** Name: Email: **first.last@dnr.iowa.gov**

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

Address

Address 1: **502 E 9Th St** Address 2:

12. 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
Continue			New	Iowa Department of Natural Resources
Continue		31526	New	Kitty Fakepay Kat Trans

- 2 Inactive Permits & Registrations

13. 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 for a permit application is 40-60 days. By standard mail, you will receive a draft copy of your permit and notice of publication, followed by a copy of your final permit after approval.

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
View Application	10432	32186	Termination/by Permittee	Blake Kerns
View Application		32188	New	Art&Craft (Asia Akram)

- 2 Unsubmitted Draft Applications
- 2 Inactive Permits & Registrations

State of Iowa | [DNR Home](#) | [Site Policy](#) | Leading Iowans in caring for our natural resources

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