Viewing 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/

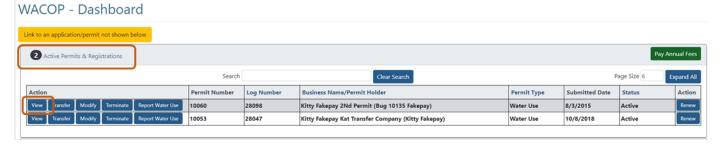
Contact wateruse@dnr.iowa.gov or 515-725-0341 for assistance.

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 <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 View button next to your permit.



3. You will notice a tabbing structure when viewing your permit. Each tab contains different types of permit information and you can navigate between the tabs by clicking on them.



4. You are automatically directed to the Contact tab initially. This tab displays the contact information for the permit. You can edit the information if needed. If you need to change the business name or first and last name of the permit holder, you will need to submit a transfer application from your dashboard.

WACOP - Contact Information



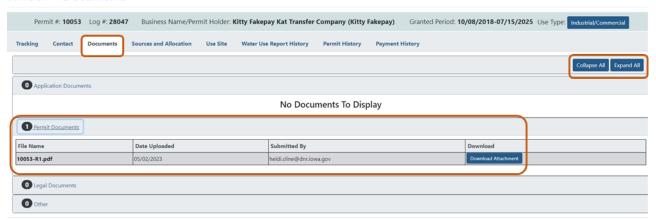
5. The leftmost tab of the permit view is the Tracking tab. It contains the tracking dates from the most recent application submitted for the permit. This information is read only.

WACOP - Application Tracking

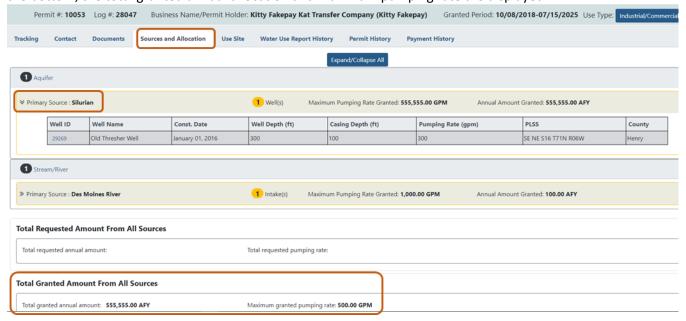
acking	Contact	Documents	Sources and Allocation	Use Site	Water Use Report History	Permit History	Payment History	
ermit# 0053	Log No 28047		Business Name/Permit Holder Kitty Fakepay Kat Transfer Co	ompany (Kitty	/ Fakepay)	Permit Type Water Use	Permit Status Active	Application Type Transfer
pplication	Details							
Review		e Henderso	n (charlotte.henderson(@dnr.iowa.	gov)			
Review		e Henderso	n (charlotte.henderson(gov) Assigned: 10/08/2018			Decision: 10/08/2018

6. The third tab of the permit view is the Documents tab. All documents attached to the permit are shown here. The information is read only, but you can download any of the documents. You can find a downloadable copy of your permit document in the Permit Documents section.

WACOP - Documents



7. The fourth tab of the permit view is the Sources and Allocation tab. This tab contains a listing of all sources and wells/intakes on the permit. You can click on the title bar of each source to expand it and view the wells/intakes. At the bottom, the total granted annual allocation and maximum pumping rate are displayed.



8. The fifth tab of the permit view is the Use Site tab. This tab displays a facility map for the permit. A purple square indicates a use site point and a white polygon indicates a use site polygon area. Pink circles represent well locations and yellow triangles represent surface water intake points. You can zoom in and out with the +/- buttons in the upper left of the map, or with your mouse wheel.

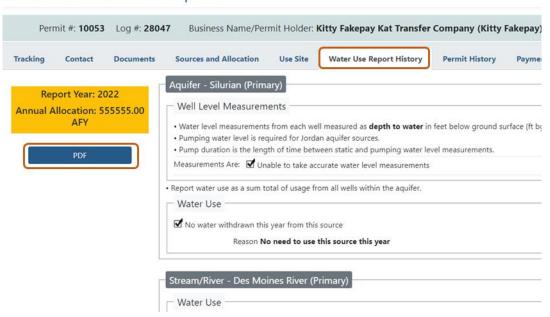


9. The sixth tab of the permit view is the Water Use Report History tab. All prior year water use reports submitted for the permit display on this tab. You can click View next to any year to be directed into the individual report form.



In the individual year report form, you can click the PDF button to generate a .pdf copy of the report for your records.

WACOP - Water Use Report



10. The seventh tab of the permit view is Permit History tab. On this tab you can find the complete permit version history, including all applications submitted for this permit and their dates and status. You can select the past Contacts or Emails in the upper left to view past history for the permit.

WACOP - Permit History



11. The eighth and final tab of the permit view is the Payment History tab. This tab displays a complete history of all payments made for the permit.

WACOP - Payment History



Thank you for managing your permit online! For questions, please contact wateruse@dnr.iowa.gov or 515-725-0341.