Water ePermitting System

Storm Water Permit Applications

Notice of Intent (NOI) for New Land Disturbing Construction and Renewal Construction

Below are the steps to complete and submit a construction site storm water permit application using the ePermitting System. More details, including screen shots are included starting on page 2.

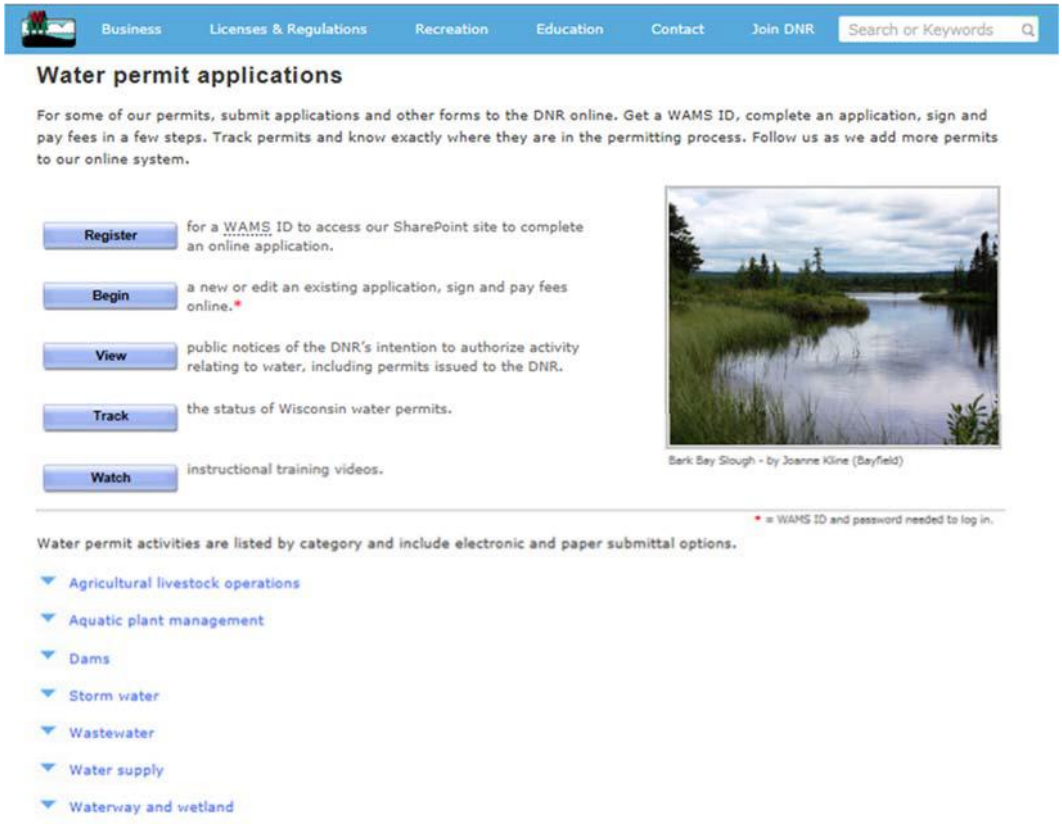
Need Assistance?	**ASK FOR HELP link on your Welcome page in the ePermitting System for technical user support**
Website Information	Go to the Water Portal Web Page, either type in "Water Permits" in the search bar on the DNR home page or go to dnr.wi.gov/permits/water.
WAMS ID & Logging in to the ePermitting System	• Choose **Register** for a WAMS ID, *unless you already have a WAMS ID*. • Return to the Water Portal webpage; choose **Begin** to log into the ePermitting system. • Login using your WAMS ID and password. • You will be redirected to the "My Permit Applications" webpage. Here you can either start a new permit application or editing an existing application. ○ Start new application: choose **Storm Water** from the list of Permit Categories along the left, then **Storm Water Construction Permit** in middle of screen and move on to the Permit Application Section. ○ Resume editing an existing application: choose the project name under either **Draft Permit Applications** or **Signature Confirmation Needed**.
Permit Application	• Select the appropriate permit activity* to start a new permit application. ** Currently only New Land Disturbing Construction Activity Notice of Intents (NOI) and Renewal Construction NOIs are accepted online.* • Enter a project or site name, using the more unique portion first. • Using the **Application, Project, Attachments, Payment,** and **Signature** buttons, navigate through the application process, which appear just above the Project Name.
Payment Completion	• Choose **Complete Payment at US Bank** button. Payment is done through US Bank and we accept credit card, e-check or debit card. When payment has been submitted to US Bank, US Bank will email a confirmation code to the email address provided in your payment information. • Copy the confirmation code provided in the email from US Bank and paste it into the area on the **Payment** screen. • If project is fee exempt, choose **Fee Exempt Project** button. *Please be aware that there are limited situations where an applicant is fee exempt* (see 10 below).
Sign and Submit the Application *(Must be done by landowner or a Delegated Signature Authority form must be submitted.)*	• Choose the **Signature** button. • Choose who will be electronically signing application. • Read the **Terms and Conditions** and select the check box next to the signature area. This will fill in a digital signature using your WAMS ID information. • Choose the **Initiate Signature Process** button to submit the permit application to DNR. • Receive a second email with a onetime password. • Choose the **Click to finalize signature** link. • **Sign Document** and select **Confirm Signature** to submit the application to DNR; or to cancel signature, **Close** the window.
After Submitting the Application	A confirmation email is sent to the email address associated with the WAMS ID, acknowledging the application has successfully been submitted to the DNR. After the Intake review, you may track the status of permit applications at: permits.dnr.wi.gov/water/SitePages/Permit%20Search.aspx

Updated 05/2019

Steps with Descriptions and Screen Image Examples

1. Below are links to the Water Portal Page, program webpages and how to start ePermits for the Water programs.
    a. To get to the Water Permit **Water Portal Page** either:
        a. Go to dnr.wi.gov and type in "Water Permit" into the search bar
        b. Go to dnr.wi.gov/permits/water/

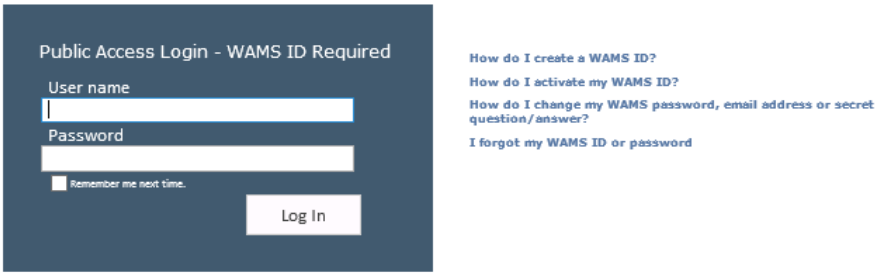
    At this page you can: **REGISTER** for a WAMS ID, **BEGIN** a new or edit an existing application, **VIEW** public notices of the DNR's intention to authorize activity relating to water, including permits issued to the DNR, **TRACK** the status of Wisconsin's water permits, and **LEARN** for instructional handouts and training videos.



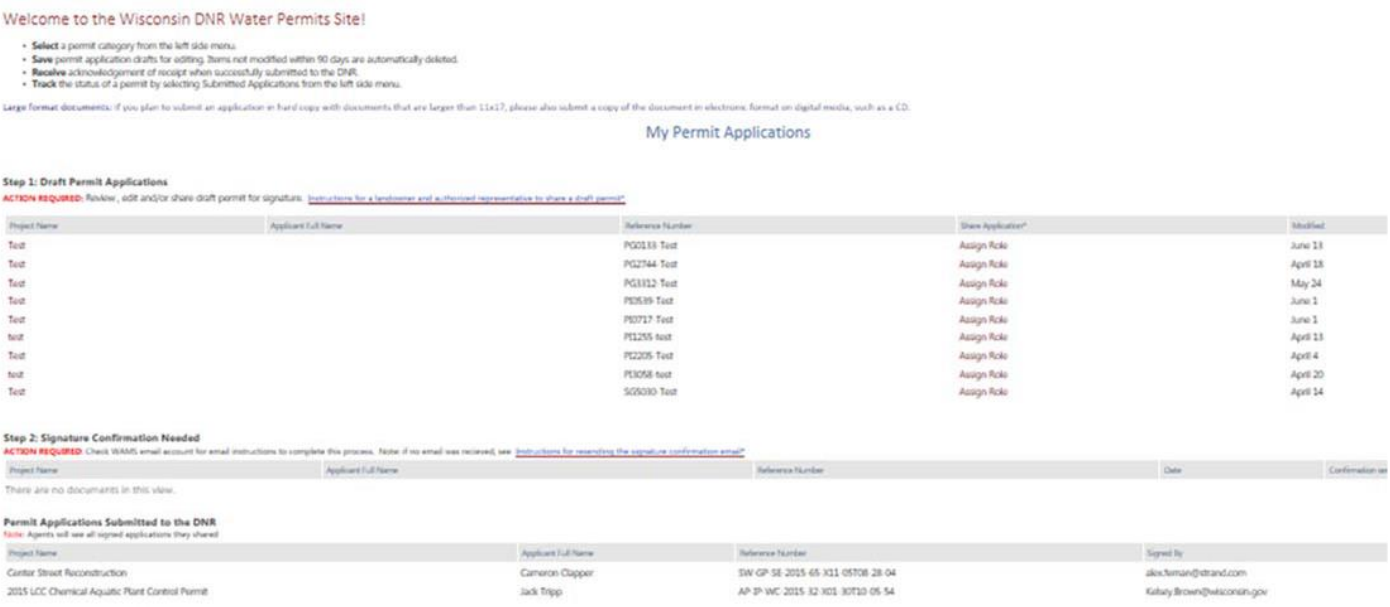
    Towards the bottom of the webpage there are tabs with links for the different permitting programs that can be used to navigate to the program webpages to learn more about the requirements for the various permit programs.

2. A WAMS ID is required for applying for permits using the ePermitting System, but it is not required to view Public Notices, or Track the status of water permits. The WAMS ID is a secure login for all State of Wisconsin programs. Choose **REGISTER** to get a WAMS ID. Navigate back to the **Water Portal Page** to start a new permit application or work on an existing one.
3. Choose **BEGIN** to log into the ePermitting system so that you can either start a new permit application or resume editing an existing one.

4. Login using your WAMS ID by clicking the **Public Access (WAMS ID Required) – Apply for WDNR Water Permit Applications** and filling in your WAMS ID and password.



5. Then you will be redirected to the **My Permit Applications** webpage. Here you can either start a new application or continue editing an existing application.
    a. To ***start new application***: choose **Storm Water** from the list of Permit Categories along the left and move on to Step 6.
    b. The ***existing permit applications*** will be listed under 3 categories. These categories are: **Step 1: Draft Permit Applications, Step 2: Signature Confirmation Needed**, and **Permit Applications Submitted to the DNR**.
    c. To open an existing permit application and resume editing it, click the link under the Project Name heading under either **Step 1: Draft Permit Applications** or **Step 2: Signature Confirmation Needed.**
    d. **Permit Applications Submitted to the DNR** is where applications that have been successfully submitted to DNR will appear.

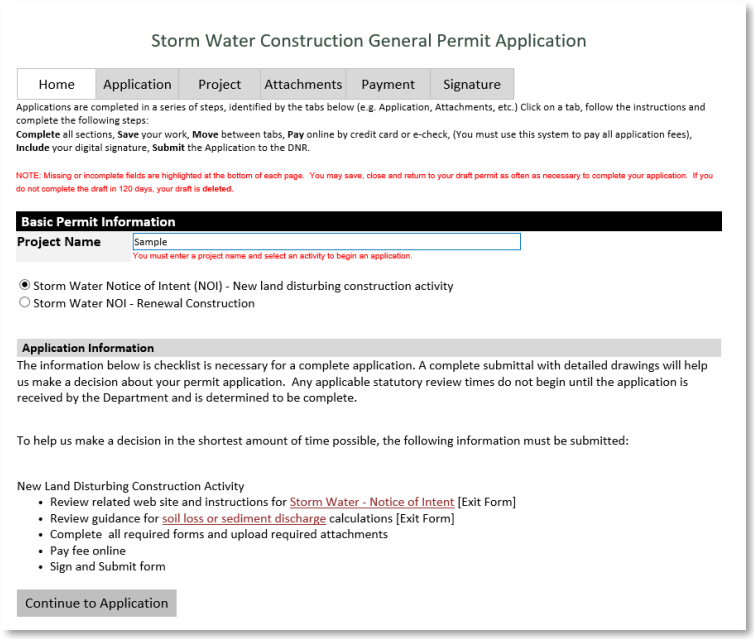


Updated 05/2019

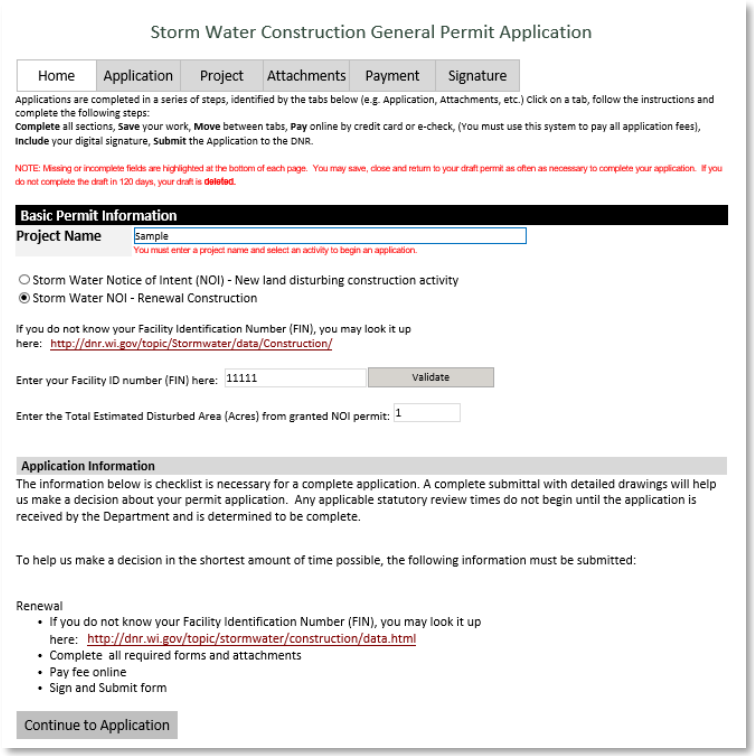
6. Select the appropriate permit application* to begin.

   **Currently relating to the Construction Storm Water permit, New Land Disturbing Construction Activity Notice of Intents (NOI) and Renewal Construction NOIs, Notice of Terminations are accepted online.*

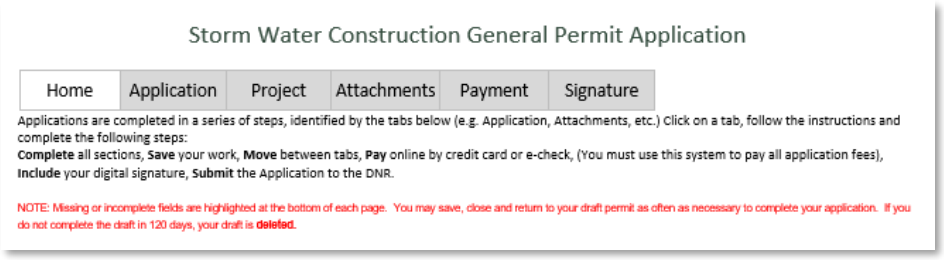
   a. Choose *Storm Water Notice of Intent (NOI) new land disturbing construction activity* for a **new permit**. Enter a project name, using the more unique portion towards the beginning.



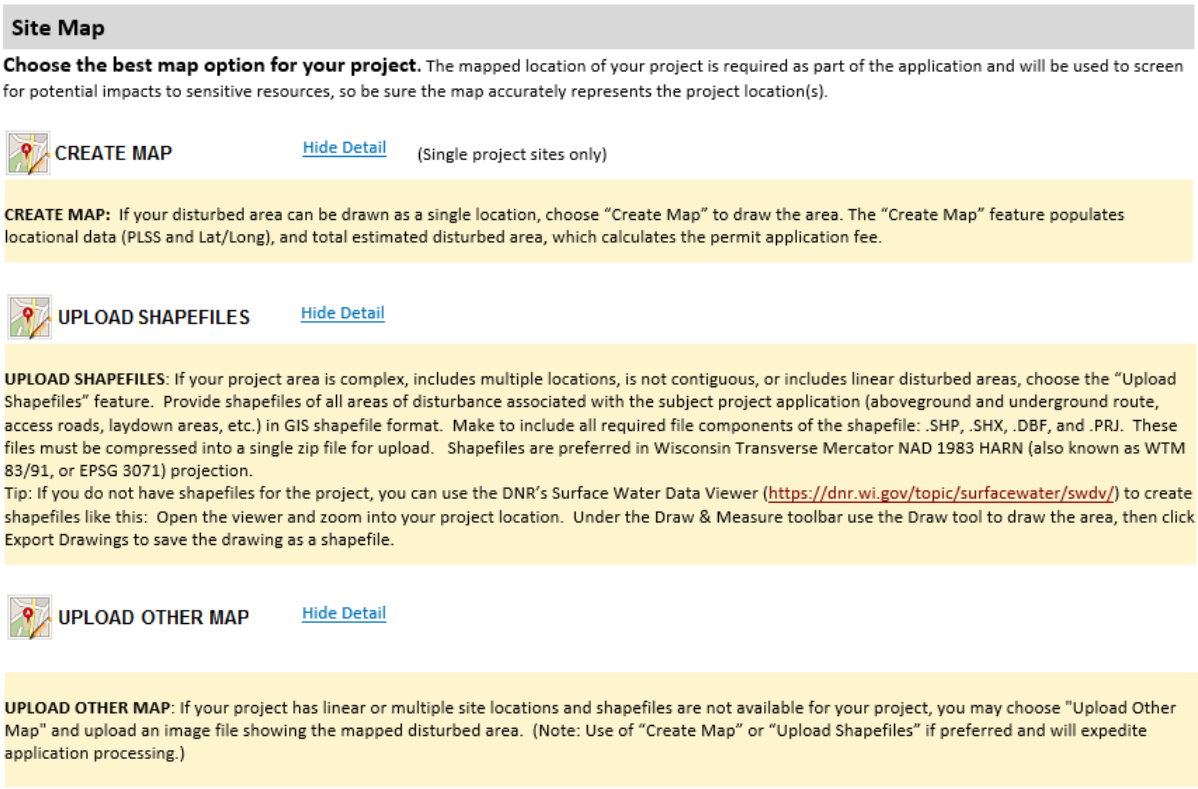
   b. Choose *Storm Water NOI – Renewal Construction* for a **permit renewal**. Construction storm water permit coverage terminates 3 years after coverage commences. If construction is not completed and site stabilized, a renewal application is needed. Enter Facility ID Number (FIN), and select the Validate button.



7. Using the **Application, Project, Attachments,** and **Payment** buttons, you will be able to navigate through the application process. These buttons appear just towards the top of the text, above the Notice section.



   a. The **Application** tab contains the Water Resources Application for Project Permits (WRAPP Form #3500-053)
   b. The **Project** tab contains site information, including Site Map options, Site Location information, and Form 3500-53C Checklist. Choose the best map option for your project ("Create Map" or "Upload ShapeFiles" are preferred).

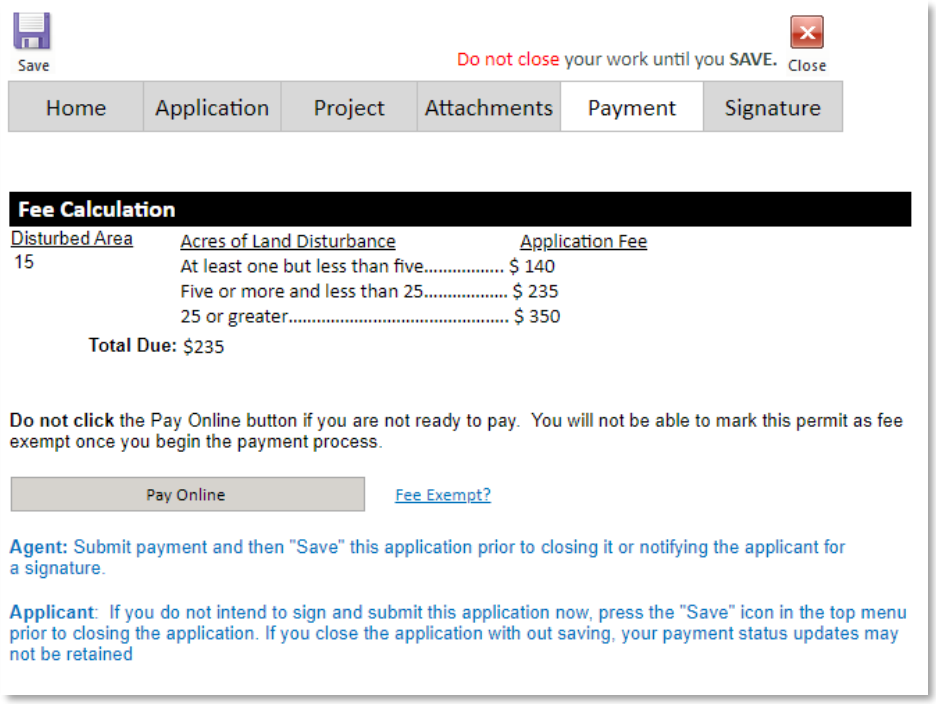


   c. The **Attachments** tab contains application attachments and supplemental information required for a complete application.

8. Once the **Application, Project,** and required **Attachments** are completed, select the **Payment** option.
   a. You can navigate between the **Application, Project,** and **Attachments** pages as much as needed to in order to complete your application.
   b. Required fields are indicated with a **red** asterisk.
   c. Missing items will be indicated towards the bottom of the **Application** page.
   d. Click the **Press to Refresh Missing Fields** button located towards the bottom of the page to refresh the page and check for any other missing items.

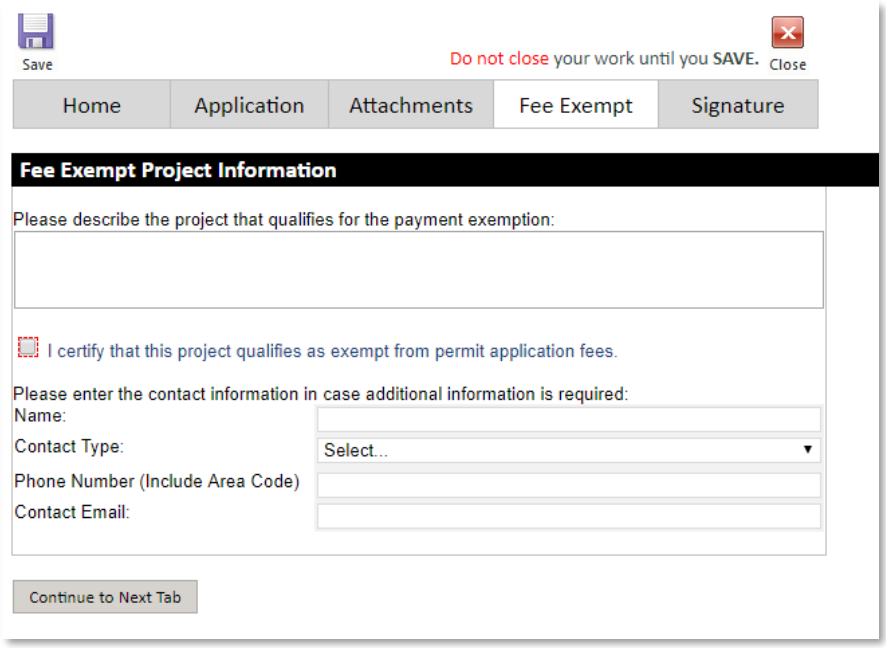
e. When there are no missing items on either the **Application, Project,** or **Attachments** pages you will be able to navigate to the **Payment** page.

9. The Initial Payment screen will show the Total Due for the permit application. Select **Pay Online** to generate the second payment screen, showing an invoice number (see 11 below).
   a. Initial Payment Screen

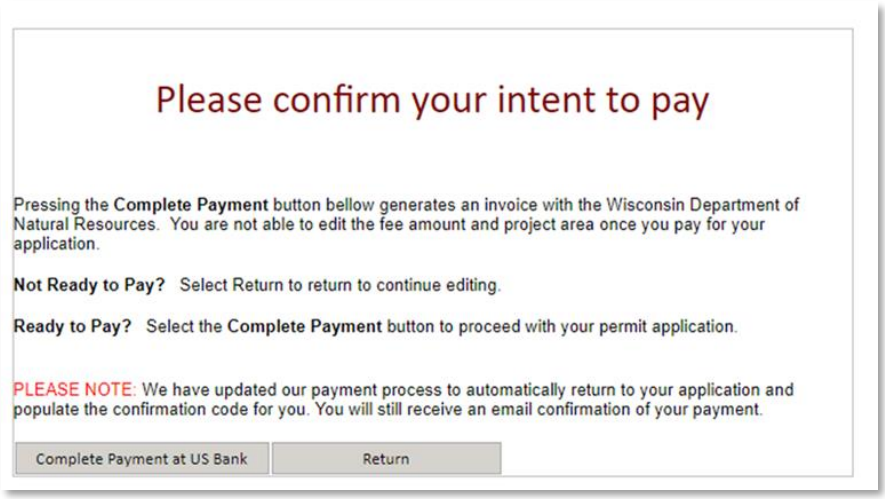


10. If the project is fee exempt, select **Fee Exempt Project** on the Initial Payment screen. Please be aware that there are limited situations where an applicant is fee exempt. Applicants claiming a fee exemption that does not apply will have their application rejected. These are the only two situations where a fee exemption applies:
    - **DNR Projects** – Projects where the DNR itself is the applicant and will be the permittee. Other state agencies, federal agencies, local governments, DNR grant funded projects, and partnership projects with other organizations (where DNR is not the applicant/permittee) are **NOT** fee exempt.
    - **Office of Energy Projects** – Certain utility companies provide ongoing funding to the DNR's Office of Energy to support the administration of the regulatory programs specifically for their projects. The utility companies that provided ongoing funding do not also pay the application fee. The fee exemption for this situation only applies to these specific utility companies. Utility companies that do not provided the ongoing funding are **NOT** fee exempt.

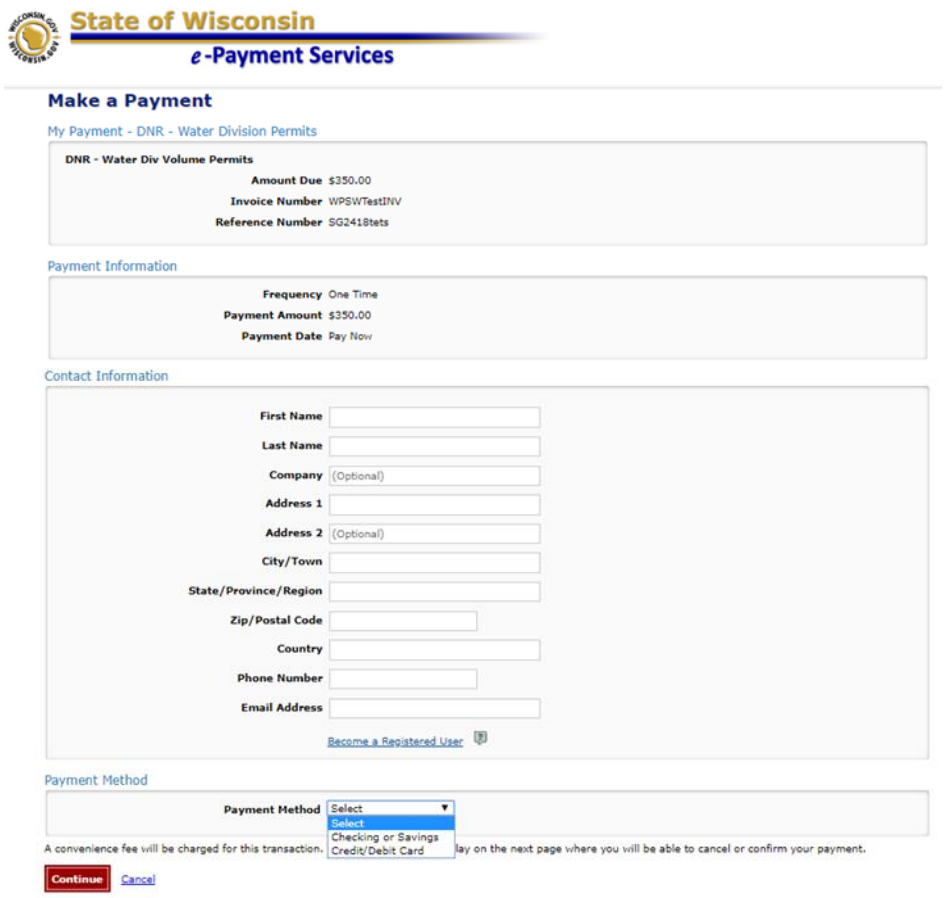
If the project is fee exempt, after selecting **Fee Exempt Project** on the Initial Payment screen, fill out the exemption information on the Fee Exempt Project Information screen. A description of the justification for the fee exemption must be included and the certification box checked. After saving, applications for fee exempt projects will skip to the Sign and Submit Permit screen under 14 below.



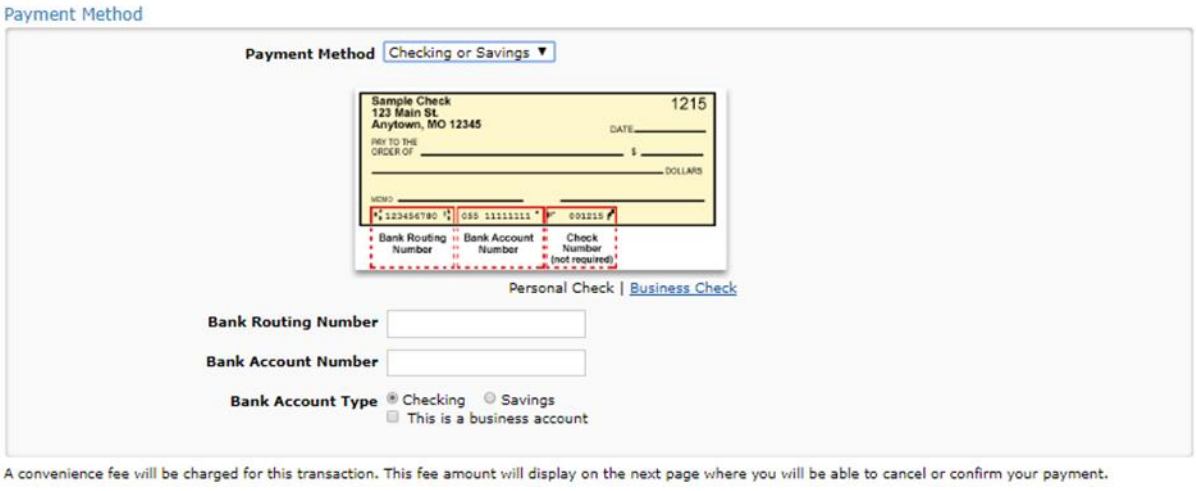
11. Payment confirmation. Choose **Complete Payment at US Bank** button.



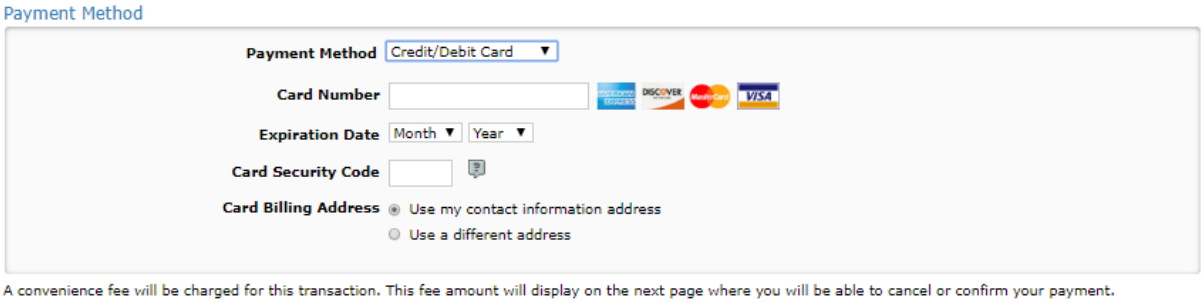
12. Payment is done through US Bank and will accept credit cards, debit cards OR e-checks.



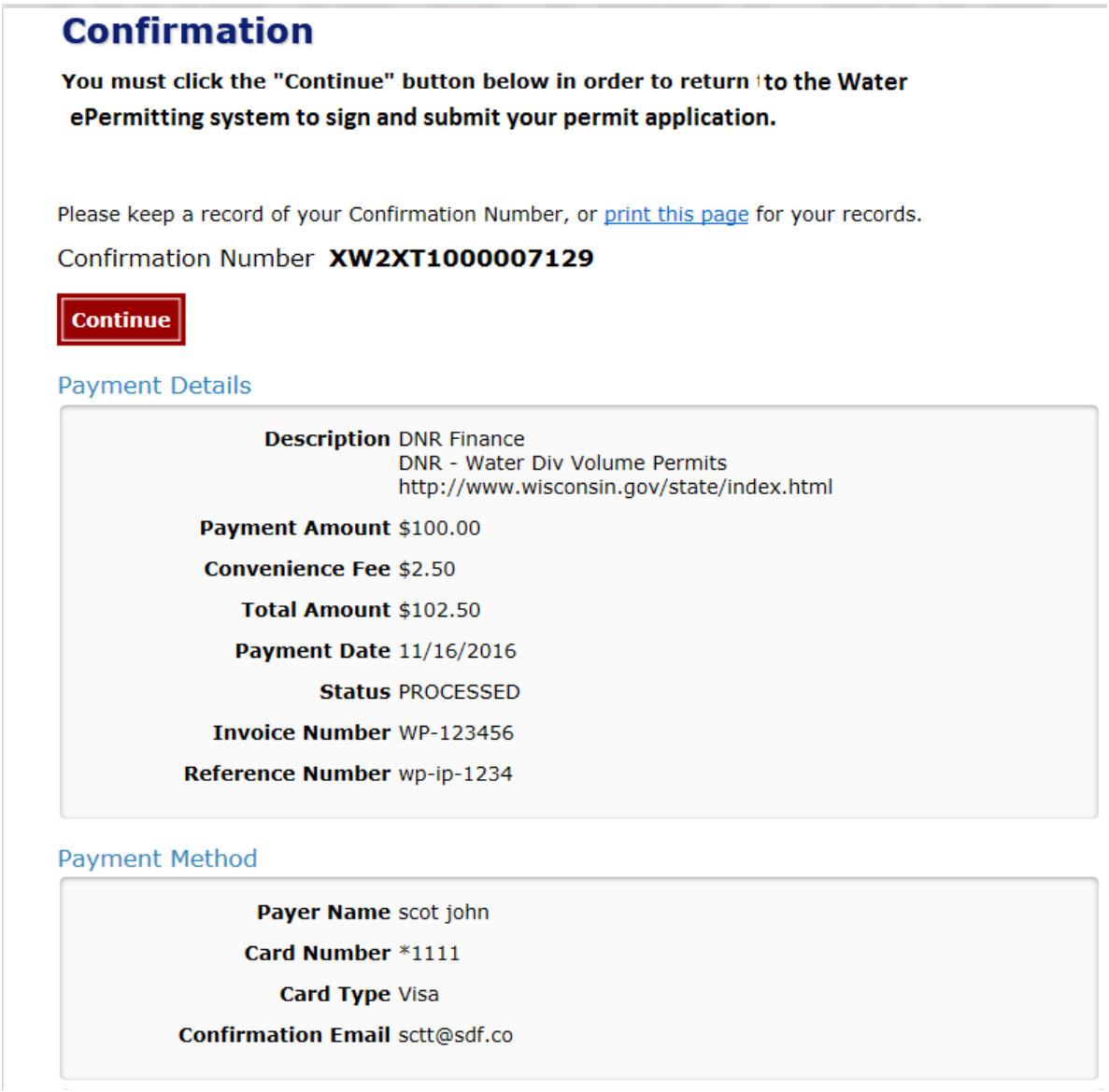
Pay by e-Check



Pay by Credit/Debit Card

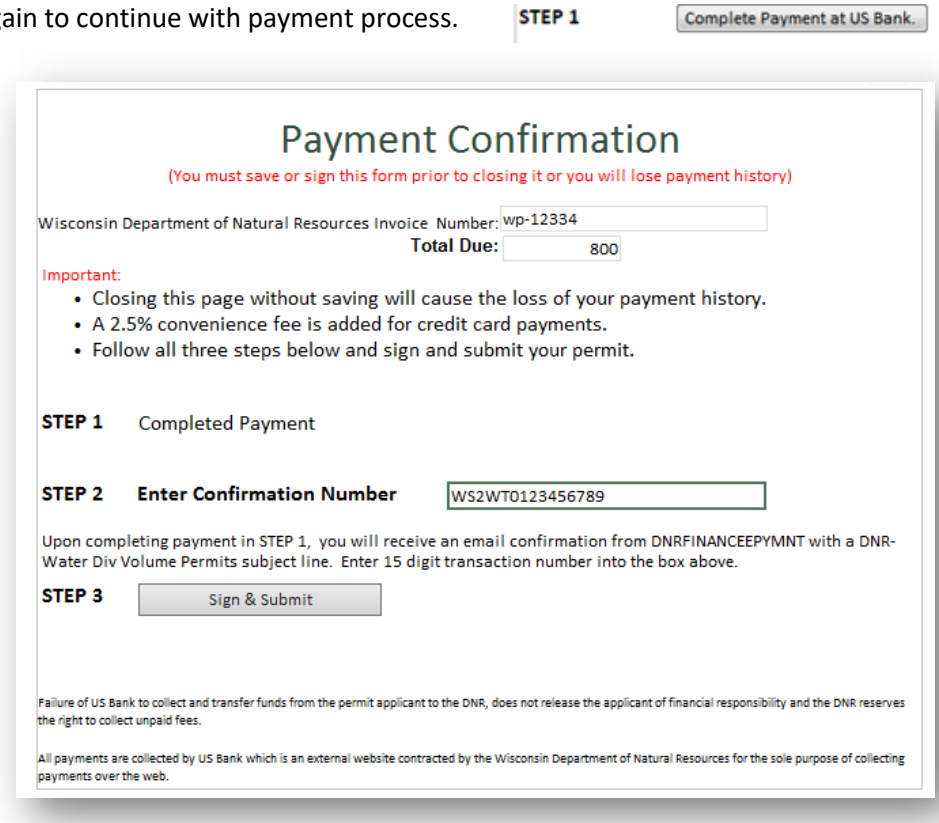


Payment confirmation sent by email to permit application's WAMS email address



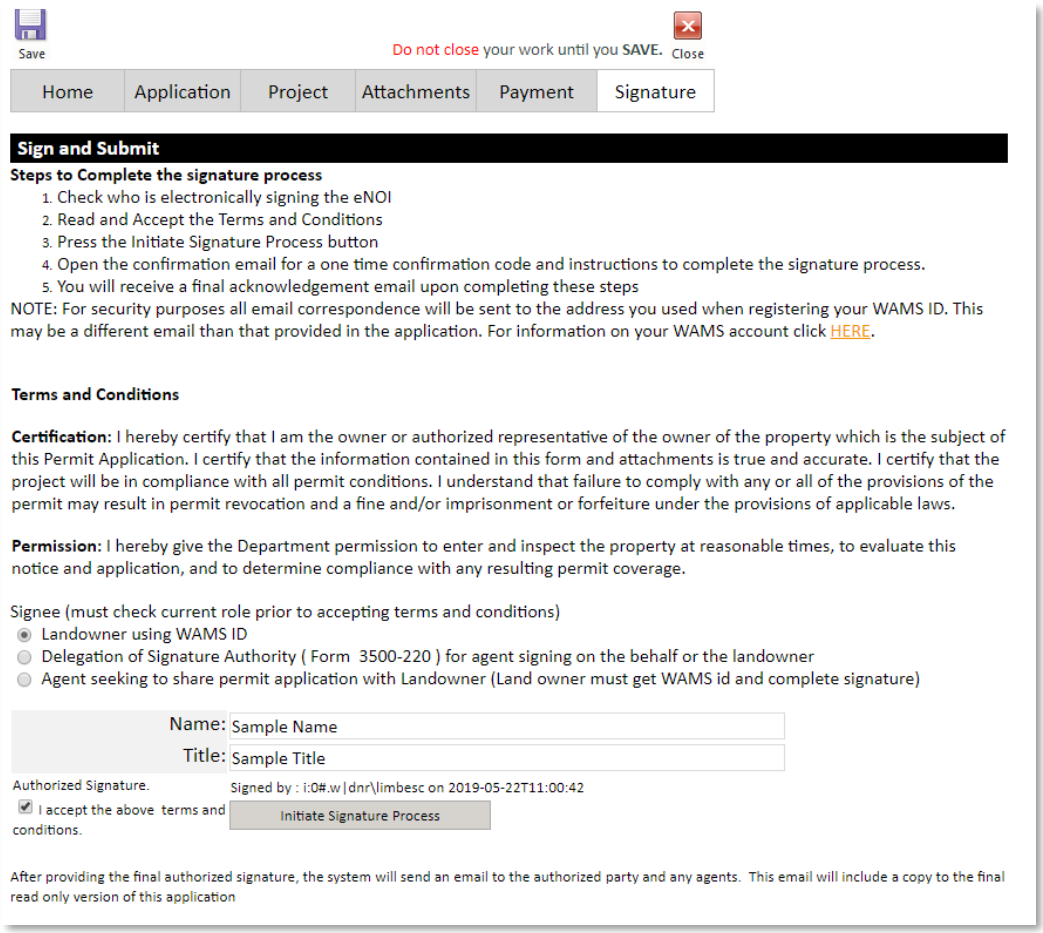
Payment confirmation scenarios.

a. (Preferred) Pay at US Bank, and press Continue to Return to ePermits, which will autopopulate the confirmation code. An email confirmation will be sent to the email address entered on the payment screen.
b. Pay at US Bank and closes window without returning to ePermitting. In this case, the confirmation code will have to be manually entered from the email received.
c. Go to US Bank payment screen, close window without paying. Will need to push the Complete Payment at US Bank button again to continue with payment process.

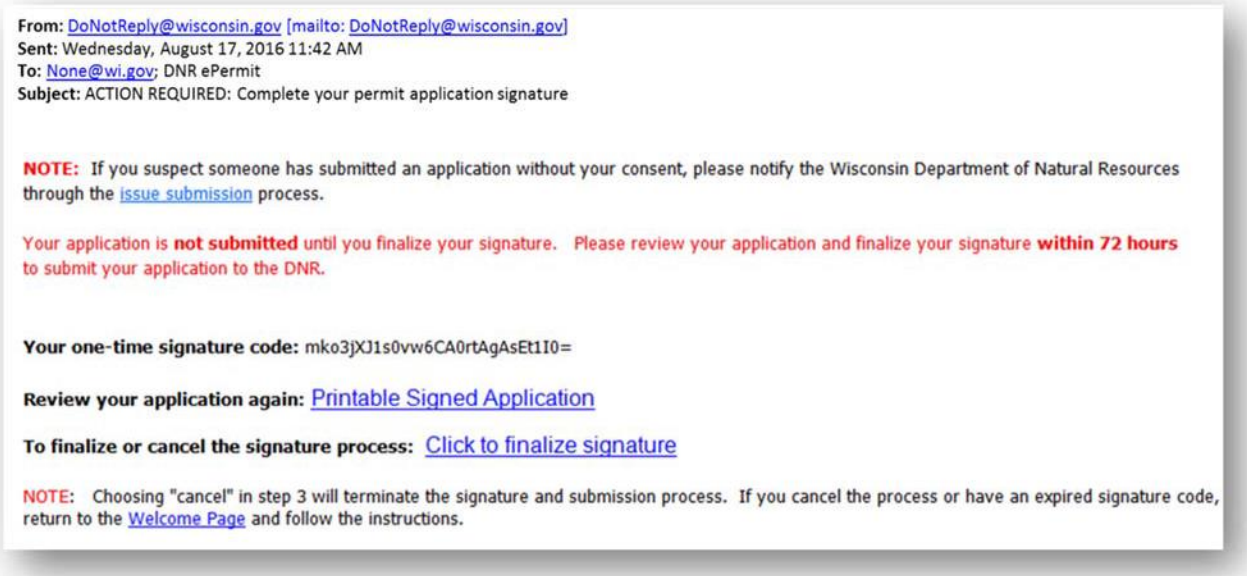


13. Choose the **Sign and Submit** button.
14. Choose who will be electronically signing the application. Several signee options are available:
    a. If you are the **Landowner using your WAMS ID**, the Delegation of Signature Authority form is not required.
    b. If you are **signing on behalf of the landowner**, the Delegation of Signature Authority form (Form 3500-220) is required to be uploaded.
    c. If you are the **Authorized Representative seeking to share the permit application with the Landowner**, check the box so that the landowner may continue with option 1 above. This option will prompt you to return to the Welcome Page and use the **Assign Role** feature to route the application to the landowner for signature.
15. Read over the **Terms and Conditions** and select the check box next to the signature area. This will fill in an eSignature using your WAMS ID information and a time and date stamp.

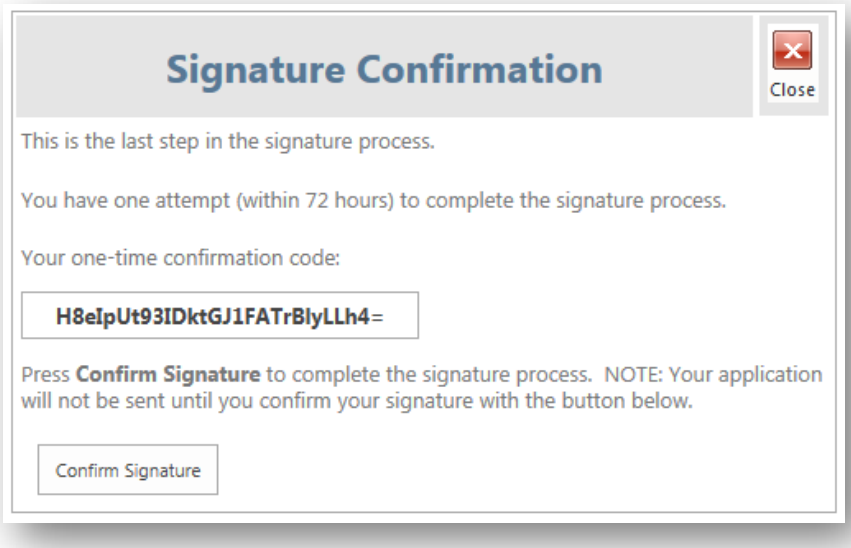
16. Choose the **Initiate Signature Process** button.



17. Receive an email with a onetime password needed to finish submitting the application to DNR
    a. Here you will be able to print or save a copy of the finished application if desired.



18. Choose **Click to finalize signature** link in the email.
19. This will bring you back to your application where you will select **Confirm Signature.**
    a. If the application was started in error, select or you no longer wish to continue with the signature process choose **Cancel**.



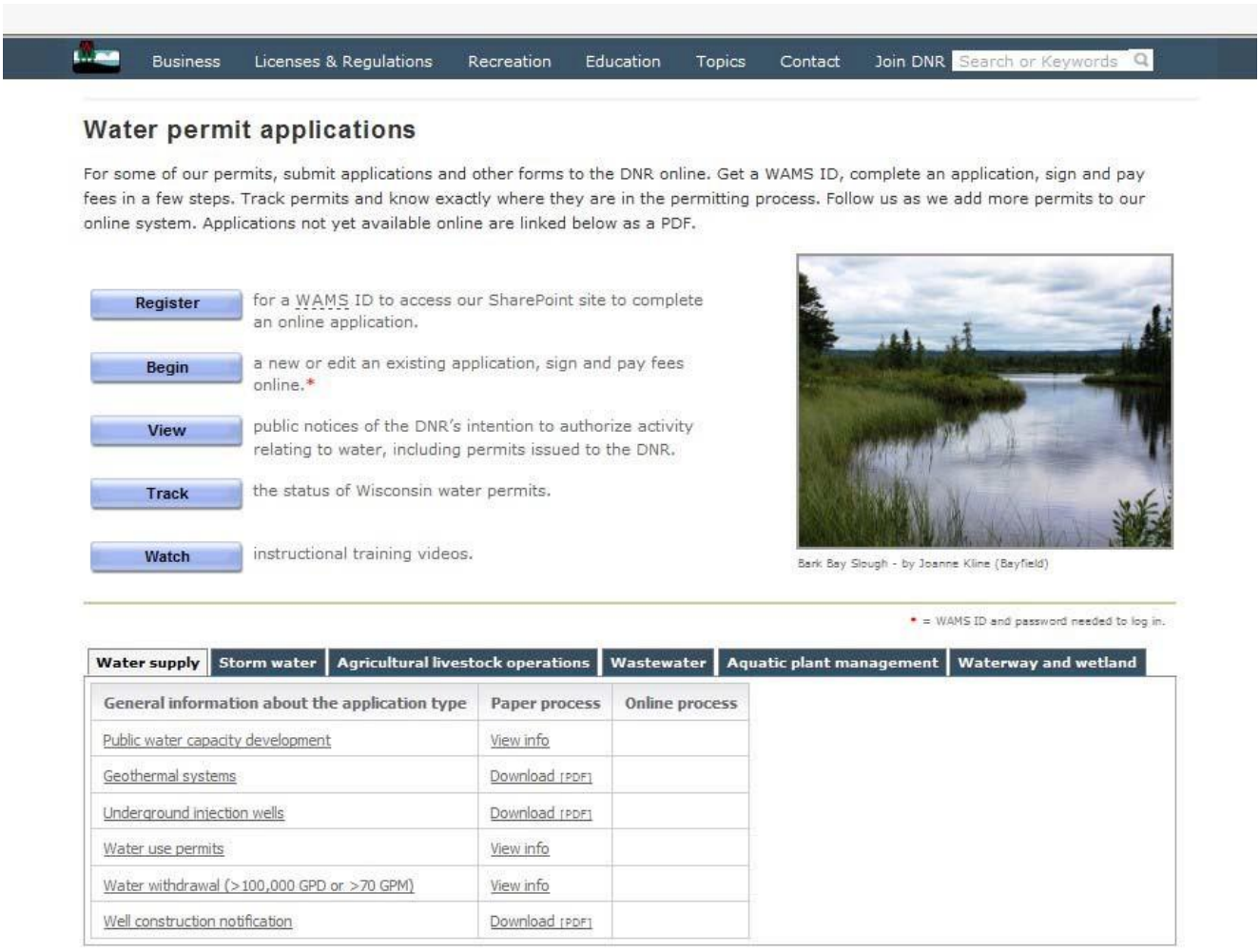
20. Select **Confirm Signature** to finish the signature process and submit the application to the DNR for processing.
21. After completing the signature process, an email and/or notification will be received saying that your application has been successfully submitted to the DNR for processing and review. This does not mean that your application was approved.

    You will be rerouted to the **My Permit Applications** page so that you can start a new permit application, resume editing an existing application, begin the payment and signature process for the next application, or log out of the system.

Hints, Tips and Tricks

Using the **Assign Role** feature, you also have the ability to start a permit application and then share it with someone else. This feature is commonly used between consultants to start a permit application and get the attachments added to the permit application packet, and then they will send the application to the landowner to review and complete the payment and signature areas. When shared, under **Share Application** it will show the email address of the person who currently has the application (instead of "Assign Role"). Please note that if you use this feature, the permit application may not appear under the appropriate category area as described above if shared with more than two people.

If desired you can also send the application to another person, i.e. the landowner, so that they can review it, complete the payment portion of the application and sign & submit the application to DNR. This is done through the **Assign Role** feature on the "My Permit Applications" webpage discussed under #5. The landowner needs to have a WAMS ID set up already, and you need to know the email associated with it to send the application to them. Please refer to the link titled **Steps for a landowner and agent to share a draft permit** for in depth description of how to do this.

If you are having issues, please refer to the **ASK FOR HELP** link along the left-hand side. Someone will be in contact with you to help with your issue or answer your question.

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