



Water ePermitting System Wastewater General Permits

Below is a quick reference guide to complete and submit Wastewater General permits using the Water ePermitting System. More details, including screen shots, are included on the following pages.

Need Assistance?	Please use the ASK FOR HELP link for user support & someone will respond by email.
Website Information	<ul style="list-style-type: none"> • 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. • On the Choose Register for a WAMS ID, unless you already have a WAMS ID. • Return to the Water Portal Page, choose Begin to log into the ePermitting system. • Login using your WAMS ID and password
WAMS ID & Logging in to the ePermitting System	<ul style="list-style-type: none"> • WAMS IDs are required for customers who provide personally identifiable information and eSignatures. • On the “My Permit Applications” page you may start a new permit or editing an existing application. • Start new application: choose Wastewater from the list of Permit Categories along the left. • Resume editing an existing application: choose the project name under either Items Awaiting Completion or Completed Items Awaiting Signature Confirmation.
Permit Application	<ul style="list-style-type: none"> • Select the appropriate permit activity from the drop-down menu to start a new permit application. • Enter a project name • WPDES General Permit: Select a permit type from the drop-down list • Eligibility: check box if discharge activity is eligible for the general permit • Review list of required attachments and supplemental information • Using the Application, Attachments, Payment and Sign & Submit buttons, navigate through the application process. These buttons appear just above the Project Name box. • Once Contacts, Facility, Activity and Attachments are completed, select the Signature tab.
Sign and Submit the Application	<ul style="list-style-type: none"> • Choose the Signature tab • Read and accept the terms and conditions • Select a signee role • Signature confirmation: Follow instructions sent to the email address associated with your WAMS ID for the final step in the permit application submittal process.
After Submitting the Application	<p>A confirmation email is sent to the email address provided in the WAMS ID, acknowledging the permit has successfully been submitted to the DNR. After the permit application has moved from the Intake review stage, you may track the status of the submittal at: https://permits.dnr.wi.gov/water/SitePages/Permit%20Search.aspx</p>

Steps to complete a wastewater general permit application

1. Below are links to the Water Portal Page, program webpages and how to start electronic Notice of Intents (eNOIs) for wastewater discharge activities.

a. To get to the Water Permit **Water Portal Page** either:

Go to dnr.wi.gov and type in “Water Permit” into the search bar

Go to dnr.wi.gov/permits/water/

At this page you can: **REGISTER** for a WAMS ID, **BEGIN** a new or edit an existing wastewater permit 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** instructional training videos and user guides.

The screenshot shows the 'WATER PERMIT APPLICATIONS' page on the Wisconsin Department of Natural Resources website. The page has a blue header with the DNR logo and navigation links. The main content area is white with a blue sidebar on the right. The sidebar contains a 'Permits, Licenses and Registrations' button and a 'Related Links' section with links for 'Sales Locations', 'Resident Licenses', and 'Non-resident Licenses'. The main content area has a heading 'WATER PERMIT APPLICATIONS' and a paragraph explaining the process. Below this are five action buttons: 'REGISTER' (for a WAMS ID), 'BEGIN' (to start or edit an application), 'VIEW' (to see public notices), 'TRACK' (to check permit status), and 'LEARN' (for instructional videos). A red arrow points to the 'Wastewater' category in a list of permit types at the bottom of the page.

Use the drop-down arrows to expand the list of wastewater categories to learn more about requirements for the permit activities and what categories include electronic or paper application submittals.


A WAMS ID is required for applying for permits using the Water ePermitting System

- A WAMS ID 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. YOU MUST NOT SHARE THE WAM ID WITH ANYONE.
- Choose **REGISTER** to get a WAMS ID. Then navigate back to the **Water Portal Page** to start a new wastewater permit application or work on an existing one.

2. Choose **BEGIN** to log into the ePermitting system so that you can either start a new wastewater general permit application or resume editing an existing one.

3. Login using your WAMS ID by selecting **Public Access (WAMS ID Required) – DNR water permits, reports and other DNR activities**. Enter your WAMS ID and password

You must sign in to access this site. Please select a sign-in method from the choices below:

[Public access \(WAMS ID required\) - DNR water permits, reports and other DNR activities](#) 

[State of Wisconsin employee access](#)

4. Users come to **My Permit Applications** webpage. Here you may either start a new application or continue editing an existing application. You may wish to bookmark this site or save as a favorite.
 - a. **Existing permit applications** will be listed under 4 categories. These categories are: **Step 1: Draft Permit Applications, Step 2: Signature Confirmation Needed, Permit Applications I Submitted to the DNR and Permit Applications Submitted by others through the Assign Role feature.**
 - b. 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.**
 - c. **Permit Applications I Submitted to the DNR and Permit Applications Submitted by others through the Assign Role feature** are where applications that have been submitted to DNR will appear.

Welcome to the Wisconsin DNR Water Permits Site!

- Select a permit category from the left side menu.
- Save permit application drafts for editing. Items not modified within 90 days are automatically deleted.
- Receive acknowledgement of receipt when successfully submitted to the DNR.
- Track the status of a permit by selecting Submitted Applications from the left side menu.

Large format documents: If you plan to submit an application in hard copy with documents that are larger than 11x17, please also submit a copy of the document in electronic format on digital media, such as a CD.

My Permit Applications

Step 1: Draft Permit Applications
ACTION REQUIRED: Review, edit and/or share draft permit for signature. [Instructions for a landowner and authorized representative to share a draft permit*](#)

Project Name	Applicant Full Name	Reference Number	Share Application*
Test		ID4154-Test	Assign Role
test		ID4330-test	Assign Role
Test		PG1815-Test	Assign Role
test		PG2048-test	Assign Role
khgf		PG4744-khgf	Assign Role
kuqgfkghk		PI4444-gb	Assign Role
gf		PI5841-gf	Assign Role
K. TEST	j. j	VW-K. TEST-2017-08-25	Assign Role

Step 2: Signature Confirmation Needed
ACTION REQUIRED: Check WAMS email account for email instructions to complete this process. Note: If no email was received, see [Instructions for resending the signature confirmation email*](#)

Project Name	Applicant Full Name	Reference Number	Date
There are no documents in this view.			

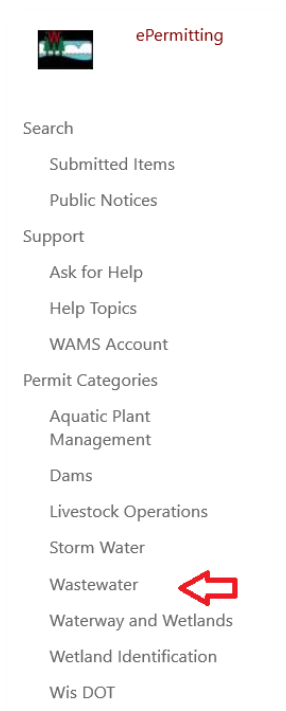
Permit Applications I Submitted to the DNR

Project Name	Applicant Full Name	Reference Number	Signed
2015 LCC Chemical Aquatic Plant Control Permit	Jack Tripp	AP-IP-WC-2015-32-X01-30T10-05-54	Kelsey,

Permit Applications Submitted by others through the Assign Role feature

Project Name	Applicant Full Name	Reference Number	Signed By
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5. From the left side menu, choose **Wastewater**



6. **WPDES General Permit:** use the drop-down menu to select a permit type

The image shows a web form titled 'Wastewater General Information'. At the top, there is a note: 'NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days, your draft is deleted.' Below this is a black header with the text 'Wastewater General Permit Information' and a link: 'Please visit <https://dnr.wi.gov/topic/wastewater/GeneralPermits.html> for a complete list of all program related resources and general permit documents.' The form has several sections: 'Project Name:' with a dropdown menu showing 'WPDES General Permit'; 'Eligibility:' with a list of permit types including 'Carriage and Interstitial Water from Dredging Operations (WI-0046558)', 'Contaminated Groundwater from Remedial Action Operations (WI-0046566)', 'Dewatering Operations(WI-0049344)', 'Domestic Wastewater to a Subsurface Soil Absorption System (WI-0062901)', 'Industrial Liquid Waste to a Subsurface Soil Absorption System (WI-0055611)', 'Landspreading of By-Product Solids (WI-0057665)', 'Landspreading of Industrial Liquid Wastes (WI-005867)', 'Landspreading of Industrial Sludge (WI-0057657)', 'Non-Contact Cooling Water, or Condensate and Boiler Blowdown (WI-0044938)', 'Pesticide Pollutant Discharges', 'Petroleum Contaminated Water (WI-0046531)', and 'Water Treatment and Conditioning (WI-0046540)'. A 'Press to Continue (Enter Pro...' button is visible. At the bottom, there is a 'Required Attachments a' section with a note: 'Notice: Some web browsers application, please visit [PDF](#) form that is required to be attached to this PDF forms.'

7. **Eligibility:** Select if the discharge is eligible under the general permit by completing the wastewater eligibility surveys and/or reading the application general permit.

8. Complete **Contacts, Facility, Activity** and **Attachments** tabs

- You can navigate between each tab as much as needed to in order to complete your application.
- Required fields are indicated with a **red** asterisk
- Missing items will be indicated towards the bottom of each page
- Select **Press to Refresh Missing Fields** button located at the bottom of the page to refresh the page and check for any other missing items
- When the there are no missing items on any of the tabs, you may navigate to the **Signature** tab.
- Please make sure to click the **Save** after completing each tab so no data is lost.

9. Select the Signature tab – read the terms and conditions

Home Contacts Facility Activity Attachments **Signature**

Sign and Submit Your Application
Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Owner Certification: This information checklist must be signed by the official representative of the permitted facility who is: the owner; the sole proprietor for a sole proprietorship; general partner for a partnership; or by a ranking elected official or other duly authorized representative for a unit of government; for a limited liability company, by a member or manager; or, for a corporation, by a responsible corporate officer including a president, secretary, treasurer, vice president, manager, or a duly authorized representative having overall responsibility for the operation of the facility for which this permit is issued. If the checklist is not signed, or is found to be incomplete, it will be returned.

10. Select a Signee role

Certification for WPDES Transfer: Additionally, I understand that by submitting this Transfer of Coverage form, the existing WPDES permittee (Transferor) is no longer authorized to discharge wastewater associated with the specified WPDES general permit; and that the proposed WPDES permittee (Transferee) acknowledges that it will assume responsibility for the compliance and operation of the facility or activity regulated under the specified WPDES general permit that authorizes the discharge to the waters of the state of Wisconsin.

Transfer of Coverage Document
The letter shall be signed and certified by both the existing permittee (Transferor) and the proposed permittee (Transferee). Please [download form 3400-222](#) and sign and attach it below.

Transfer of Coverage

Signee (must select current role prior to accepting terms and conditions)

- Authorized Facility Operator using the ePermitting sign-in ID
- Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the Facility Operator
- Agent seeking to share permit application with Facility Operator

Delegation of Signature Authority

Submission of this form constitutes notice by the Facility Owner that the person electronically signing the form is authorized to do so on behalf of the Facility Owner. Please [download form 3400-220](#) and sign and attach it above.

11. Confirmation of Step 1 appears

IMPORTANT:

Users receive an email with a one-time signature code to finish submitting the application to DNR. **This is sent to the email associated with the WAMS Id.**

You have completed step 1 of the signature process!

Your application will not be submitted for review until you complete the following steps:

1. You will receive a confirmation email sent to your WAMS email address
2. Open the email and follow the instructions to complete the signature process.

[Signature help guide.](#)

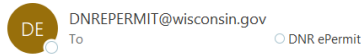
You may view your Draft and Signed items at:
<https://permits.dnr.wi.gov/water/SitePages/Permits.aspx>.

You may close this window to return to the welcome page.

12. Open your email address associated with your WAMS ID.

13. Select **Finalize the signature process link** in the email.

ACTION REQUIRED: Complete the Submittal Process



NOTE: If you suspect someone has initiated this process without your consent, please notify the Wisconsin Department of Natural Resources through the [Ask for Help](#) link on the [Welcome Page](#).
Your item is **not submitted** until you finalize your signature. Please review your item and finalize your signature **within 72 hours**.

Your one-time signature code: yLoEXMbG5rzi9U+MD7o9aHzMn1c=

Review your item again: [Printable PDF copy](#)

Finalize the signature process: [Click here](#)

NOTE: If your signature code expires or you need to resend this message, return to the [Welcome Page](#) for instructions.

14. In the ePermitting System, a box appears with a box with the prepopulated one-time confirmation code.
Select **Confirm Signature**

15. A confirmation of successful submittal will appear.

Questions or need assistance? Use the [ASK FOR HELP](#) link along the left side menu.

Signature Confirmation
Close

This is the last step in the signature process.

You have one attempt (within 72 hours) to complete the signature process.

Your one-time confirmation code:

yLoEXMbG5rzi9U MD7o9aHzMn1c=

Press **Confirm Signature** to complete the signature process. NOTE: Your application will not be sent until you confirm your signature with the button below.

Confirm Signature

Assign Role feature

This feature allows a user with a WAMS ID to share the draft permit application with another user with a WAMS ID. One user needs to sign and submit to the DNR. Both users will see the status on their ePermitting System Welcome dashboard

Welcome to the Wisconsin DNR Water Permits Site!

- **Select** a category from the left side menu.
- **Save** draft items for editing.
- **Important:** Items not submitted within 120 days will be deleted.
- **Receive** acknowledgement of receipt when successfully submitted to the DNR.
- **Track** the status by selecting Submitted Items from the left side menu.

Large format documents: If you plan to submit an application in hard copy with documents that are larger than 11x17, please also submit a copy of the document in electronic format on digital media, such as a CD.

My Applications and Reports

Step 1: Draft Items

ACTION REQUIRED: Review, edit and/or share draft items for signature. [Instructions for a landowner and authorized representative to share a draft item*](#)

Project Name	Applicant Full Name	Reference Number	Share Application*	Modified	Invoice Number
Test Waterways GP		PG4200-Test_Waterways_GP	➔ Assign Role	June 8	
Test Pond		PG5536-Test_Pond	➔ Assign Role	June 22	
Test IP		PI4153-Test IP	➔ Assign Role	August 14	
Waterways test IP		PI4302-WaterwaystestIP	➔ Assign Role	June 8	
SW Construction		SG4929-SWConstruction	➔ Assign Role	June 1	
Wastewater Test Margie	Marjorie Damgaard	WW1238-WastewaterTestMargie	➔ Assign Role	August 30	

Photo Credit Debbie Beyer, U.W. Extension

To use the Assign Role feature

1. **Important:** All users must have a WAMS ID and an email address associated with their WAMS ID.
2. On the ePermitting System Welcome dashboard in Step 1: Select **Assign Role** for the draft permit application
3. Enter the WAMS email address for the person you wish to share the draft permit application
4. **Signatory email:** enter the WAMS email address
5. **Added Users role:** use the drop-down feature and select your preferred option.
6. Select **Continue**

An email will be sent to the email address provided with a link to the draft permit application in the ePermitting System. The user may open the link and complete the signature process and submit the permit application to the DNR.

Share Application

Signatory Email

To add a second signature, please enter the email address associated with their WAMS ID and press Enter. [Need Help with WAMS?](#)

You have not entered a valid email address. Confirm the email address is correct by selecting the book icon (above).

The user you select will be granted access to the application and an email will be sent to them.

Added Users Role: Applicant

Certification:
By pressing **Continue**, I hereby certify that I am the authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate.

Continue Cancel

Need additional help? [Instructions for a landowner and authorized representative to share a draft item*](#)

Instructions if wrong person signed the permit application

1. Either the permit applicant or the Wastewater employee may submit an Issue Tracker (Ask for Help feature), include the permit application number. **Subject line:** Reset Permit Application.
2. In the ePermitting System, we will reset the permit application for the original permit applicant to use the **Assign Role** feature.
3. **Assign Role feature:** The original permit applicant will see the reset permit application draft on their Welcome dashboard. When they select **Assign Role**, they enter the WAMS email address for the person who should sign the permit application. [Instructions for a landowner and authorized representative to share a draft item*](#)
4. The new person will receive an email to the email associated with their WAMS ID to sign the permit application and submit to DNR.
5. Both the original permit applicant and the new permit applicant will see on their Welcome dashboard the permit was successfully submitted to DNR.

Hints, Tips and Tricks

On the Water ePermitting System dashboard in the draft stage, the **Assign Role** feature is available to share a draft permit application with another person with a WAMS ID. This feature is commonly used by 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 then complete the signature process.

Questions or need assistance? Use the [ASK FOR HELP](#) link along the left hand side.