



Water Division ePermitting System

Waterway & Wetland Permit Applications

Fee Exempt Projects

Below are the steps to complete and submit a Waterways and Wetlands permit using the ePermitting system. More details, including screen shots are included starting on page 2.

Need Assistance?	Please use the ASK FOR HELP link for user support & someone will contact you.
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 www.dnr.wi.gov/permits/water.
WAMS ID & Logging in to the ePermitting System	<ul style="list-style-type: none"> 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 or editing an existing application. <ul style="list-style-type: none"> Start new application: choose Waterway and Wetlands from the list of Permit Categories along the left and move on to the Permit Application Section. 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 either Start General Permit (GP) or Start Individual Permit (IP) to start a new permit application. <ul style="list-style-type: none"> If you are not sure whether you need an Individual or General Permit application, scroll down to the links and use the decision modules to guide you. Enter a project name and select your project activity(ies). (<i>see note on page 5</i>) Using the Application, Attachments, Payment, and Sign & Submit buttons, navigate through the application process. These buttons appear just above the Project Name box. Once the Application and required Attachments are completed, select the Payment option.
Fee Exemption Completion	<ul style="list-style-type: none"> If project is fee exempt, record all of the activities as “0” on the Payment screen. Choose Federal & State Project or Municipal Transportation Fee Exempt button. Fill out appropriate fee exemption explanation area, including uploading any documentation explaining fee exemption to the Attachments section.
Sign and Submit the Application	<ul style="list-style-type: none"> Choose the Sign and Submit button. 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 Sign and Submit to DNR button to submit the permit application to DNR.
After Submitting the Application	<p>A confirmation email is sent to the email address provided in the WAMS ID, acknowledging the application has successfully been submitted to the DNR.</p> <p>The DNR has 5 business days for our Intake staff to review the permit application for completeness before assigning to a DNR employee. After the initial 5 day Intake review you may track the status of permit applications at:</p> <p>https://permits.dnr.wi.gov/water/SitePages/Permit%20Search.aspx</p>

Steps with Descriptions and Screen Image Examples

1. Below are links to the Water Portal Page, program webpages and how to start the ePermits for the Water Division programs.
 - a. To get to the Water Permit Water Portal Page either:
 - i. Go to www.dnr.wi.gov and type in “Water Permit” into the search bar
 - ii. Go to www.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 **WATCH** instructional training videos.

Water permit applications

For some of our permits, submit applications and other forms to the DNR online. Get a WAMS ID, complete an application, sign and pay fees in a few steps. Track permits and know exactly where they are in the permitting process. Follow us as we add more permits to our online system. Applications not yet available online are linked below as a PDF.

- Register** for a WAMS ID to access our SharePoint site to complete an online application.
- Begin** a new or edit an existing application, sign and pay fees online.*
- 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 water permits.
- Watch** instructional training videos.

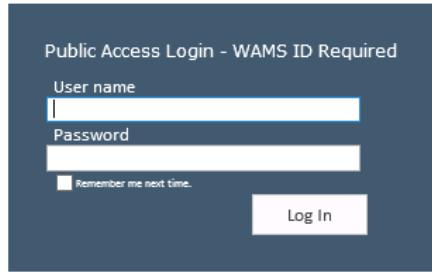
* = WAMS ID and password needed to log in.

Water supply	Storm water	Agricultural livestock operations	Wastewater	Aquatic plant management	Waterway and wetland
General information about the application type		Paper process	Online process		
Public water capacity development		View info			
Geothermal systems		Download PDF			
Underground injection wells		Download PDF			
Water use permits		View info			
Water withdrawal (>100,000 GPD or >70 GPM)		View info			
Well construction notification		Download PDF			

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 and does not expire.

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. Then 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



Public Access Login - WAMS ID Required

User name

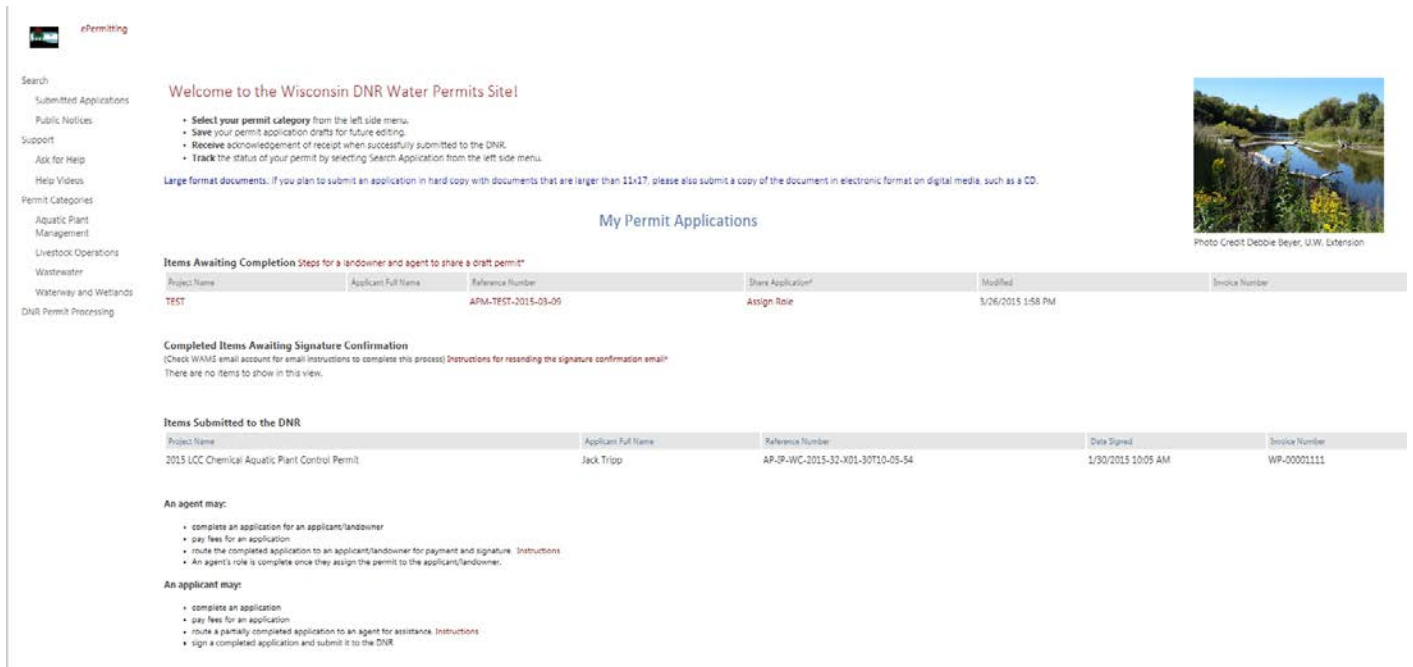
Password

Remember me next time.

Log In

- [How do I create a WAMS ID?](#)
- [How do I activate my WAMS ID?](#)
- [How do I change my WAMS password, email address or secret question/answer?](#)
- [I forgot my WAMS ID or 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: click **Waterway and Wetlands** 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: **Items Awaiting Completion, Completed Items Awaiting Signature Confirmation, and Items 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 **Items Awaiting Completion** or **Completed Items Awaiting Signature Confirmation.**
 - d. **Items Submitted to the DNR** is where applications that have been submitted to DNR will appear



Welcome to the Wisconsin DNR Water Permits Site!

- Select your permit category from the left side menu.
- Save your permit application drafts for future editing.
- Receive acknowledgement of receipt when successfully submitted to the DNR.
- Track the status of your permit by selecting Search Application 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

Items Awaiting Completion Steps for a landowner and agent to share a draft permit*

Project Name	Applicant Full Name	Reference Number	Share Application	Modified	Invoice Number
TEST		APM-TEST-2015-03-09	Assign Role	3/26/2015 1:58 PM	

Completed Items Awaiting Signature Confirmation
 (Check WAMS email account for email instructions to complete this process) (Instructions for resending the signature confirmation email)
 There are NO items to show in this view.

Items Submitted to the DNR

Project Name	Applicant Full Name	Reference Number	Date Signed	Invoice Number
2015 LCC Chemical Aquatic Plant Control Permit	Jack Tripp	AP-IP-WC-2015-32-X01-30710-05-54	1/30/2015 10:05 AM	WP-00001111

An agent may:

- complete an application for an applicant/landowner
- pay fees for an application
- route the completed application to an applicant/landowner for payment and signature. [Instructions](#)
- An agent's role is complete once they assign the permit to the applicant/landowner.

An applicant may:

- complete an application
- pay fees for an application
- route a partially completed application to an agent for assistance. [Instructions](#)
- sign a completed application and submit it to the DNR

6. Select **Start General Permit (GP)** or **Start Individual Permit (IP)** to start a new permit application
- a. If you are not sure which type of application you need scroll down to the links. These links will bring you to the program webpage(s) for that activity. There are decision modules to guide you to the correct application type and also contain links to the checklists and other supplemental information that you can use to gather the things necessary for a complete application.

The screenshot shows the Wisconsin DNR ePermitting website. The header is 'Wisconsin DNR ePermitting'. The main navigation menu on the left includes: Search, Submitted Applications, Public Notices, Support, Ask for Help, Help Videos, Permit Categories (Aquatic Plant Management, Livestock Operations, Wastewater, Waterway and Wetlands), and DNR Permit Processing. The 'Waterway and Wetland Permit Applications' section is active, displaying two main links: 'Start General Permit' and 'Start Individual Permit'. Below these links is a text prompt: 'Use these decision modules to help you determine whether you need an Individual Permit or a General Permit:'. A list of decision modules follows, including: Boat Ramp, Boat Shelter, Boathouse repair certification, Bridge, Buoys, Culvert, Dredging, Dry fire hydrant, Ford crossing of a stream, Grading, Habitat structure - Fish crib, Intake or Outfall Structure, Irrigation, Lake shore erosion control, Nonmetallic mining, Pea gravel blanket, Piers, docks & wharves, Piling, Pond, Stream bank erosion control, Stream realignment and enclosure, Swim Rafts, Temporary In-Stream Crossing, Water ski platforms, Wetland conservation, and Wetland disturbance.

7. Enter a project name and select your project activity(ies)
 - a. You can apply for multiple GP activities on one application or multiple IP activities, but GP and IP activities cannot be combined on one application.
 - b. When you select the different activities, a link will appear below. That is a link to the checklist for the activity, not to where you fill out an application. The checklist will describe the different items that you will need to submit for the activity and the list of criteria that you will need to satisfy in order to qualify for that activity.

Wisconsin DNR ePermitting

ePermitting

Search

- Submitted Applications
- Public Notices
- Support
 - Ask for Help
 - Help Videos
- Permit Categories
 - Aquatic Plant Management
 - Livestock Operations
 - Wastewater
 - Waterway and Wetlands
- DNR Permit Processing

Waterway and Wetland General Permit Application

General Information

Applications are completed in a series of sections, identified by the tabs below (Application, Attachments, Payments, Sign & Submit) Select on a tab, follow the instructions and complete the required fields.

Large Format Documents: If you submitted an application in hard copy with documents that are larger than 11x17, WDNR staff may request that you submit a copy of the document in electronic format, either as an email attachment, or on digital media, such as a CD

Note: If you have wetland impacts associated with your activity, you will need to apply for a wetland permit in addition to your project activities.

Please review the following links for additional county and Corps of Engineering requirements:

Army Corps of Engineers: <http://www.mvp.usace.army.mil/Missions/Regulatory.aspx>
 County Zoning: <http://dnr.wi.gov/topic/shorelandzoning/contacts/county.html>

Instructions |
 Application |
 Attachments |
 Payment |
 Sign & Submit

Permit Info 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. If there are no updates in 90 days, your draft is deleted.

Project Name

You must enter a project name and select an activity to begin an application.

To help us make a decision in the shortest amount of time possible, the following information must be submitted:

- Legible Site Map
- Create and attach a project narrative
- Clear site photographs
- Complete all displayed forms and fees.
- Pay fee online
- Sign and Submit form.

The information included in these attachments is necessary for a complete application. A complete submittal with detailed drawings will help us make a decision about your permit application. Any applicable statutory review times do not begin until the application is received by the Department and is determined to be complete.

Please select your project activities to view the General Permit Eligibility Standards. If your project does not meet all of the eligibility standards, you will need to apply for an Individual Permit.

Waterway Activity:

- Boat ramp
- Boathouse repair certification
- Bridge - Clear span over streams
- Culvert without professionally engineered design
- Culvert with professionally engineered design
- Dredging - Invasive or non-native species management
- Dredging - Installation of utility crossing(s)
- Dredging - Jetting aquatic plants
- Dredging - Maintenance within a drainage district
- Dredging - Maintenance of previously dredged area
- Dredging - Removal of plant or animal nuisance deposits
- Dredging - Stream (less than 25 yards)
- Dry Fire Hydrant
- Ford crossing of a stream
- Grading
- Habitat Structure - Fish crib
- Habitat Structure - Fish half log
- Habitat Structure - Fish sticks

8. Using the **Application, Attachments, Payment, and Sign & Submit** buttons, you will be able to navigate through the application process. These buttons appear just above the Project Name box.

Army Corps of Engineers: <http://www.mvp.usace.army.mil/Missions/Regulatory.aspx>
 County Zoning: <http://dnr.wi.gov/topic/shorelandzoning/contacts/county.html>

Instructions |
 Application |
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Permit Info 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. If there are no updates in 90 days, your draft is deleted.

Project Name

You must enter a project name and select an activity to begin an application.

9. Once the **Application** and required **Attachments** are completed, select the **Payment** option.
 - a. You can navigate between the **Application** 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** or **Attachments** pages you will be able to navigate to the **Payment** page.
 - f. On the **Attachments** page, the list of required attachments will be displayed for all of the project activities that you have selected on the first page of the application
10. If project is exempt from payment, change the number of activities to "0" so that the total due is \$0.00.

Home

Waterway and Wetlands

Fee Type	Number of Activities	Subtotal
Waterway Permit	0	0
Wetland Permit	0	0

After-the-fact application for permits or approvals submitted after work has been commenced or completed. Fee is twice the usual fee.

Total Due \$0

Note: a 2.5% convenience fee is added for credit card payments.

Questions about fees ? http://dnr.wi.gov/topic/waterways/all_about_permits/feesheet.pdf

Your total payment should be the SUM of ALL application fees and supplemental fees for EACH permitted activity for which you are applying.

Please update the Number of Activities column to match the actual quantity of activities by type for your project.

Activity Type	Application Fee
Waterway	\$ 303 per activity / location
Wetland	\$ 500 per activity / location

Activity Type	Surcharge Fee
Wetland General Permit Surcharge	\$ 200 per activity for wetland fills up to 0.1 acre
(Wetland Disturbance - Residential / Industrial / Commercial Development only)	\$ 300 per activity for wetland fills greater than 0.1 acre

Pay Online

Federal & State Project or Municipal Transportation Fee Exempt

To pay for your permit, enter one the number of activities you are applying for in the Fee Type section.

Agent: Submit payment and then "Save" this application prior to closing it or notifying the applicant for a signature.

Applicant: If you do not intend to sign and submit this application now, press the "Save" icon in the top menu prior to closing the application. If you close the application with out saving, your payment status updates may not be retained.

11. Choose **Federal & State Project, or Municipal Transportation Fee Exempt** button.

12. Fill out the exemption information; be sure to upload any necessary documentation demonstrating fee exemption in the **Attachments** section.
- Examples would be a copy of the contract, agreement or letter on federal, state or other appropriate letter head explaining the funding or fee exemption status for the project. If these are not included, Intake may contact you about the fee exemption status.

Save Do not close your work until you SAVE. Close

Federal & State Project or Municipal Transportation Fee Exempt Project

Payment Screen Sign & Submit

Please describe the project that qualifies for the payment exemption (required):

Project is on Dept. of Natural Resources Property being pay for by NAWCA funds (Fed. FWS)

I certify that this project is receiving State and/or Federal funding or is a Municipal Transportation Project and is thus exempt from permit application fees.

Please enter the contact information in case additional information is required:

Name:	Bryan Woodbury
Contact Type:	Government Agency
Phone Number (Include Area Code)	920-832-1804
Contact Email:	bryan.woodbury@wisconsin.gov

13. 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.

Sign and Submit Permit

Home Clear Signatures

Steps to Complete the signature process

- Read and Accept the Terms and Conditions
- Press the Submit to the DNR button

You will receive an acknowledgement email upon completing these steps.

Terms and Conditions

Certification: I hereby certify that I am the owner or 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. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or imprisonment or forfeiture under the provisions of applicable laws.

Permission: I hereby give the Department permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

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](#).

Authorized Signature Signed by : i:0#.w|dnr\johnss2 on 2014-09-04T15:45:16

I accept the above terms and conditions. **Submit and Send to the DNR**

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

14. Choose the **Sign and Submit to DNR** button to submit the application to DNR.

15. Receive Confirmation Email saying that application has successfully been submitted to the DNR
 - a. Here you will be able to print or save a copy of the finished application if desired.

Subject: A permit application has been signed and submitted using your credentials

You have successfully signed and submitted your application for processing. Please review the printable version of your application below. Now that your application has been submitted to the DNR, it can not be altered or resent.

Save a Copy of your application: [Printable Signed Application](#)

After 3-5 working days you may track the status of your permit at [Search Applications](#). An application does not appear in the online tracking status until it is routed from the Department of Natural Resource's central intake to a Department of Natural Resource's reviewer.

Depending on your permit type, you may receive other communication from the Department of Natural Resources.

NOTE: If you suspect someone has submitted an application without your consent, please notify the Wisconsin Department of Natural Resources through the [issue submission](#) process.

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 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 payment and signature areas. Please note that if you use this feature, the permit application may not appear under the appropriate category area as described above.

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.


[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 [WATCH](#) instructional training videos.

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Bark Bay Slough - by Joanne Kline (Bayfield)

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	Water supply	Storm water	Agricultural livestock operations	Wastewater	Aquatic plant management	Waterway and wetland
	General information about the application type		Paper process	Online process		
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	Water use permits		View info			
	Water withdrawal (>100,000 GPD or >70 GPM)		View info			
	Well construction notification		Download [PDF]			