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.

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<th>Need Assistance?</th>
<th>Please use the ASK FOR HELP link for user support &amp; someone will contact you.</th>
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<td><strong>Website Information</strong></td>
<td>• Go to the Water Portal web Page, either type in “Water Permits” in the search bar on the DNR home page, or go to <a href="http://www.dnr.wi.gov/permits/water">www.dnr.wi.gov/permits/water</a>.</td>
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| **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 or editing an existing application.  
  ○ 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** | • Select either Start General Permit (GP) or Start Individual Permit (IP) to start a new permit application.  
  ○ 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). (see note on page 5)  
  • 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** | • 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** | • 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** | A confirmation email is sent to the email address provided in the WAMS ID, acknowledging the application has successfully been submitted to the DNR.  
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:  
https://permits.dnr.wi.gov/water/SitePages/Permit%20Search.aspx |
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.

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.

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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: 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.

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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.
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.

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.
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 the 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.

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.

   a. 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.

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.

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.

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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 cannot 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.