

Instructions to Apply to Transfer 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 [WACOP](#) from the landing page with your A&A username and password.

WACOP - Home Page

Welcome to the Water Allocation Compliance and Online Permitting (WACOP) Application.

This database stores information about Water Use Permits and allows users to manage their permit(s) online.
For information about the Water Use & Allocation Program, visit <https://www.iowadnr.gov/wateruse>.

Pay Annual Fees

Account

Login

Create an Account

Permit/Registration

Search For a Permit

Search For a Registration

Apply for a Water Use Permit or Registration

PDF Download Water Use Permit Application

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 [Water Allocation and Use Program Page](#) and follow the instructions to link to your permit(s). Click the Transfer button next to your permit.

WACOP - Dashboard

Link to an application/permit not shown below

2 Active Permits & Registrations

Pay Annual Fees

Search Clear Search

Page Size 6 Expand All

Action	Permit Number	Log Number	Business Name/Permit Holder	Permit Type	Submitted Date	Status	Action
View Transfer Modify Terminate Report Water Use	10060	28098	Kitty Fakepay 2Nd Permit (Bug 10135 Fakepay)	Water Use	8/3/2015	Active	Renew
View Transfer Modify Terminate Report Water Use	10053	28047	Kitty Fakepay Kat Transfer Company (Kitty Fakepay)	Water Use	10/8/2018	Active	Renew

3. You will now be redirected into the transfer application. A transfer application is required to request a change in the business name or first & last name of the permit holder. Examples of situations when this could happen are a change in company name or representative, or when a property is sold to a new entity.

WACOP - Transfer

Certify Information

By submitting this documentation, I certify that the information provided is true, accurate, and complete to the best of my knowledge, and that I will furnish such additional information to the department as may be requested.

Accept terms

Cancel Back Submit

Permit issued to:

Kitty Fakepay Kat Transfer Company (Kitty Fakepay)
123 Purr Ln
Des Moines IA 55555

Please fill out the contact information for the new Permit Holder.

Permit Holder

Permit t

4. Click the Add button to complete the new contact information for the permit. The Permit Holder information is required and the Property Owner and Authorized Representative are optional. At least one contact must be selected to receive the annual fee invoice and one contact must be selected to report annual water use.

Permit issued to:
Kitty Fakepay Kat Transfer Company (Kitty Fakepay)
123 Purr Ln
Des Moines IA 55555

Permit Number: 10053
Effective:
Expires: 07/15/2025

Please fill out the contact information for the new Permit Holder.

Permit Holder Add

Permit Holder Information not set up

Property Owner (Complete *only if* different than Permit Holder) Add

Property Owner Information not set up

Authorized Representative (Complete *only if* this entity is under contractual obligation to report/pay fee) Add

Authorized Representative Information not set up

Make sure to use the scroll bar in the popup window when editing to see all the fields that must be filled out and Save Changes when done:

Permit Holder Details

Secondary Phone Ext:

Fax:

Address

* Address 1

Address 2

* City

* State

* Zip

* Receives annual fee invoice?

* Completes annual water use report?

Save Changes Close

5. In the upper left of the application, you can click the Cancel button to discard the application completely, click the Save as Draft button to save a draft of the application that can be edited later, or check the box to accept the terms and click Submit to submit the application.

WACOP - Transfer

Certify Information

By submitting this documentation, I certify that the information provided is true, accurate, and complete to the best of my knowledge, and that I will furnish such additional information to the department as may be required.

* Accept terms

Submit Cancel Save as Draft

- If you saved a draft of your application, you can access it later in the Unsubmitted Draft Applications section of your dashboard.

WACOP - Dashboard

Link to an application/permit not shown below

- 2 Active Permits & Registrations
- 0 Submitted Applications in Process
- 2 Unsubmitted Draft Applications

Search [Clear Search](#)

Details	Permit Number	Log Number	Application Type	Permit Holder/Business Name
Continue			New	Iowa Department of Natural Resources
Continue		31526	New	Kitty Fakepay Kat Tran

- 2 Inactive Permits & Registrations

- If your application was submitted, you can access it at any time in the Submitted Applications in Process section of your dashboard. You will also receive an automated email to the address specified for the permit holder confirming submission of your application. Typical turnaround time is 5 business days. After the transfer application is approved, you will receive an automated approval email and in a situation of a property transfer, the new permit holder will receive a cover letter and copy of the water use permit by standard mail.

WACOP - Dashboard

Link to an application/permit not shown below

- 4 Active Permits & Registrations
- 2 Submitted Applications in Process

Search

Action	Permit Number	Log Number	Application Type	Business Name/Permit Holder
View Application	10432	32186	Termination/by Permittee	Blake Kerns
View Application		32188	New	Art&Craft (Asia Akram)

- 2 Unsubmitted Draft Applications
- 2 Inactive Permits & Registrations

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For questions, please contact wateruse@dnr.iowa.gov or 515-725-0341.