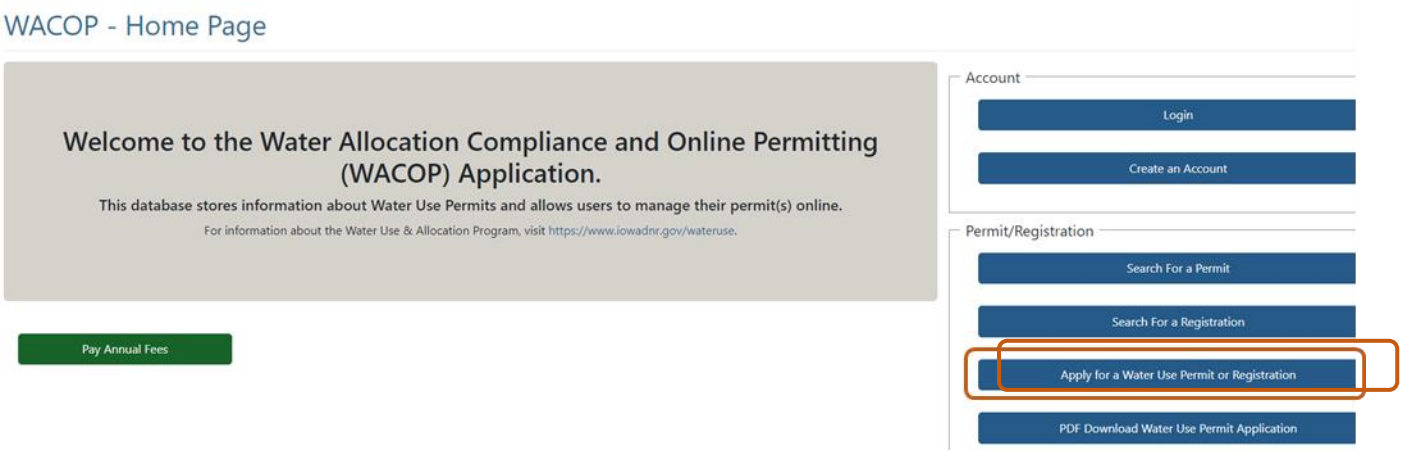
Instructions to Apply for a Water Use Registration Online

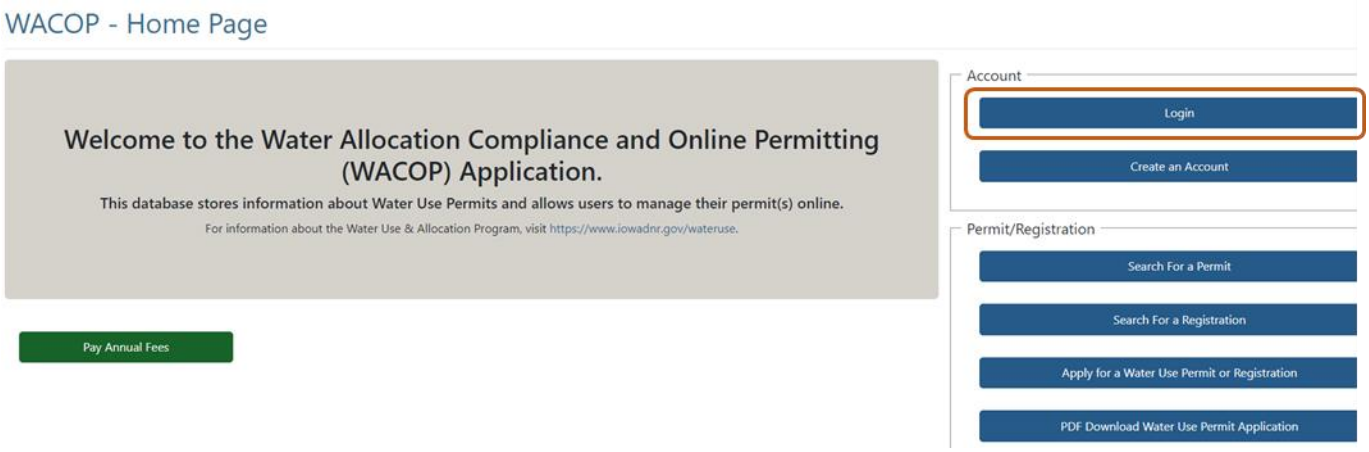
Use the following link to access the Water Allocation Compliance and Online Permitting (WACOP) application:
https://programs.iowadnr.gov/wacop/
Contact wateruse@dnr.iowa.gov or 515-725-0341 for assistance.

The maximum non-recurring water use registration period is 12 months. Recurring water withdrawals over 25,000 gallons per day over a 12-month period require a water use permit.

1. Navigate to the WACOP landing page. You can apply for a Registration without creating an account by selecting the Apply for a Water Use Permit or Registration button. Please note that if you are not logged in, you won't be able to save a draft of your application to continue later, and you will not be linked to your permit after it is issued to manage it online.

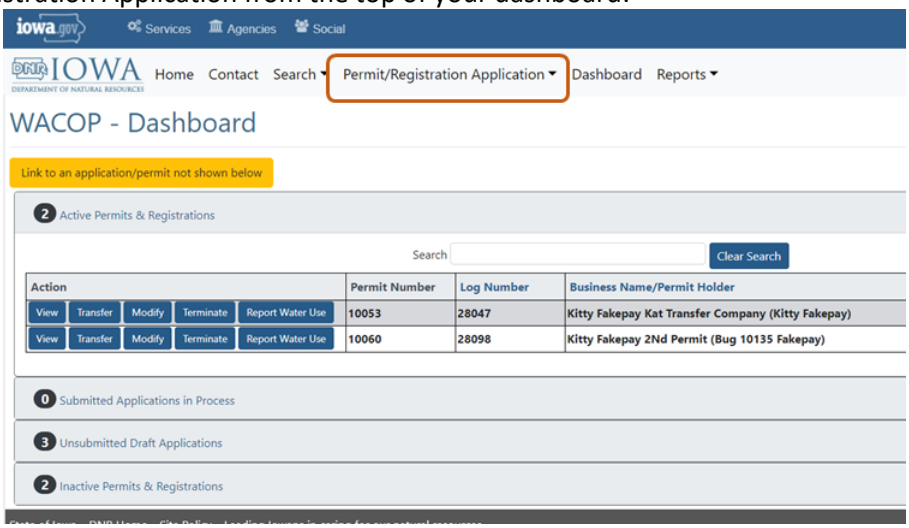


If you have an A&A account, please log in to your account from the landing page:



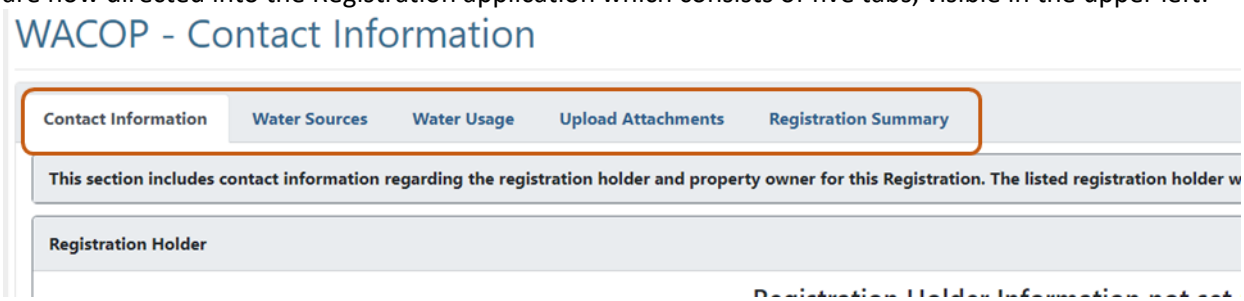
If you need assistance creating a A&A account, please go to the Water Allocation and Use Program Page at https://www.iowadnr.gov/Environmental-Protection/Water-Quality/Water-Supply-Engineering/Water-Allocation-Use and follow the user instructions to create an account.

Select Permit/Registration Application from the top of your dashboard:

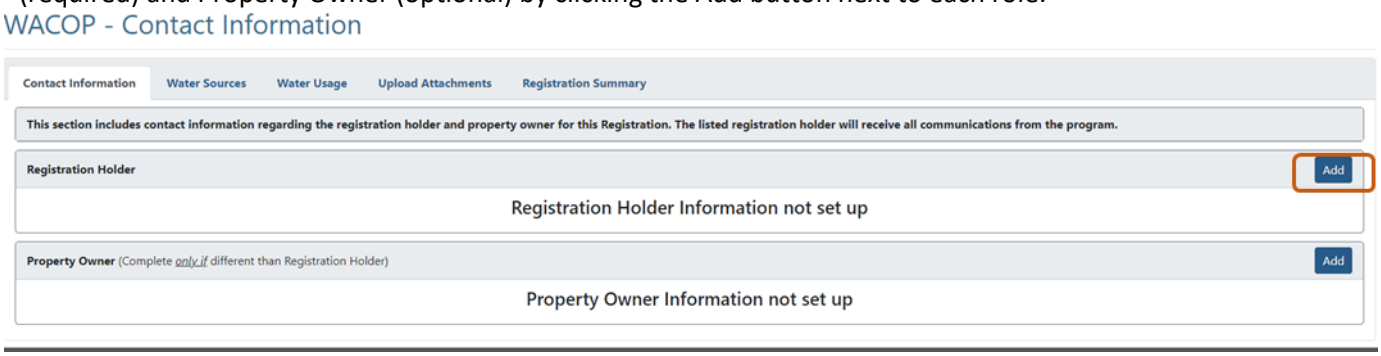


2. You will now be directed to the application landing screen. Select Apply for a Water Use Registration:

3. You are now directed into the Registration application which consists of five tabs, visible in the upper left:

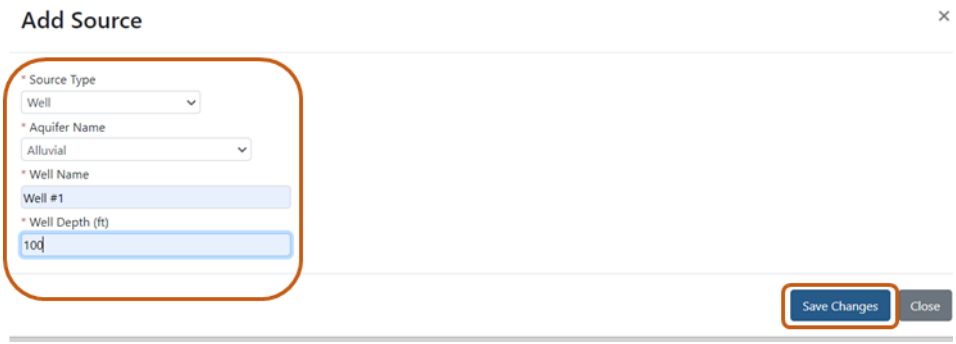


4. You are initially directed to the Contact Information tab. Fill out the information for the Registration Holder (required) and Property Owner (optional) by clicking the Add button next to each role.

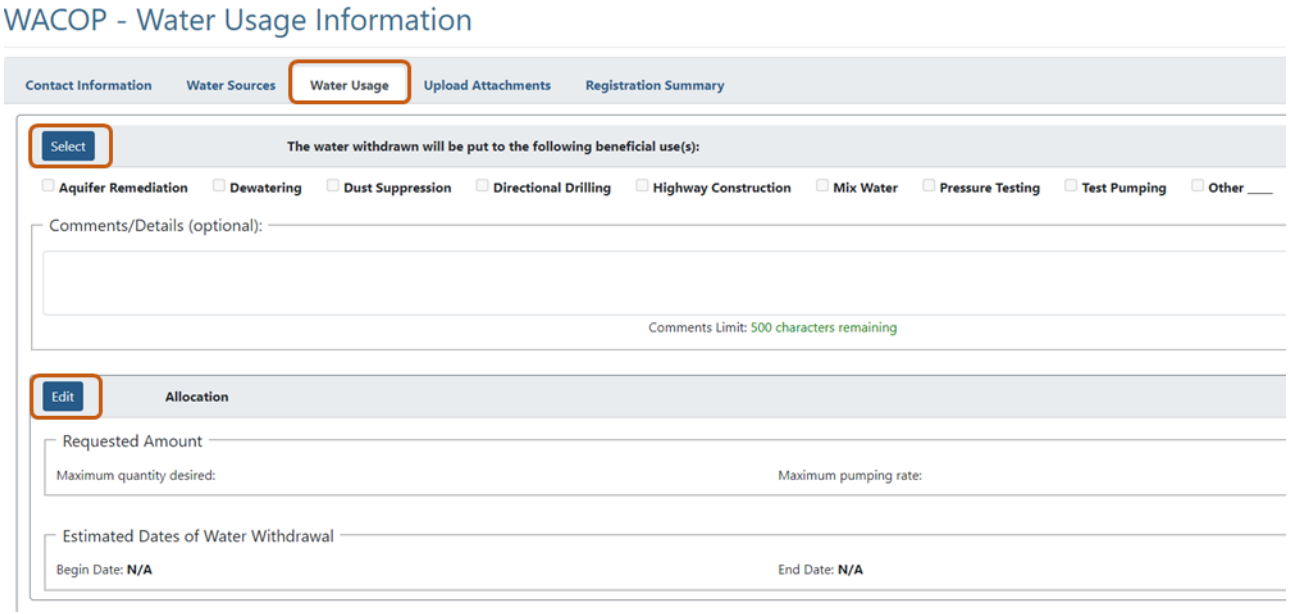


5. Navigate to the Water Sources tab of the application. Click the Add Water Source button to begin adding your source(s).

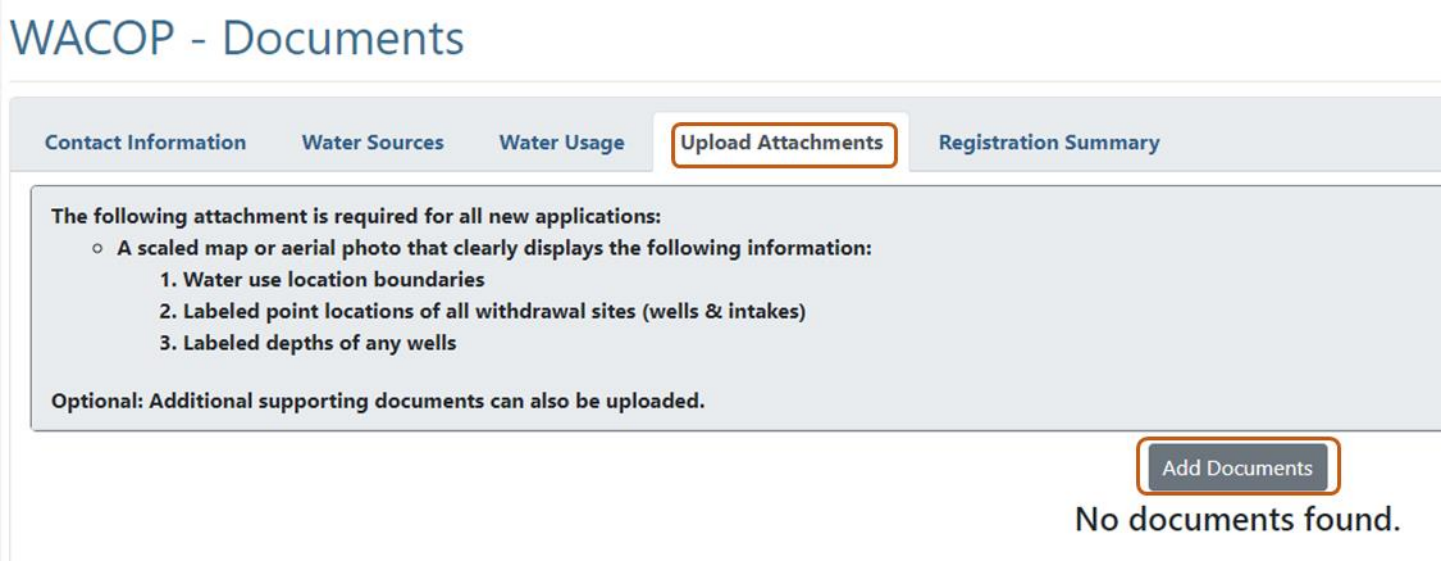
Fill out the appropriate information in the popup window. Save Changes when done. Add as many sources as necessary.



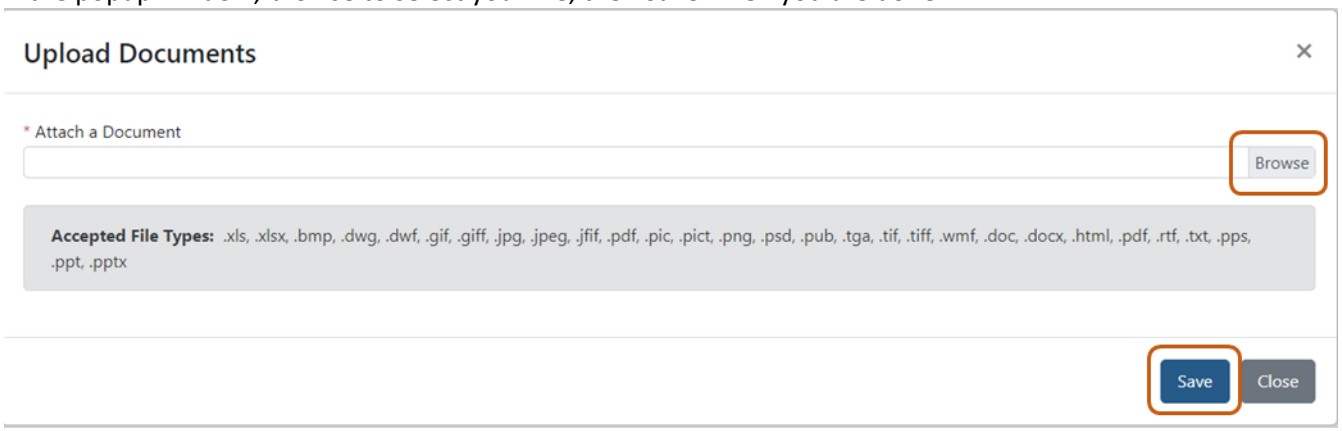
6. Navigate to the Water Usage tab of the application. Use the Select button to fill out the top portion to specify type of use. Use the Edit button to fill out the botton portion to specify requested amount, pumping rate, and dates of withdrawal.



7. Navigate to the Upload Attachments tab of the application. You must attach a scaled map or aerial photo to your location showing the information specified. Click the Add Documents button to attach your file.

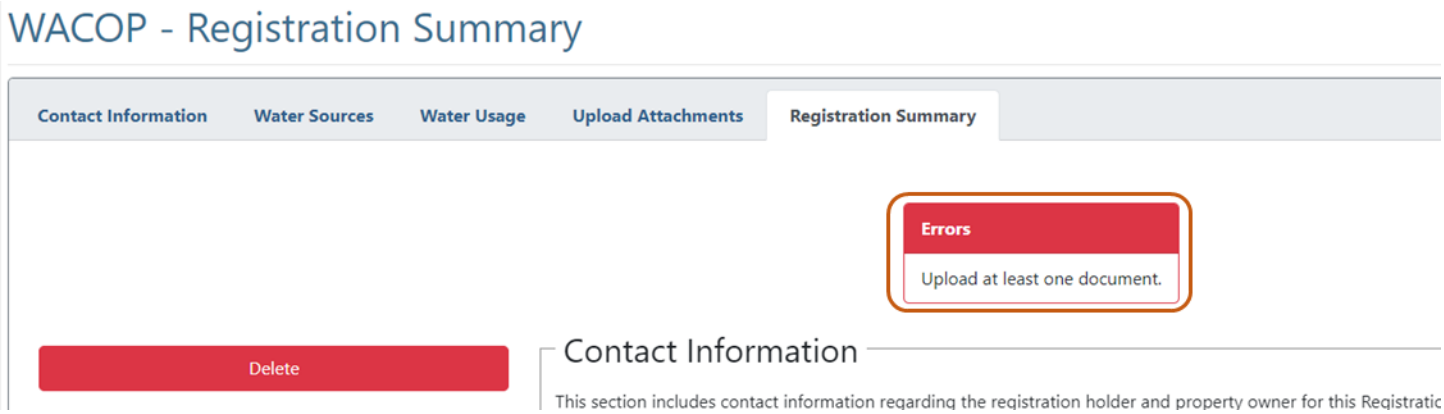


In the popup window, browse to select your file, then Save when you are done.

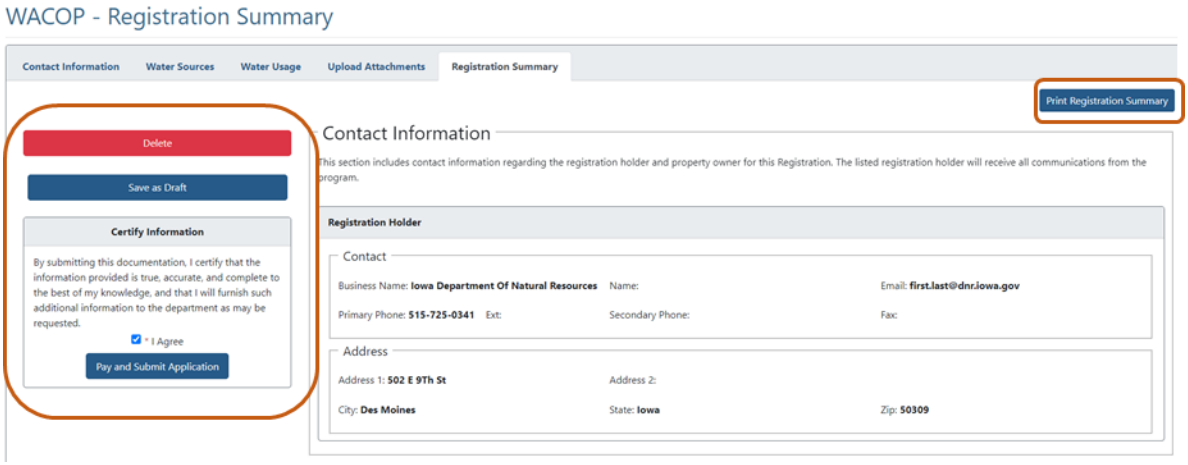


You can repeat this process to attach additional documents if needed.

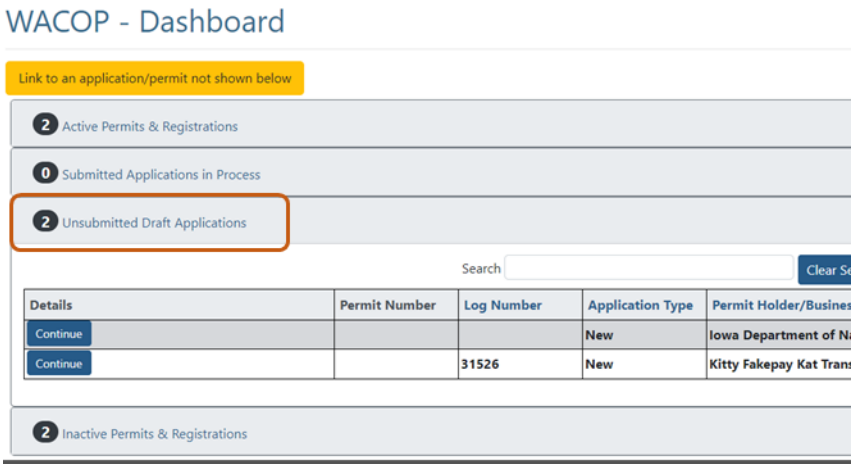
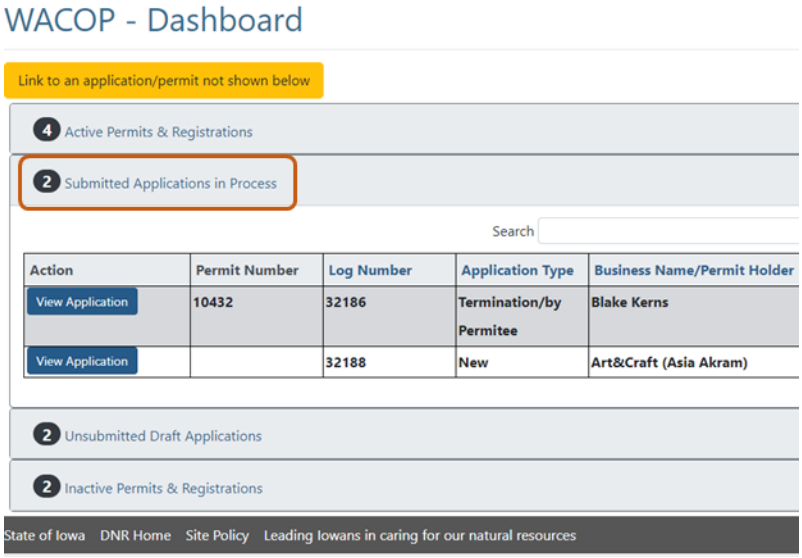
8. Navigate to the Registration Summary tab of the application. This tab summarizes the information from the previous tabs of the application. If there are any items missing, you will see an error message at the top:



You can print the application summary by clicking the Print Registration Summary button in the upper right. In the upper left, you can press the Delete button to completely discard the application. You can press the Save as Draft button to save a draft of the application to edit and submit later. If you are ready to submit, check the box to agree to the terms, and then click the Submit button. You will be redirected into the gov2go payment portal to complete the application process by paying the $75 application fee.



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



10. 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 for a Registration application is 4-5 business days. Upon approval, you will receive an electronic copy of the permit to your email and a hard copy through the standard mail.