



IOWA DEPARTMENT OF NATURAL RESOURCES

Water Supply News

Environmental Services

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Electronic Submittals for Iowa DNR Water Supply Engineering and Operations, and Wastewater Engineering and NPDES

This listserv contains information related to electronic submittals for water supply and wastewater program areas, which are listed separately by topic.

Water Supply Construction Permit Applications and Submittals

Due to the COVID-19 circumstances, Iowa DNR Water Supply Engineering is currently unable to receive hard copy applications via the U.S. Postal Service mail or other delivery services. However, we are still issuing drinking water related construction permits electronically by teleworking.

Until further notice, please submit all **new** water supply construction permit applications (along with plans and specifications) to this email address: watersupply-engineering@dnr.iowa.gov

Email attachment size is limited to 25 MB. Please use zip files or other options to submit attachments greater than 25 MB and communicate that in your email submittal.

For projects with a previously assigned project manager, you can email all documents including engineering reports, construction permit applications (along with plans and specifications), addenda, change orders directly to the project manager.

Construction permit applications, plans, specifications, and other engineering documents submitted with electronic signatures are acceptable and original signatures are not required, until further notice.

Construction Permit Fees: Water Supply construction permitting fees and Schedule-1c must still be mailed to the Wallace Building at:

Iowa Department of Natural Resources

Attn: Water Supply Engineering Section

502 E 9th St

Des Moines IA 50319-0034

Please contact us at this email address if you have any questions regarding electronic submittal of water supply construction permits: watersupply-engineering@dnr.iowa.gov.

[Water Supply Engineering Construction Permitting website](#) for further information

[Staff Roster](#) (.pdf)

Water Supply Operations Permit Renewal Application & Correspondence

Due to the COVID -19 circumstances, the Iowa Department of Natural Resources Water Supply Operations staff will be working remotely. This will limit our ability to receive and to send hard copies of any correspondence. If you have correspondence to send to DNR (i.e., operation permit application renewals, public notice or certifications, start-up procedures, Level 1 assessments, etc.), it would be best if you scan the document(s), attach to an email, and send to Water Supply Operations (WSO) staff listed on correspondence you receive from the DNR central office. DNR staff will log the document as received and print copies for your water supply's file. The email addresses for WSO staff are listed below for your reference. If you do not have scanning and/or email capabilities, we understand and will log the documents into the database when DNR staff return to normal work capabilities.

If we have a valid email, we will contact you via email with revised or renewed permits, public notice requirements, etc., as attachments. Once DNR staff returns to normal work capabilities, hard copies of all correspondence will be mailed, as in the past.

To reach the DNR Water Supply Operations Staff in Des Moines with questions or to discuss an issue, it is recommended you contact them via email as the ability to retrieve phone messages and return phone calls may be sporadic.

- cecilia.naughton@dnr.iowa.gov
- chris.spoelstra@dnr.iowa.gov
- james.warren@dnr.iowa.gov
- john.warren@dnr.iowa.gov
- marie.lead@dnr.iowa.gov

[Staff Roster](#) (.pdf)

Water Allocation & Use Permit Applications

All Water Allocation and Use permit applications can be submitted and fees paid online by using the Water Allocation Compliance and Online Permitting (WACOP) database at <https://programs.iowadnr.gov/wateruse/>.

Please submit a scan of any hardcopy Water Allocation and Use Program permit applications electronically to wateruse@dnr.iowa.gov. Until further notice, do not submit applications in the mail.

Email attachment size is limited to 25 MB. Please use zip files or other options to submit attachments greater than 25 MB and communicate that in your email submittal.

You can email wateruse@dnr.iowa.gov or call 515-725-0341 with any questions or for assistance with WACOP.

[Water Allocation and Use Program website](#)

[Staff Roster](#) (.pdf)

Wastewater Construction Permit Applications & Submittals

Due to the COVID-19 circumstances, Iowa DNR Wastewater Engineering Section is currently unable to receive hard copy applications via the United States Postal Service mail or other delivery services. However, we are still issuing wastewater construction permits and approvals remotely.

Until further notice please submit all **new** wastewater construction permit applications (along with plans and specifications) and work record requests to the following email address: wastewater-engineering@dnr.iowa.gov. Email attachment size is limited to 25 MB. Please use zip files or other options to submit attachments greater than 25 MB and communicate that in your email submittal.

For projects with a previously assigned project manager, email all documents including design flows and loads, antidegradation alternatives analyses, facility plans, construction permit applications (along with plans and specifications), addenda, change orders directly to the project manager.

Construction permit applications, plans, and specifications and all other engineering sealed, certified and signed documents submitted with electronic signatures are acceptable and original signatures are not required, until further notice.

Construction Permit Fees: Wastewater construction permitting fees of \$100 and the completed Wastewater Disposal System Construction Permit Application Fee Form must still be mailed to the Wallace Building at:

Iowa Department of Natural Resources

Attn: Wastewater Engineering Section

502 E 9th St

Des Moines IA 50319-0034

Please contact us at the above mentioned email address if you have any questions.

Additional Wastewater Engineering Construction Permitting information and contacts can be found [here](#).

NPDES Permit Applications and Notices of Intent

Due to the COVID-19 circumstances, Iowa DNR NPDES section is currently unable to receive hard copy permit applications and Notices of Intent via the United States Postal Service mail or other delivery services. However, we are still drafting and issuing individual and general NPDES permits.

Until further notice, please submit all individual NPDES permit applications to the following email address: npdes.permit.application@dnr.iowa.gov. Email attachment size is limited to 25 MB. Please use zip files or other options to submit attachments greater than 25 MB and communicate that in your email submittal.

Part F of the individual municipal/semipublic permit application and Form 5 of the individual industrial permit application require wet-ink signatures. Please sign Part F or Form 5 according to the instructions, scan the form, attach it to an email, and send it with the other appropriate application forms to the previously noted email address.

Electronic Notices of Intent for the storm water General Permits, #1, #2, and #3 may be submitted online using the [Storm Water Permits Database](#). Notices of Intent for General Permits #5, #8, and #9 may be submitted online using the [General Permits 5, 8 & 9 Database](#). Paper Notices of Intent (applications) for General Permits #1, #2, #3, #4, and #5 will also be accepted at the following email address:
npdes.permit.application@dnr.iowa.gov.

NPDES Permit Application and Amendment Fees: Individual NPDES permit application fees, individual permit amendment fees, general permit fees for paper NOIs (those not submitted online), and the completed fee invoices must still be mailed to the Wallace Building at:

Iowa Department of Natural Resources

Attn: NPDES Section

502 E 9th St

Des Moines IA 50319-0034

Additional information and contacts for the NPDES Section can be found [here](#).