# Water ePermitting System

## Storm Water Permit Program

**eReporting for Municipal Separate Storm Sewer System (MS4) Permit Documents**

Below are the steps to complete and submit a MS4 Annual Report or other MS4 permit compliance documents using the ePermitting System. More details, including screen shots are included starting on page 2.

### Need Assistance?

<table>
<thead>
<tr>
<th>Website Information</th>
<th>Please use the <a href="#">ASK FOR HELP</a> link for user support &amp; someone will contact you.</th>
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<tr>
<td>WAMS ID &amp; Logging in to the ePermitting System</td>
<td>• Go to the <a href="#">Water Portal Web Page</a>, either type in “Water Permits” in the search bar on the DNR home page, or go to <a href="#">dnr.wi.gov/permits/water</a>.</td>
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<td></td>
<td>• Choose <a href="#">Register</a> for a WAMS ID, unless you already have a WAMS ID.</td>
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<td></td>
<td>• Return to the Water Portal web page; choose <a href="#">Begin</a> to log into the ePermitting system.</td>
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<td></td>
<td>• Login using your WAMS ID and password.</td>
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<td>• You will be redirected to the “My Permit Applications” web page. Here you can either start a new MS4 eReport or edit an existing eReport.</td>
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<td></td>
<td>o Start new MS4 eReport: choose <a href="#">Storm Water</a> from the list of Permit Categories along the left.</td>
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<td></td>
<td>o Resume editing an existing MS4 eReport: Choose the project name under either <a href="#">Draft Permit Applications</a> or <a href="#">Signature Confirmation Needed</a>.</td>
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### MS4 eReporting System

| • Select the appropriate permit type (“Storm Water MS4 eReporting”) to start a new MS4 Annual Report or other MS4 permit compliance document. |
| • Choose the [Submittal Type](#) (‘Annual Report’ or ‘Other’ MS4 program submittal). |
| • Enter a [Project Name](#) relating to the municipality type and submittal type. |
| • Choose the [County, Municipality](#), and [Reporting Year](#). This will make the remaining tabs available. |
| • To navigate through the eReporting process: |
|   o Annual Report: Use the [Home, Contacts, Measures, Evaluation, Assistance](#), and [Attachments](#) tabs. |
|   o Other compliance document submittal: Use the [Home, Contacts](#), and [Attachments](#) tabs. |
|   o These tabs appear just above the Reporting Information heading. |
|   o Option to [Draft and Share PDF Report](#) with Municipality’s Governing Body |
| • Once the [tabs](#) are completed, select the [Submit](#) tab. |

### Sign and Submit the Application

(Updated 12/2019)

| • Choose the [Submit](#) tab. |
| • Choose who will be electronically signing application. |
| • 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 [Initiate Signature Process](#) button to submit the eReport to DNR. |
| • Receive a second email with a onetime password. |
| • Choose the [Click to finalize signature](#) link. |
| • [Sign Document](#) and select [Confirm Signature](#) to submit the application to DNR; or to cancel signature, [Close](#) the window. |

### After Submitting the Application

A confirmation email is sent to the email address associated with the WAMS ID, acknowledging the application has successfully been submitted to the DNR. After the initial review, you may track the status of eReports at: [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 web pages and how to start ePermits or eReports for the Water programs.
   a. To get to the Water Permit Water Portal Page either:
      a. Go to dnr.wi.gov and type in “Water Permit” into the search bar
      b. Go to dnr.wi.gov/permits/water/

At this page, you can: REGISTER for a WAMS ID, BEGIN a new or edit an existing eReport, VIEW public notices of the DNR’s intention to authorize activity relating to water, including permits issued by the DNR, TRACK the status of Wisconsin’s water submittals (i.e., permits, reports), and LEARN for instructional handouts and training videos.

Towards the bottom of the web page there are tabs with links for the different permitting programs that can be used to navigate to the program web pages to learn more about the requirements for the various permit programs.

2. A WAMS ID is required for applying for MS4 eReporting using the ePermitting System, but it is not required to view Public Notices, or Track the status of water permits/reports. The WAMS ID is a secure login for all State of Wisconsin programs. Choose REGISTER to get a WAMS ID. Navigate back to the Water Portal Page to start a new eReport or work on an existing one.

3. Choose BEGIN to log into the ePermitting system so that you can either start a new eReport or resume editing an existing one.

Updated 12/2019
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** web page. Here you can either start a new eReport or continue editing an existing one.
   a. To **start new eReport**: choose **Storm Water** from the list of Permit Categories along the left and move on to Step 6.
   b. The **existing eReports** will be listed under 3 categories. These categories are: **Step 1: Draft Permit Applications**, **Step 2: Signature Confirmation Needed**, and **Permit Applications Submitted to the DNR**.
   c. To open an existing eReport and resume editing it, click the link under the Project Name heading under either **Step 1: Draft Permit Applications** or **Step 2: Signature Confirmation Needed**.
   d. **Permit Applications Submitted to the DNR** is where eReports that have been successfully submitted to DNR will appear.

![Storm Water Construction Permit](image)

Storm Water MS4 eReporting

Choose Storm Water MS4 eReporting for a new eReport.

a. Choose a Submittal Type (‘Annual Report’ or ‘Other’ MS4 compliance document submittal).

b. Enter a Project Name, using a unique name containing the municipality type and submittal type.

c. Choose the County, Municipality, and Reporting Year. This will make the remaining tabs available.

7. To navigate through the eReporting process:

b. **Other compliance document submittal**: Use the Home, Contacts, and Attachments tabs.

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<tr>
<th>Home</th>
<th>Contacts</th>
<th>Measures</th>
<th>Evaluation</th>
<th>Assistance</th>
<th>Attachments</th>
<th>Submit</th>
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<td>Section 1</td>
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<td>Section 4</td>
<td>Section 5</td>
<td>Section 6</td>
<td>Section 7</td>
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**Note**: For the minimum control measures, you must fill out all questions in sections 1 through 7.

c. These tabs appear just above the Reporting Information box.

![Reporting Information]

d. See last page of this guide for attachment options for each submittal type. Annual Reports can be shared with the municipality's governing body before submitting to DNR (see last page).

![Draft and Share PDF Report with Municipality's Governing Body]

8. Once all tabs are completed, select the **Submit** tab.

![Submit]

a. You can navigate between the tabs as much as needed 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 pages.

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.

![Missing Information]

e. When there are no missing items on any of the pages, you will be able to navigate to the **Submit** page.

9. Choose the **Submit** button.
10. Choose who will be electronically signing the application. Several signee options are available:
   a. If you are the **Authorized Representative or Authorized Municipal Contact** using your WAMS ID, the Delegation of Signature Authority form is not required. The “Authorized Representative” or “Authorized Municipal Contact” includes the municipal official that was charged with compliance and oversight of the permit conditions and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).
   b. If you are **signing on behalf of the Authorized Representative or Authorized Municipal Contact**, the Delegation of Signature Authority form (Form 3400-220) is required to be uploaded.
   c. If you are **seeking to share the permit application with the Authorized Representative or Authorized Municipal Contact**, check the box so that the authorized municipal contact may continue with option 1 above. This option will prompt you to return to the Welcome Page and use the **Assign Role** feature to route the application to the authorized municipal contact for signature. Note, they will need a WAMS ID to sign in.

   **Sign and Submit Your Application**

   **Steps to Complete the signature process**
   1. Read and Accept the Terms and Conditions
   2. Press the Submit and Send to the DNR button

   **Terms and Conditions**

   **Certification**: I hereby certify that I am an authorized representative of the municipality covered under Madison City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality’s governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

   Signee (must check current role prior to accepting terms and conditions)
   - Authorized municipal contact using WAMS ID.
   - Delegation of Signature Authority (Form 3500-123) for agent signing on behalf of the authorized municipal contact.
   - Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS ID and complete signature).

   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 of the final read only version of this application.

11. 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 and a time and date stamp.

12. Choose the **Initiate Signature Process** button.

   **Signed by**: [Signature] on 2017-12-04T14:38:50

13. Receive an email with a onetime password needed to finish submitting the application to DNR a. Here you will be able to print or save a copy of the finished application if desired.
14. Choose **Click to finalize signature** link in the email.

15. This will bring you back to your application where you will select **Confirm Signature**.
   a. If the application was started in error select or you no longer wish to continue with the signature process choose **Close**.

16. Select **Confirm Signature** to finish the signature process and submit the application to the DNR for processing.

17. After completing the signature process, an email and/or notification will be received saying that your application has been successfully submitted to the DNR for processing and review. This does not mean that your application was approved.

   You will be rerouted to the My Permit Applications page so that you can start a new permit application/report, resume editing an existing application/report, begin the signature process for the next application/report, or log out of the system.
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 between 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 complete the payment and signature areas. When shared, under Share Application it will show the email address of the person who currently has the application (instead of “Assign Role”). Please note that if you use this feature, the permit application may not appear under the appropriate category area as described above if shared with more than two people.

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” web page 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 LEARN for instructional handouts and training videos.
Attachment Options for each MS4 eReporting Submittal Type

Attach the following items as appropriate using the Attachments Tab

Submittal Type - Annual Report

- The written storm water management program permit compliance documents that are due March 31, 2021, can be submitted via the “Annual Report” or “Other” MS4 compliance document options.
- Choosing the “Annual Report” option allows a permittee to submit the compliance documents all at once with the annual report submittal.

- **Annual Report Supporting Documents** On the Attachments Tab, use this drop down “Other Supporting Documents” to attach any additional supporting information with the annual report.
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Construction Site Pollution Control Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Pollution Prevention Annual Report Summary
    - Leaf and Yard Waste Management
    - Municipal Facility (BMP) Inspection Report
    - Municipal Property SWPPP
    - Municipally Property Inspection Report
    - Winter Road Maintenance
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Storm Water Consortium/Group Report
  - Municipal Cooperation Attachment
  - Other Annual Report Attachment

- **Permit Compliance Documents - Storm Water Management Program** On the Attachments Tab, use this drop down “Permit Compliance Documents” to attach any permit compliance documents with the annual report. *(S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)*
  - Public Education and Outreach Program
  - Public Involvement and Participation Program
  - Illicit Discharge Detection and Elimination Program
  - Construction Site Pollutant Control Program
  - Post-Construction Storm Water Management Program
  - Pollution Prevention Program
    - Municipal Storm Water Management Facility (BMP) Inventory *(S050075-03 general permittees 2.6.1 - inventory due to the department by March 31, 2021.)*
    - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan *(S050075-03 general permittees 2.6.2 – document due to the department by March 31, 2021.)*
Submittal Type – Other Compliance Documents

- The written storm water management program permit compliance documents that are due March 31, 2021, can be submitted via the “Annual Report” or “Other” MS4 compliance document options.

- Choosing the “Other” option allows a permittee to submit items separately from the annual report, and earlier than the due date if preferred. Choose the appropriate “Submittal Type” in the Home Tab first, then choose the “Program” in the Attachments Tab.

Public Education and Outreach

- Public Education and Outreach Program (S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)

- Outreach Material (i.e., newsletter, brochure, PowerPoint, event summary)

Public Involvement and Participation

- Public Involvement and Participation Program (S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)

- Public Input Summary

- Volunteer Activity Summary

Choose “Public E&O Program” to meet the permit compliance requirement.
Illicit Discharge Detection and Elimination

- **IDDE Program** *(S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)*
- **Complaint Documentation**
- **Dry Weather Screening Report**
- **Ordinance Update**
- **Violation Notice or Enforcement**
- **Other Document**

Choose “IDDE Program” to meet the permit compliance requirement.

Construction Site Pollutant Control

- **Construction Site Pollutant Control Program** *(S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)*
- **Inspection Documentation**
- **Ordinance Update**
- **Permit Application Form**
- **Review Checklist**
- **Violation Notice/Enforcement**
- **Other Construction Summary Document**

Choose “Const Program/Standard Operating Procedures” to meet the permit compliance requirement.
Post-Construction Storm Water Management

- Post-Construction Storm Water Management Program (\textit{S050075-03} general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)
- Inspection Documentation
- Long-Term Maintenance Agreement
- Ordinance Update
- Permit Application Form
- Review Checklist
- Violation Notice or Enforcement
- Other Document

Pollution Prevention

- Pollution Prevention Program (\textit{S050075-03} general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)
- Leaf and Yard Waste Management Procedures
- Municipal Storm Water Management Facility (BMP) Inventory (\textit{S050075-03} general permittees 2.6.1 - inventory due to the department by March 31, 2021.)
- Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan (\textit{S050075-03} general permittees 2.6.2 – document due to the department by March 31, 2021.)
- Municipal Storm Water Management Facility (BMP) Inspection Report
- Municipal Maintenance Property SWPPP
- Municipal Maintenance Property Inspection Report
- Related Ordinance
- Sweeping and Catch Basin Cleaning Documents
- Turf Nutrient Management Plan
- Winter Road Maintenance Procedures
- Other Document

Choose "Post-Const Program" to meet the permit compliance requirement.

Choose "PP Municipal SW Mgmt Facility Inventory" and PP Municipal SW Mgmt Facility Inspection and Maintenance Plan" to meet the permit compliance requirement.
Storm Water Quality Management

Will you be completing the Annual Report or other submittal type?  ☐ Annual Report  ☑ Other

Submittal Type:  Storm Water Quality Management

- Modeling Files
- Storm Water Management Report
- Storm Water Management Report Update
- Swale Infiltration Testing
- TMDL Mapping
- TMDL Modeling
- TMDL Implementation Plan
- Other Planning Document

### Attach - Other Supporting Documents

Storm Water Management Report
Storm Water Management Report Update
Modeling Files
Swale Infiltration Testing
TMDL Mapping
TMDL Modeling
TMDL Implementation Plan
Other Planning Document

Storm Sewer System Map

Will you be completing the Annual Report or other submittal type?  ☐ Annual Report  ☑ Other

Submittal Type:  Storm Sewer System Map

- Storm Sewer System Map Files
- Link to Online Map Data

### Attach - Other Supporting Documents

Storm Sewer System Map Files
Link to Online Map Data

Municipal Cooperation

Will you be completing the Annual Report or other submittal type?  ☐ Annual Report  ☑ Other

Submittal Type:  Municipal Cooperation

- Signed Agreement

### Attach - Other Supporting Documents

Municipal Cooperation Submittal- Signed Agreement
Sharing Annual Reports with the Municipality’s Governing Body

Using the Draft and Share PDF Report with Municipality’s Governing Body button will allow municipalities to receive approval on their Annual Report before submitting the final copy to the DNR. When the button is pushed, a PDF copy of the filled-out report will be sent to the WAMS ID that is signed into the eReporting system. The copy received via email can be saved and shared with the appropriate individuals as well as be uploaded to the municipalities web page.

Please note that if the Annual Report fields are not filled out, it will not include those empty fields in the PDF. If the submitter wants a draft copy of all fields within the Annual Report, it is preferred to get a copy of the Annual Report Form from the DNR storm water web page.


Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

Draft and Share PDF Report with Municipality’s Governing Body