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# WM03 – Water Management Permit Renewal

MassDEP, Bureau of Water Resources



**EEA ePLACE Portal**

# Overview





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- ❑ This presentation is to assist in completing a **WM03-Water Management Permit Renewal**
- ❑ This application form is for Water Management permittees who do not anticipate needing more water during the upcoming 20-year permit period than they are currently permitted for in their Water Management Act permit. Permittees who anticipate needing additional water will need to file an application for a new Water Management permit.
- ❑ This presentation will take you screen by screen through the ePLACE online permitting application process



# General Navigation

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- ☐ Always Click  to move to the next page.
- ☐ Do NOT use the Browser Back Button  as this will take you out of the system
- ☐ Any field with a red asterisk (\*) is required before you can move off the page.
- ☐ Click  to save your work and resume at a later time
- ☐ Click on the tool tips where applicable to get more detail 
- ☐ We strongly suggest using Internet Explorer as a preferred browser



# How to Apply

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- ❑ If this is your first time in the system, your first step would be to create an account and complete the Claim Authorization Request. First, you will need to link your current Permit issued by the agency with the new system in order to proceed with your Renewal. For more information, please see the instructions on Claim Authorization Request
- ❑ If you have already created an account and your current permit/authorization is linked to your account, please continue to the next page and follow the instructions accordingly



# How to Apply

- ❑ Click or type this address on your browser

[https://eplace.eea.mass.gov/  
citizenaccess](https://eplace.eea.mass.gov/citizenaccess)

- ❑ Log into your account in ePlace using your username/password

[Announcements](#) [Accessibility Support](#) [Register for an Account](#) [Reports \(2\)](#) [Login](#)

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 733-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact:

[Energy and Environmental Affairs, MASSDEP](#)  
[Energy and Environmental Affairs, MDAR](#)  
[Energy and Environmental Affairs, DCR](#)

For DPL, DCAMP and ABCC permits or licenses, please [click here](#).

**Convenience Fee:** Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

[Home](#)

## Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

### Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration
- Make Payments Online

### ePLACE Portal Account Registration:

In order to utilize most of the services available through the ePLACE, you must first register for an account to do any of the following:

- Apply for a License, Permit, Certificate, Notification or Registration
- Renew a License, Permit, Certificate or Registration

### Login

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

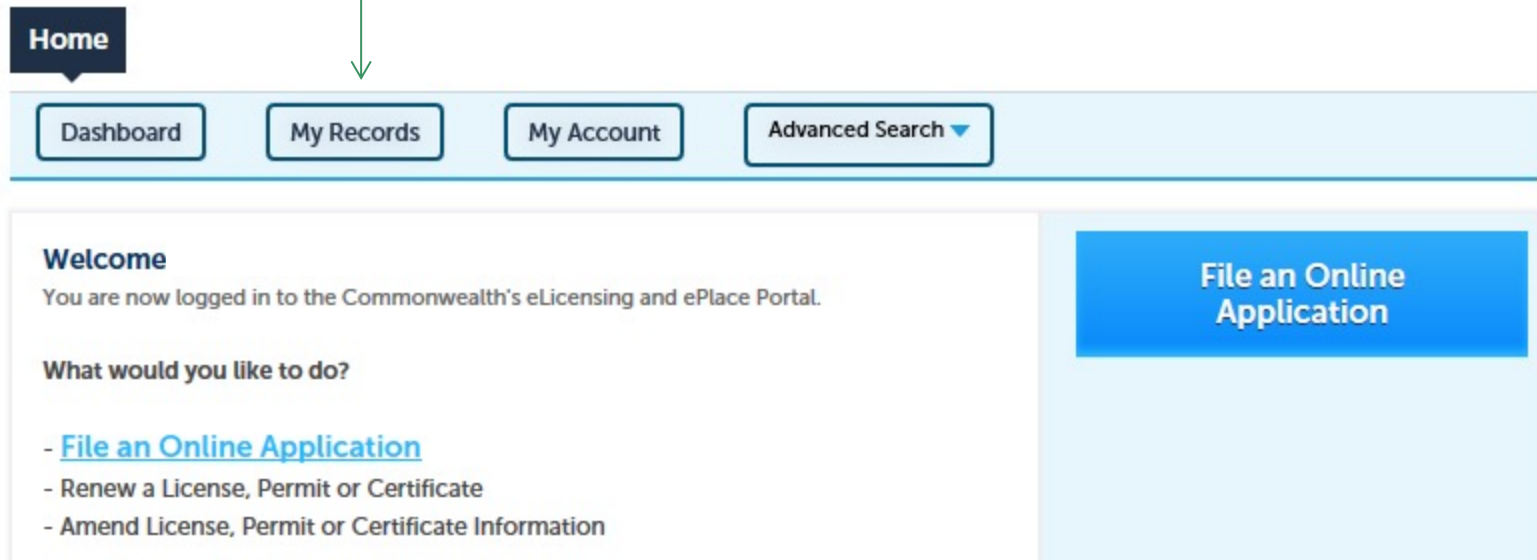
Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs (EEA). It does not service any other



EEA ePLACE Portal

# File an Online Renewal

- ❑ Click on “ My Records” tab to start



# Access your record

- ❑ A list of your records will be displayed
- ❑ Locate the permit record you need to Renew
- ❑ Against the record you will have the Renew Authorization link under Actions
- ❑ Click on Renew Authorization link to continue

The screenshot shows the EEA ePLACE Portal interface. At the top, there is a navigation bar with a 'Home' button and three tabs: 'Dashboard', 'My Records', and 'My Account'. Below this, there is a section for 'DEP' (Department of Environmental Protection) with a dropdown arrow. A message indicates 'Showing 1-10 of 26' records, with links for 'Download results' and 'Add to collection'. A table of records is displayed with columns: Date, Record Number, Record Type, Facility/Location Address, Legacy ID, Expiration Date, Status, and Action. The first record is highlighted, showing a date of 06/29/2020, record number WM03-0000075, record type WM03 - Water Management Permit Authorization, facility/location address TEST FACILITY | TEWKSBURY, MA 01876, legacy ID test, expiration date 06/29/2020, status About to Expire, and an action link 'Renew Authorization'.

Date	Record Number	Record Type	Facility/Location Address	Legacy ID	Expiration Date	Status	Action
06/29/2020	WM03-0000075	WM03 - Water Management Permit Authorization	TEST FACILITY   TEWKSBURY, MA 01876	test	06/29/2020	About to Expire	<a href="#">Renew Authorization</a>



# Step 1: Contact Information

- ❑ Your current Authorization information will be displayed
- ❑ You can modify the information accordingly, if applicable
- ❑ Click “Continue Application” to proceed

1 Contact Information 2 Facility Information 3 Application Information 4 Documents 5 Special Fee Provision 6 7

Step 1: Contact Information > Page 1 of 1

[Instructions](#)

\* indicates a required field

Permittee

"Permittee" is the individual or an individual authorized by a Company applying for this application.

If you are the Permittee, you may click on the "Add New" button and select the checkbox "Use Login Information" on the top and click "Continue".

If you are a consultant, engineer, attorney, or other authorized representative preparing the application on behalf of the Permittee, you are an "Application Contributor". [Do not enter your name or contact information in the fields for the Permittee.](#)

- If the Permittee has an EEA ePLACE account and they would like to contribute to the Application process, click "Look Up" button, search and select the appropriate Permittee.
- If the Permittee does not have an EEA ePLACE account and does not want to contribute to the Application process, click "Add New" button and enter the Permittee information on their behalf.

**Permittee:**

TEST EL NEWTEST  
boston, MA, 01752  
Telephone #: 617-176-7777 Email: jella.el-jedidi@mass.gov

[Remove](#)

Permittee Company

Please add the company information that the Permittee is affiliated with.

[Add New](#)

Application Contributors

If multiple users will be coordinating in the preparation of this application, you will need to add them below.  
Note -- If you are unable to find the correct contributor, click on the "Save and resume later" button. Advise the contributor to create an account in the EEA ePLACE Portal and then resume the application.

[Look Up](#)

Showing 1 - 1 of 1

Contact Type	Name	Organization Name	Contact Person	Action
Facility Delegate	3654715-FAC-002465			<a href="#">Edit/View</a> <a href="#">Delete</a>

[Continue Application >](#) [Save and resume later](#)





# Step 2 : Facility Information

- ❑ Facility Name is displayed to be viewed only and cannot be edited
- ❑ Click on “Continue Application”

Home

DEP Applications

WM03 - Water Management Permit Renewal

1	Contact Information	2	Facility Information	3	Application Information	4	Documents	5	Special Fee Provision	6	7
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Step 2 : Facility Information > Page 1 of 1

\* indicates a required field.

Facility Information

You must identify the facility for which you are completing this application. Enter the facility name, or portion of the name, in the "Name" box and click on "Search". Your search will return a list of facilities and addresses that meet your search criteria. If your facility is on this list, select it by clicking the button to the left of the name. If your facility is not on the list, you may search again, by pressing "Clear" and using different criteria. For example, try a new search using street address. If you know your DEP Facility ID, you may enter it in the applicable box and click on "Search". The facility information will populate the boxes. If applicable for a new facility, press the "Clear" button, and enter the information for the facility into the boxes provided (boxes with an asterisk are required), and continue to the next section without clicking on "Search".

\* Facility Name:  
TEST FACILITY

\* Street #  
10

\* Street Name:  
TESTING LN

Street Name 2

\* City:  
TEWKSBURY

\* State:  
MA

\* Zip:  
01876

Latitude  
-71.23053303

Longitude  
42.60996949

DEP Facility ID:  
437653

AQ ID:  
1210628

HW ID:

TRI ID:

Search Clear

Continue Application »

Save and resume later



# Step 3: Application Information

- ❑ Please identify the type of permit you would like to renew
- ❑ Add any additional information that might help the agency with the review of this renewal application

Home

DEP Applications

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1 Contact Information	2 Facility Information	3 Application Information	4 Documents	5 Special Fee Provision	6	7
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Step 3 : Application Information > Page 1 of 1

\* indicates a required field.

General Information

\* Please identify the type of permit:  
Non-Cranberry

Program ID

Program ID:  
test

Additional Information

Please use this space to enter additional information that may seem pertinent to your application.

Additional Information:

Continue Application »

Save and resume later



# Step 4: Documents

- ❑ Upload all required documents for your application
- ❑ The required documents will be listed on the table
- ❑ To begin attaching documents, click “Browse”

Home

DEP Applications

WM03 - Water Management Permit Renewal

1	2 Facility Information	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7
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Step 4: Documents > Page 1 of 1

\* indicates a required field.

Documents

Please upload 1 Required Document(s) which are mandatory to Submit this Application:

1. MassDEP Application Form
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Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

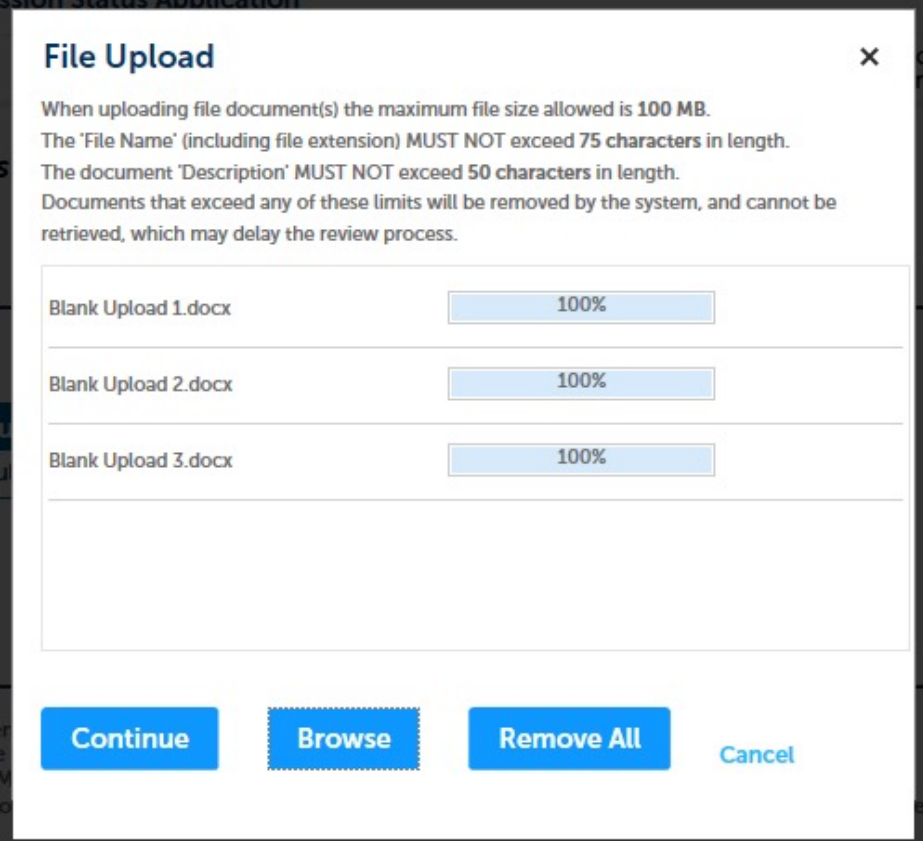
Continue Application »

Save and resume later



## Step 4: Documents (Attaching)

- ❑ A “File Upload” window opens
- ❑ Click “Browse”
- ❑ Choose the file(s) you want to attach
- ❑ When all files reach 100%, click “Continue”



**File Upload** ×

When uploading file document(s) the maximum file size allowed is 100 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

**Continue** **Browse** **Remove All** Cancel



## Step 4: Documents (Attaching)

- ❑ Select the document type
- ❑ Provide a description of each document that you uploaded
- ❑ Click “Browse” to add more documents
- ❑ When all documents are uploaded and described, click “Save”
- ❑ Click “Continue Application”

File:  
Blank Upload 1.docx  
100%

\*Description (Maximum 50 characters):  
A maximum of 50 characters.

\*Type:  
--Select--

Remove

File:  
Blank Upload 2.docx  
100%

\*Description (Maximum 50 characters):  
A maximum of 50 characters.

\*Type:  
--Select--

Remove

File:  
Blank Upload 3.docx  
100%

\*Description (Maximum 50 characters):  
A maximum of 50 characters.

Save Browse Remove All

Continue Application »

Save and resume later




# Step 4: Documents (Attaching)

- ❑ You should see a message that you have successfully attached documents.
- ❑ Review the list of attached documents.
- ❑ When ready, click “Continue Application”

Home

DEP Applications

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

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1	2 Facility Information	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7
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Step 4: Documents > Page 1 of 1

\* indicates a required field.

Documents

Please upload 1 Required Document(s) which are mandatory to Submit this Application:

1. MassDEP Application Form

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.exe;.dll;.js;.mst;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Browse

Continue Application »

Save and resume later



# Step 5: Special Fee Provision

☐ If Special Fee Provision is applicable, check the appropriate box and provide requested information

☐ Click “Continue Application”

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DEP Applications

WM03 - Water Management Permit Renewal

1	2	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted
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Step 5 : Special Fee Provision > Page 1 of 1

\* indicates a required field.

Special Fee Provision

Exemption: ?

☐

Exclusion (special agreement or policy): ?

☐

Substitution (ASP/IRP): ?

☐

Double Fee for Enforcement: ?

☐

Hardship payment extension request: ?

☐

Continue Application »

Save and resume later



EEA ePLACE Portal

# Step 6: Review

- ❑ The entire application is shown on a single page for your review
- ❑ If you note something you want to change, click “Edit Application”
- ❑ Otherwise, continue to the bottom of the page

Home

DEP Applications

WM03 - Water Management Permit Renewal

1	2	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted
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**Step 6: Review**

[Continue Application »](#) [Save and resume later](#)

Please review all the information before submitting. Once this application has been submitted, you will be not be able to make changes. To make changes you will need to contact the agency directly.

**Review and Certification**

[Edit Application](#)

**Permittee**

Individual  
Testing Eipas  
111 Main st  
Waltham, MA, 01752  
United States

Telephone #: 617-617-6177  
E-mail: testingeipas@gmail.com

**Permittee Company**

Individual  
437653 15-FAC-017560

**Application Contributors**

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Testing Eipas			617-617-6177	testingeipas@gmail.com	<a href="#">Edit/View</a>

**Facility Information**

TEST FACILITY | 10 TESTING LN TEWKSBURY MA 01876  
DEP Facility ID: 437653  
DEP Region: NE  
AQ ID: 1210628  
Facility Record ID: 15-FAC-017560

**General Information**

Please identify the type of permit: Non-Cranberry

Program ID





# Step 6: Review

- ☐ Read the Certification Statement
- ☐ Click the check box to complete your certification
- ☐ Click “Continue Application” to proceed with your submittal

## Application Submitter

Individual  
Testing Eipas  
Waltham, MA, 01752

Telephone #: 617-617-6177  
E-mail: testingeipas@gmail.com

I certify that I am familiar with the work proposed and that to the best of my knowledge and belief the information contained in this application is true, complete, and accurate.

☐ By checking this box, I agree to the above certification.

Date:

Continue Application »

Save and resume later



# Submission Successful!

- ❑ When you submit your application you will receive a Record ID so you can track the status of your application online
- ❑ Upon submission of your application please make sure to check your email for system notifications


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DEP Applications

WM03 - Water Management Permit Renewal

1	2	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7 Record Issuance
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Step 7: Record Issuance

 Successfully Completed.

Thank you for using our online services.  
Your Record Number is 20-WM03-0031-REN.

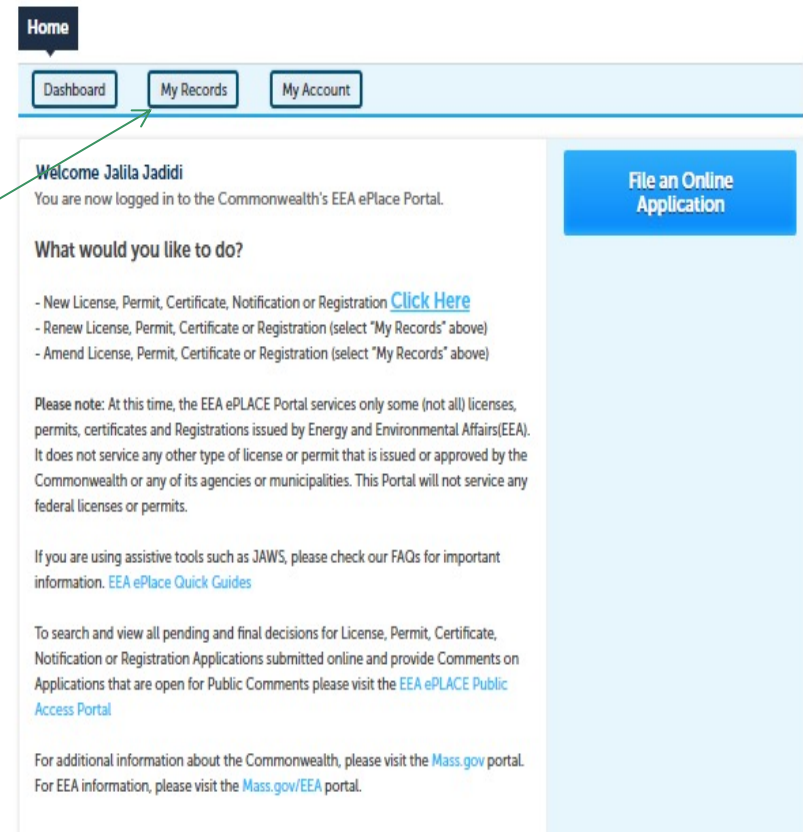


# To check the status of an application

❑ Log on to EEA ePlace portal

▶ <https://eplace.eea.mass.gov/citizenaccess>

❑ Go to your “My Records” page in ePLACE to see or track the status of an application



# Questions?

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For technical assistance:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- ▶ Or send an email to: [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)

For business related questions, please visit the link below:

<https://www.mass.gov/how-to/wm-03-water-management-withdrawal-permits>

