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# Chapter 91 Waterways Pre-application form for:

**General License Certification (WW24)  
Simplified License Certification (WW06)**



# Overview

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- ❑ This presentation is to assist in determining eligibility for a **Simplified License (WW06) or General License Certification (WW24)**
- ❑ Use this form to receive a Pre-application number required for a General License Certification Application or Simplified License Application
- ❑ This presentation will take you through the ePlace online pre-application process



# Overview

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- ❑ Please note that based on your answers, the proposed project will be categorized as follows:
  - ❑ General License Certification (WW24)
  - ❑ Simplified License (WW06)
  - ❑ Not eligible to submit Simplified or General License Certification
    - ❑ For projects not eligible for either WW24 or WW06, follow the prompts on your application and contact the Agency for more information



# How to Apply

## First time users:

- ▶ Click or type this address on your browser:  
<https://eplace.eea.mass.gov/citizenaccess>
- ▶ Follow the prompts to create a new user account
- ▶ Log into your account in ePlace using your username/password

The screenshot displays the EEA ePLACE Portal interface. At the top, there is a navigation bar with links for 'State Offices & Courts', 'State A-Z Topics', 'State Forms', and 'Accessibility FAQs'. Below this, the page title is 'EEA ePLACE Portal'. A 'Home' button is visible. The main content area includes a 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' message, followed by 'Options for Licensees and Applicants' (Apply for, Renew, or Amend a License, Permit, Certificate or Notification; Make Payments Online) and 'ePLACE Portal Account Registration' information. On the right side, there is a 'Login' section with input fields for 'User Name or E-mail' and 'Password', a 'Login' button, and a 'Remember me on this computer' checkbox. A 'Register for an Account' link is also present. A green arrow points from the text 'Follow the prompts to create a new user account' to the 'Register for an Account' link. Another green arrow points from the text 'Log into your account in ePlace using your username/password' to the 'Login' button.



# File an Online Application

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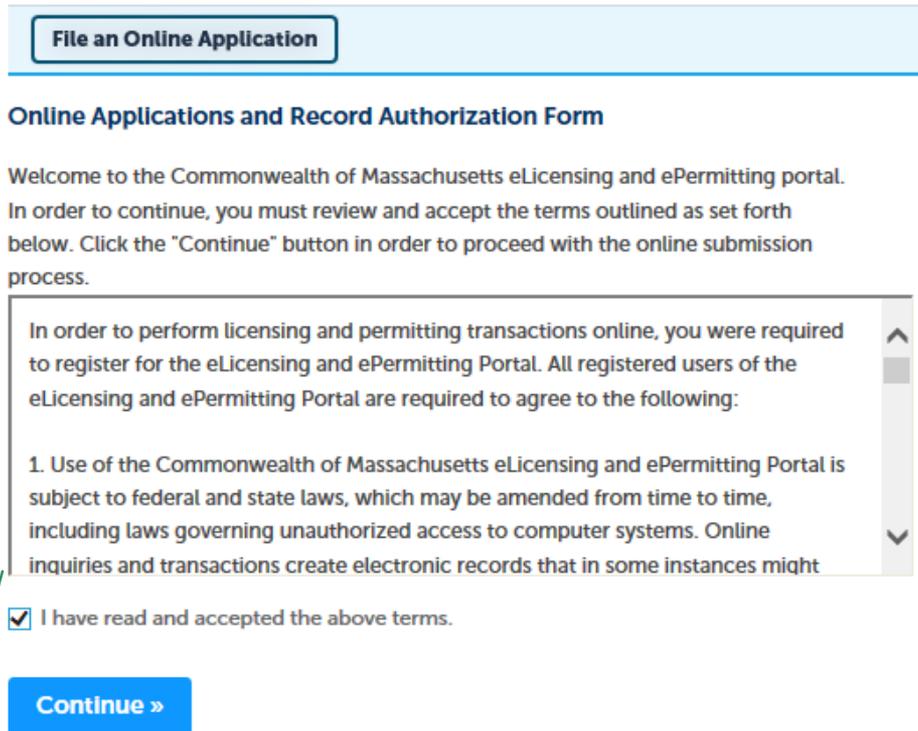
- ❑ Click here to start

The screenshot shows the user interface of the EEA ePlace Portal. At the top left, there is a dark blue 'Home' button. Below it is a light blue navigation bar containing four buttons: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search' with a dropdown arrow. The main content area is white and contains a 'Welcome' message: 'You are now logged in to the Commonwealth's eLicensing and ePlace Portal.' Below this, it asks 'What would you like to do?' and lists three options: '- [File an Online Application](#)', '- Renew a License, Permit or Certificate', and '- Amend License, Permit or Certificate Information'. On the right side of the page, there is a large blue button with the text 'File an Online Application'. A green arrow originates from the text 'Click here to start' and points directly to this button.



# File an Online Application

- ❑ Read and accept the Terms and Conditions
- ❑ Click the checkbox and click “Continue”



**File an Online Application**

### Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

I have read and accepted the above terms.

**Continue »**



# File an Online Application

- ❑ Click on “Energy and Environmental Affairs” and “Apply for a DEP Authorization”

Home

File an Online Application

## Commonwealth of Massachusetts EEA ePLACE (ePermitting) Online Services

### New Applicants:

The Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal provides the ability to file applications for licenses, permits, certificates, notifications and registrations. From the listing below, please click on the appropriate link to expand the options, select the service that you would like to use and click the continue button.

### Existing Applicants:

Click Home and use the “My Records” tab to renew or amend a license, permit, certification or registration. If they are not listed under the “My Records” tab, please select the “Link your account” option found in section below. You will be prompted for a “record identification code” and “authorization code.” from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.



Search

### ▼ Energy and Environmental Affairs (EEA, DEP, MDAR, DCR)

- Apply for a DEP Authorization
- Apply for a MDAR Authorization
- Apply for a DCR Authorization
- Apply for a EEA General Request

### ▶ Link Your Account

Continue »



EEA ePlace Portal

# File an Online Application

- ❑ Select “**Waterways Pre-Application for WW06 and WW24**” and click “Continue Application”

Home

DEP Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

 [Search](#)

- ▶ Air Quality (AQ)
- ▶ Drinking Water (DW)
- ▶ Hazardous Waste (HW)
- ▶ NPDES (WM)
- ▶ Solid Waste (SW)
- ▶ Watershed Management (WM)
- ▼ Waterways Chapter 91 (WW)
  - Waterways Pre-Application for WW06 and WW24
  - WW04 - Determination of Applicability Application
  - WW06 - Simplified License Application
  - WW24 - General License Certification Application
- ▶ Toxic Use Reduction (TUR)

[Continue Application »](#)



# Step 1 – 3: General Information/ WW24 Information/WW06 Information

- ❑ Please select yes/no answer to each of the questions provided according to your Project
- ❑ Click continue and follow the prompts
- ❑ Note – The system will take you to the next appropriate eligible section according to the question you answer

Home

DEP Applications

WW-Pre-Application for WW06 and WW24

1 General Information	2 WW24 Information	3 WW06 Information	4 Status Information	5 Review	6
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Step 1: General Information > Page 1 of 2

\* indicates a required field.

General Information

\*Is the use of structure for residential/ non commercial purposes? :  
 Yes  No

\*Is the structure less than 600 square feet? :  
 Yes  No

Continue Application »

Save and resume later



# Step 4: Status information

- ❑ Based on the answers, the system will display appropriate message:
  - ❑ You are eligible for WW24
  - ❑ You are eligible for WW06
  - ❑ You are not eligible for either
- ❑ In all above scenarios, Do NOT STOP HERE, please continue to submit the application, you will receive an email from the system with your next steps

Home

DEP Applications

Waterways Pre-Application for WW06 and WW24

1	2 WW24 Information	3 WW06 Information	4 Status Information	5 Review	6 Application Submitted
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Step 4: Status Information > Page 1 of 1

The Qualification Notice informs whether your project qualifies for a WW24 (General License Certification), WW06 (Simplified License Application), or neither. If you qualify for WW24 or WW06, [do not stop here](#).

Continue through Step 6 "Application Submitted" to receive notice the form was successfully completed along with the "PRE-APP" Record Number, which is required for initiation of processing a WW24 or WW06.

\* Indicates a required field.

Application Status

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**Qualification Notice:**  
You are eligible for WW06. Please continue to submit the application, you will receive an email from the system of your next steps.

Continue Application »

Save and resume later



# Step 5: 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 and click Continue Application to submit

Home

DEP Applications

WW-Pre-Application for WW06 and WW24

1	2 WW24 Information	3 WW06 Information	4 Status Information	5 Review	6 Application Submitted
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Step 5: 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 and request the Edit option.

## Review and Certification

[Edit Application](#)

General Information



# Step 6: Record issuance

- ❑ When you submit the application you will receive a **Record Number i.e. your [Pre-Application Number](#)**
- ❑ This Record Number i.e. **Pre-Application Number** is required to initiate the submission of General (WW24) or Simplified (WW06) application

Home

DEP Applications

WW-Pre-Application for WW06 and WW24

1	2 WW24 Information	3 WW06 Information	4 Status Information	5 Review	6 Record Issuance
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Step 6: Record Issuance

Successfully Completed.

Thank you for using our online services.

**Your Record Number is 20-WW-PRE-0077-APP.**

You will need this number to check the status of your application.

If applicable, if you are willing to make an Online Payment, please click on "DEP Applications" button and click the "Pay Fee Due Link" next to your Application Record.



# 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)

