



Aug 2018

### Water Withdrawal Permit Renewal/Transfer Checklist

Instructions: Complete this checklist and provide it with the Water Withdrawal Permit Renewal/Transfer Application WW-1 (R/T) **at least 30 calendar days before the current permit expires** and, if the water withdrawal system is being transferred to a new owner or operator, **at least 30 days before the change in ownership or operation is anticipated to occur**. Please refer to the current permit for your facility to complete the items below.

Applicant Name: \_\_\_\_\_ Facility Name: \_\_\_\_\_

Legally Responsible Party: \_\_\_\_\_

Facility Address: \_\_\_\_\_ DEC Region: \_\_\_\_\_

DEC ID #: \_\_\_\_\_ WWA #: \_\_\_\_\_

Current Permit Effective Date: \_\_\_\_\_

Current Permit Expiration Date: \_\_\_\_\_

Water Use Type (see WW-1 R/T Form): \_\_\_\_\_

Item Number	Requirement	PDF Included (Yes/No)	Location of Item in Application Package
1	Water Withdrawal Permit Renewal/Transfer Application WW-1 (R/T)		
2	Updated Water Conservation Program Form		
3	Latest Annual Water Withdrawal Reporting Form		
4	Copy of Current Permit		
5	Copy of Current Engineering Report		