

Permit cancellations

The cancellation of a permit may be initiated either by the permit holder or by Ecology. If you wish to cancel the permit, you must request the cancellation in writing. Ecology may cancel your permit if you do not comply with the provisions of your permit, fail to meet your development schedule, or fail to pay required fees. Ecology will send you a warning letter with 60 days to respond, before cancelling your permit.

If you sell the property covered by this permit

A water right permit is considered personal property in Washington. If you sell the property associated with the permit, the permit should be formally assigned to the new property owner. You may also transfer assignment of a water right application before a permit is issued.

An assignment form can be obtained from any Ecology office or our website. The form requires the notarized signature of the permit holder. You then submit the assignment form and \$50.00 fee to:

Department of Ecology
Cashiering Unit
PO Box 47611
Olympia WA 98504-7611



For more information

Contact your regional Ecology office for questions about your permit, or visit our website at www.ecy.wa.gov/programs/wr/wrhome.html



Northwest Regional Office

P.O. Box 330136
Shoreline, WA 98133
(206) 594-0000

Southwest Regional Office

P.O. Box 47775
Olympia, WA 98504-7775
(360) 407-6300

Central Regional Office

1250 W. Alder St.
Union Gap WA 98903-0009
(509) 575-2490

Eastern Regional Office

N. 4601 Monroe
Spokane, WA 99205-1295
(509) 329-3400

You can download permit-related forms from www.ecy.wa.gov/biblio/forms-wrforms.html

You may view, download, or order this and other publications about water rights at www.ecy.wa.gov/biblio/wr.html

If you require this document in an alternate format, please call the Water Resources Program at (360) 407-6872 or TTY (for the speech or hearing impaired) at 711 or (800) 833-6388.



Important Information about Your Water Right Permit

May 2004

(Revised April 2023)

04-11-010

Under state law, the waters of Washington collectively belong to the public and cannot be owned by any individual or group. Instead, Ecology may grant individuals or groups the right to use them. You have taken the first major step towards securing a Certificate of Water Right by obtaining a water right permit. Be sure to read through your permit carefully, so that you fully understand all the terms and responsibilities associated with it.



Permits are permission to develop a water right

A permit is permission by the state to develop a water right. It is not a final water right. A permit allows you to proceed with construction of a water system and to put the water to use, in accordance with the conditions specified in your permit.

Key dates: mark your calendars!

The permit includes a Development Schedule that specifies the dates (on or before) by which you must:

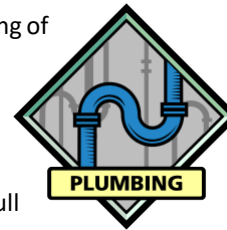
1. *Begin construction* of your water system. "Beginning construction" means that the well is drilled or the surface water diversion is constructed.
2. *Complete construction* of the water system. Your project is considered complete when the equipment (pumps, pipes, and so on) for delivering water to the place of use is installed.
3. *Put the water to full beneficial use*, up to the amount specified in your permit. "Beneficial use" is a key concept in Washington water law. It refers to both what the water is used for, as well as the amount of water necessary for the specified purpose (so water is not wasted).

Reports must be submitted at each phase of development

As you complete each of these three stages in developing your water right, you will need to fill out and submit a form to Ecology to report your progress. These forms will be provided to you by Ecology, or you can download them from our Internet site: www.ecy.wa.gov/biblio/forms-wrforms.html.

These forms are:

1. "Construction Notice: Beginning of Construction."
2. "Construction Notice: Completion of Construction."
3. "Proof of Appropriation of Water" when the water is put to full beneficial use. This form must be signed and notarized before you return it to Ecology.



It is important to complete each form for each stage in a timely manner. **Failure to do so may result in the cancellation of your permit.**

Extensions

Although you are expected to adhere to your Development Schedule, there are often extenuating circumstances that make this impossible. You may request an extension. State law requires that the project be pursued with diligence and that good cause be shown before an extension can be granted.

Your request must be made in writing and contain the following:

- A description of the project status and development to date.
- The reasons for delay in developing the project.
- Discussion of the steps that have been taken to overcome delays.

- Your proposal of a new development schedule that you believe can be met and why.
- A check or money order for the \$50.00 extension fee.

The Ecology regional section manager, with advice from staff, will evaluate your request and approve or deny it. Your extension request will be evaluated on the basis of your good faith efforts, proposed schedule, and the public interests affected.

Unless you are notified otherwise, the check or money order should be included with the request and made out to the Department of Ecology. Submit fees to:

Department of Ecology Cashiering Unit
PO Box 47611
Olympia WA 98505-7611

Once your water is being put to full beneficial use

After receiving the completed and notarized Proof of Appropriation form, Ecology staff review the information. You may then be required to hire a certified water right examiner to complete a field inspection and prepare a Proof Report of Examination, which is submitted to Ecology.

Once Ecology confirms that all the conditions of the permit are met, you will be asked to submit statutory filing fees and county auditor fees to Ecology. The county auditor will record and forward your *Certificate of Water Right* to you. It is the legal record of your water right.

