

Water Well Contractor License Renewal Instructions



Important Information

- ▶ The online application will open **April 21, 2023**.
- ▶ If the application is received **before 11:59 pm July 31**, the renewal fee is **\$50**.
- ▶ If the application is received **after 11:59 pm July 31**, the renewal fee is **\$125**.
- ▶ If the license is inactive for more than one year after July 31 of each odd-numbered year, an application for a new license will be required.

License Renewal Submittal

You will have the opportunity to submit your license renewal application online beginning **April 21, 2023**.

Visit **WaterMatters.org** and follow the steps below:

1. Choose the link for ePermitting.
2. Go to **Well Construction Permit**.
3. Click on **Apply/Login for a Permit Now**.

4. Login with your previously created User ID and Password.
5. Select the option to Renew License.
6. Please verify that we have your correct address on file. Make changes as needed to the account information page; select **Continue** when finished.
7. On the **Well Contractor Certification** screen, choose **Yes** from the dropdown box to agree with the Well Contractor Certification. You will not be able to continue with your renewal application if this is not selected.
8. On the **Payment Information** screen:
 - a. Enter in the number of decals requested.
 - b. Enter your payment information. Payment options are credit card, check or receipt. Then, click **Next**.
9. Select **Yes** to submit your license renewal application to the District.

