

# Applicant User Guide



Washington Department of Fish and Wildlife  
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# 1. Introduction

The Aquatic Protection Permitting System (APPS) is an online permitting system provided by the Washington Department of Fish and Wildlife (WDFW) to submit, track, search, and manage technical assistance requests, pre-applications for regulatory review, and applications for Hydraulic Project Approval (HPA) permits. The APPS system was first introduced in 2014 and was replaced and modernized in late 2024. This guide is intended to serve as a resource for HPA applicants and other public users of APPS. This guide will detail the common processes and key functionalities of the new modernized APPS.

- **APPS is available at:** <https://hpa.wdfw.wa.gov/>
- For additional information on the HPA permitting process at WDFW, visit our HPA website at <https://wdfw.wa.gov/licenses/environmental/hpa>.
- For questions about this guide, using APPS, or any issues with the system, please contact us at [APPS.help@dfw.wa.gov](mailto:APPS.help@dfw.wa.gov).
- For anything else HPA-related, please contact us by emailing [HPAapplications@dfw.wa.gov](mailto:HPAapplications@dfw.wa.gov) or calling 360-902-2422.



## 2. APPS Orientation

### 2.1. Secure Access Washington

You will need a Secure Access Washington (SAW) account to access APPS. SAW is a tool used to access online services from various state agencies with one username and password. Information on creating a new SAW account or accessing your existing SAW account is available here: <https://wa.gov/how-to-guides/secureaccess-washington-saw-your-login-state-services>.

#### 2.1.1 Logging In

**Login to APPS here:** <https://hpa.wdfw.wa.gov/>

You will be redirected to SAW to sign in or create a new account if one doesn't already exist.

- If you have an existing APPS account prior to the 2024 Modernization, it has been migrated to the new system. To access your existing account, you will need to sign in via SAW.
  - If you have an existing SAW account, your SAW email and APPS email must match to access your existing applications, permits, and associated data.
  - If you don't have an existing SAW account, you will be prompted to set up a SAW account. You must set up your SAW account with the same email as your existing APPS account if you are to access your migrated applications, permits, and associated data.
  - If you need help recovering your SAW username or password, visit <https://secureaccess.wa.gov/public/saw/pub/remindAndReset.do>.
  - *If you believe that your SAW email matches that of your existing APPS email and you are having issues accessing the system, please contact [APPS.help@dfw.wa.gov](mailto:APPS.help@dfw.wa.gov).*
- If you are a new APPS user, then you have no existing APPS account information.
  - If you have an existing SAW account, you can log into APPS using your existing SAW credentials. This will create an APPS account based on your SAW email address provided. Once in APPS, you can add any additional contact information desired.
  - If you don't have an existing SAW account, you will be prompted to create a new SAW account. Once you log into APPS for the first time using your SAW account, this will create an APPS account based on your SAW email provided. Once in APPS, you can add any additional contact information desired.

### 2.2. Navigating in APPS

Once you've successfully logged in, you will arrive at the **Home Screen**, your central hub for navigating APPS. It provides access to key features and resources for managing HPAs. Below is an overview of its main sections and functionalities:

Located at the top of the screen, the menu bar allows you to move between key sections:

- **Home:** Return to the main dashboard.
- **Applications:** Manage and track submitted or draft applications.
- **Cases:** Access and review technical assistance requests
- **Permits:** View permits issued under your account.
- **Application Search:** Search for specific applications, cases, or permits.

In the top-right corner of the screen, there are two icons for notifications and profile management:



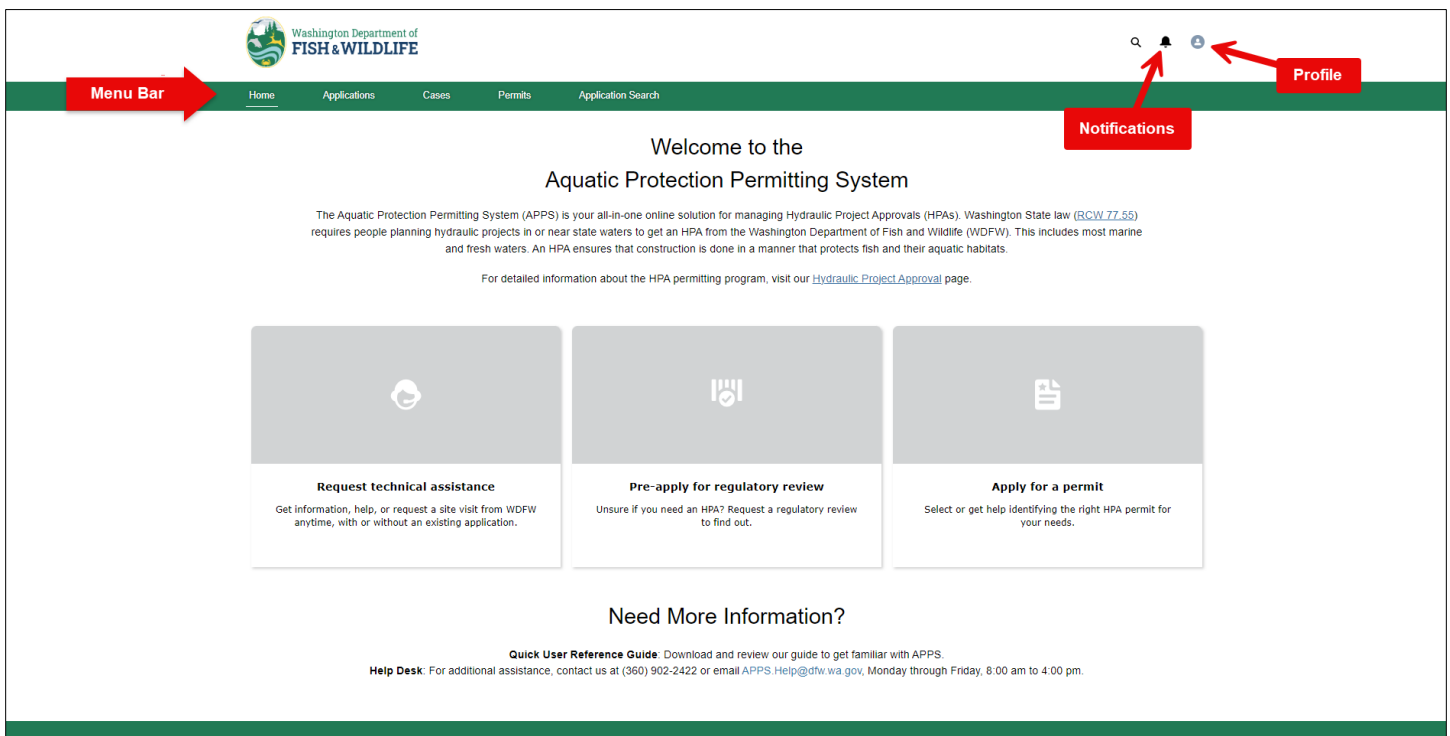
- **Bell Icon:** Alerts you to any new notifications related to your submissions, such as new messages from WDFW.
- **Person Icon:** Directs you to the My Profile section, where you can review and updated your contact information as needed.

The three tiles on the Home Screen allow APPS users to submit the following:

- **Technical Assistance Requests:** Request help, information, or a site visit from WDFW at any stage, even without an existing application.
- **Pre-applications for Regulatory Review:** Submit a pre-application to determine whether an HPA is needed for your project.
- **HPA Applications:** Apply for an HPA or receive guidance on selecting the appropriate permit type for your project.

At the bottom of the Home Screen, you'll find links to resources for additional assistance:

- **Quick User Reference Guide:** Download the guide to help familiarize yourself with APPS functionality.
- **Help Desk Information:** For further support, contact the Help Desk at (360) 902-2422 or email [APPS.Help@dfw.wa.gov](mailto:APPS.Help@dfw.wa.gov), available Monday through Friday, 8:00 AM to 4:00 PM.



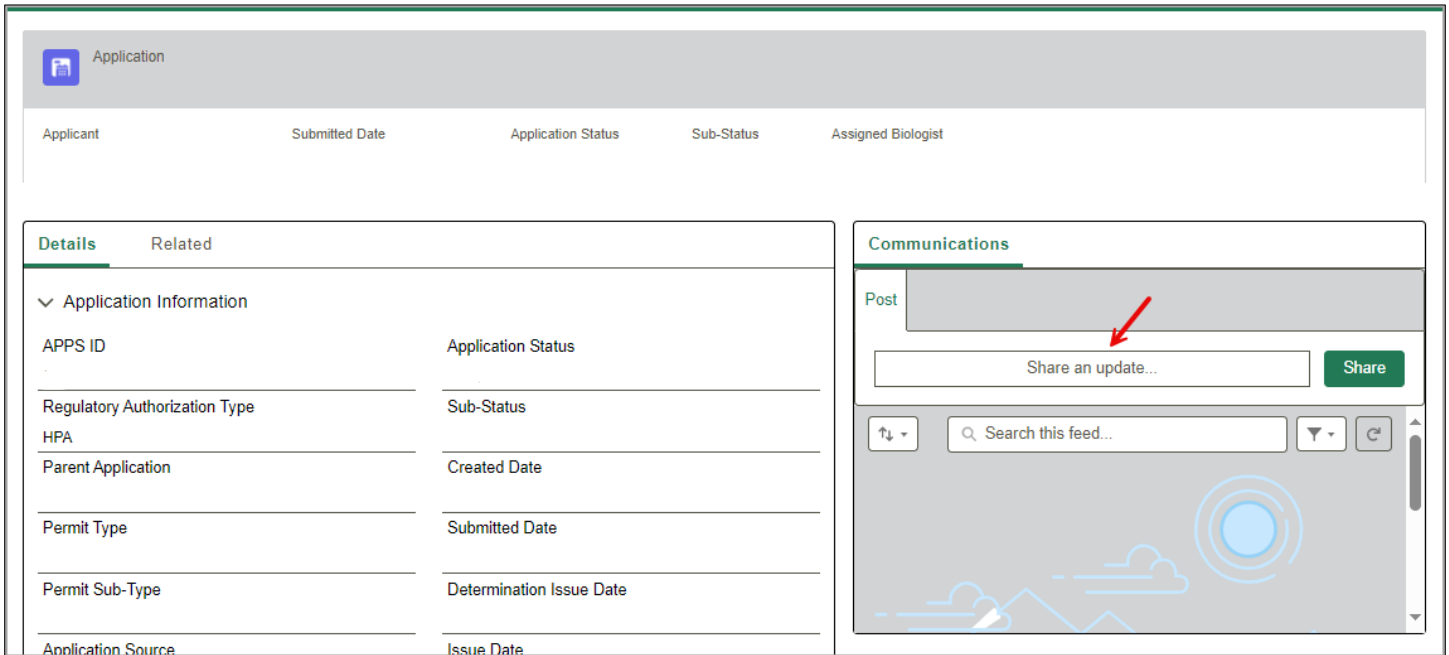
## 2.3. Communications (Chatter)

Chatter is a within-system messaging feature of APPS. It allows communications to be sent between the applicant, agent, and assigned WDFW staff regarding a particular application or technical assistance request. Please note that all Chatter posts/comments will be public/viewable by all other APPS users.

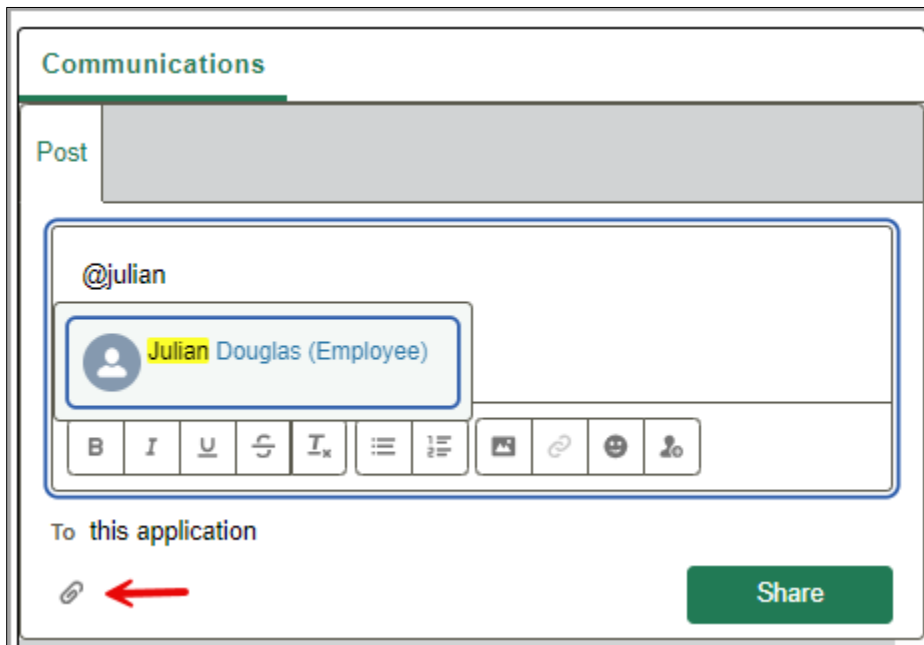
Once in an application or technical assistance request, the Chatter feature can be found on the right side of the screen. Here, you will be able to see, respond to, or initiate any Chatter messages regarding the application or technical assistance request. *If you are initiating a Chatter message, it is best practice to @mention the recipient to ensure they are properly notified. See example below of how to use the @mention feature.*

To initiate communication using Chatter:

1. Open the application or technical assistance request where you want to send a message.
2. Click **Share an update** in the Communications section.



3. In the text field type your message.
  - Use an @mention to notify the intended recipient by including the @ symbol before the name. As you type the name after the "@," the system will automatically suggest users to select.
  - You can include attachments with your message by selecting the **paperclip icon**.



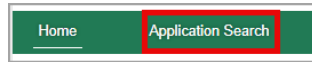
4. When ready to send your message, click **Share**.

## 2.4. Searching in APPS

This section outlines how to search for any case, application, or permit in APPS, with or without an account. For guidance on searching your own technical assistance requests, pre-applications, applications, or permits, see Sections [3.2](#), [4.2](#), [5.2](#), and [7.1](#).

To search records:

1. Click on the **Application Search** option in the menu bar.



2. Enter the search criteria.

- Use the available fields to refine your search. You can enter one or multiple criteria to narrow your results:
  - **Application ID:** Enter the unique identifier for the specific application.
  - **Project Type:** Select from the dropdown menu to specify the project type (e.g., Aquatic Plant Control, Bank Protection, Dredging).
  - **Status:** Select the status of the application (e.g., Submitted, Accepted, HPA Issued).
  - **Sub-Status:** Choose additional status details such as Amendment, Hold, or Withdrawn.
  - **Permit Type and Sub-Type:** Select the relevant permit type (e.g., Standard, Expedited) and sub-type (e.g., Regional, Statewide).
  - **Applicant or Agent Information:** Enter the first and/or last name, email address, or other contact details for the applicant or agent.
  - **Site Address:** Provide details such as street, city, zip code, or county where the project is located.
  - **Project Name:** Enter the name of the project if applicable.
  - **Permit Details:** Specify the permit number, issue date range, or permit status (e.g., Active, Inactive, Expired).
  - **WRIA Number:** Select the Water Resource Inventory Area (WRIA) number.
  - **Region or Waterbody Name:** Include information about the region or waterbody involved.
  - **Application Habitat Biologist:** Enter the name of the biologist associated with the application, if known.

3. Click the **Search** button to submit your search criteria.

4. Search results matching the entered criteria will be displayed below. You can refine the search results further by entering additional criteria in the **Search this list** field within the search results section.

Application List 🔍 Search this list...

3 of 3 items

APPS...	Permi...	Appli...	Proje...	Appli...	Agent...	Appli...	Permi...	Subm...	Issue ...	Appli...	County	WRIA	Water...	Assig...
0000421	2024-2-1000+01	Fish Habitat Enhancement Project (FHEP)		Albus Albacore-Applicant 3500 South Irby Street Kennewick, Washington 99337 United States	Jamie Smith Jamie Business 950 NW Carkeek Park Rd Seattle, Washington 98177 United States		HPA Issued	Active	10/21/2024, 08:24 PM	10/21/2024	Online	Chelan	47	Trevor Rush

5. Click on the **APPS ID** of the desired record to view its details.

Application List 🔍 Search this list...

3 of 3 items

APPS...	Permi...	Appli...	Proje...	Appli...	Agent...	Appli...	Permi...	Subm...	Issue ...	Appli...	County	WRIA	Water...	Assig...
0000421	2024-2-1000+01	Fish Habitat Enhancement Project (FHEP)		Albus Albacore-Applicant 3500 South Irby Street Kennewick, Washington 99337 United States	Jamie Smith Jamie Business 950 NW Carkeek Park Rd Seattle, Washington 98177 United States		HPA Issued	Active	10/21/2024, 08:24 PM	10/21/2024	Online	Chelan	47	Trevor Rush



## 2.5. Uploading Additional Files

If you need to upload additional files to a submitted application, modification request, or issued permits, you can:

- Upload them directly into APPS;
- Submit them via email to [HPAapplications@dfw.wa.gov](mailto:HPAapplications@dfw.wa.gov); or
- Submit them via mail to the Washington Department of Fish and Wildlife, Habitat Program, P.O. Box 43234, Olympia WA 98504-3234.

To upload additional files in APPS, navigate to the application, select the **Related** tab, and then select **Add New Files** in the Files section.

The screenshot displays the Washington Department of Fish & Wildlife APPS interface. At the top, the logo and navigation menu are visible. The main content area shows an application for 'Albus Albacore Applicant' with a status of 'Submitted'. Below this, the 'Related' tab is selected, showing a table of related activities. A red arrow points to the 'Related' tab. In the 'Files' section, there is one file listed: '0000702 - Application Details PDF'. A red arrow points to the 'Add Files' button next to this file. To the right, there is a 'Communicat...' section with a 'Post' field and a 'Share' button. At the bottom, there is an 'Actions' section with a 'Request Amendment?' toggle.

Applicant	Submitted Date	Application Status	Sub-Status	Assigned Biologist
<a href="#">Albus Albacore Applicant</a>	11/21/2024, 3:34 PM	Submitted		

Subject	Status	Completed Date/Time
<a href="#">Email: WDFW - RECEIPT ...</a>	Completed	11/21/2024, 3:31 PM

Files (1)
<a href="#">0000702 - Application Details PDF</a> Nov 21, 2024 • 620KB • pdf

### 3. Requests for Technical Assistance

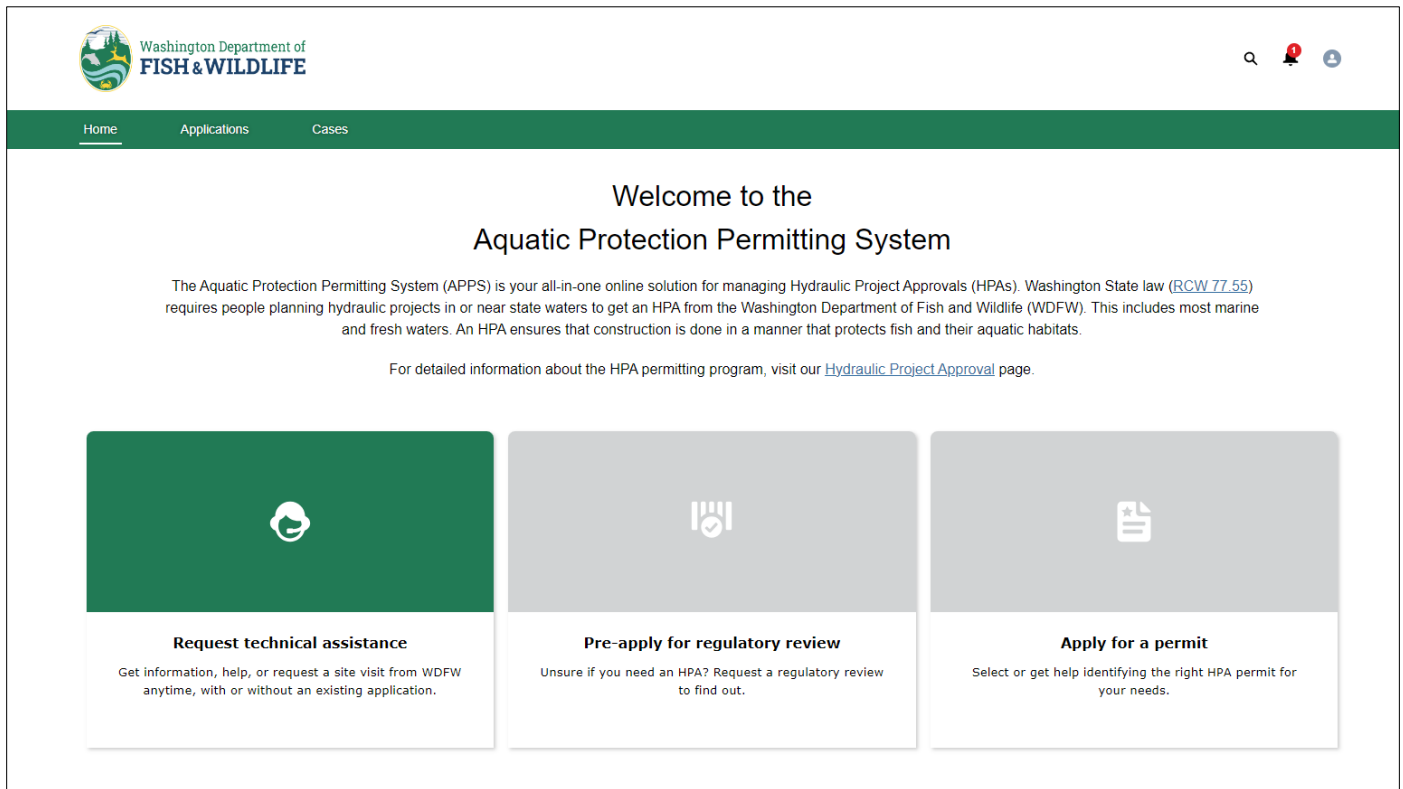
Requests for technical assistance may be submitted when you are seeking information or support about hydraulic work, fish life, project design, or any other related topic. We encourage you to contact our staff early and often with any questions you have.

If you are seeking a determination as to whether proposed construction or work requires an HPA, then you should submit a Pre-application for Regulatory Review (see [Section 4](#)) instead of a Request for Technical Assistance. WDFW will evaluate the proposed project to determine if it is a hydraulic project and, if so, whether an HPA is required to ensure the protection of fish life.

#### 3.1. Submitting a Request for Technical Assistance

Requests for technical assistance are created as “Cases” in APPS. To submit a request for technical assistance, follow these steps:

1. Login to APPS
2. On the home screen, select the **Request technical assistance** button.



3. To answer the question “Are you requesting information or technical assistance on behalf of someone else?”, select either **Yes** or **No** from the dropdown as appropriate, then select **Next**.

**Note:** After this point, the system has created a draft Case of your request for technical assistance. Your case is automatically saved as you progress through the form. If at any point you need to leave the screen, you can navigate back to your created cases by selecting **Cases** from the menu bar (refer to [Section 3.2.](#)).

4. **Your Information.** Verify your contact information. Contact information is automatically populated based on what is saved in your APPS account.
  - a. If your contact information is incorrect or needs to be updated, you can do so within the case form. The only information that is not editable is your email address (this must be modified via your SAW account).
  - b. If your contact information is correct and complete, select **Next**.

5. **Applicant Information.** Verify the applicant’s information. If you selected **Yes** that you are requesting on behalf of someone else (step 3 above), an **Applicant Information** step will appear after **Your Information** where you will add the applicant details.
  - a. You will also be provided a link to the authorization of agent form required when an agent is acting on behalf of an applicant. This form will need to be filled out, signed, and uploaded to the **Upload Authorization of Agent Form** section.
  - b. Select **Next** to proceed.

### Applicant Information

Business Account (Organization responsible for project)

\* First Name                      Middle Name                      \* Last Name

\* Address Line 1

Address Line 2

\* City                      \* State                      \* Zip Code                      Country

\* Primary Phone                      Secondary Phone                      Fax

\* Email

\* Upload Authorization Of Agent Form

📁

Download a copy of the [Authorization of Agent Form](#)

Your progress will be saved automatically as you complete this form. To access your in-progress drafts, click on 'Cases' above and then select 'Drafts'.

**Steps**

- Create Case
- Your Information
- Applicant Information**
- Technical Assistance Details
- Location Information
- Submit for Review
- Confirmation

6. **Technical Assistance Details.** Enter the technical details of the request.:
- a. Select the **Technical Assistance Category** that best fits your request.
  - b. In the **Request Summary** box, enter a short description of your request.
  - c. Select **Yes** or **No** for the question “Do you own the property or can you grant access to the site?”
  - d. Select **Yes** or **No** for the question “Would you like a site visit to process this request?”
  - e. Select **Yes** or **No** for the question “Are you already working with any WDFW staff?”
    - If you select **Yes**, then enter the name of the WDFW staff member that you are working with regarding your request for technical assistance.
  - f. Upload any related or supporting documentation in the **Additional Supporting Documents** section.
  - g. Select **Next**

**Technical Assistance Details**

\* Technical Assistance Category

\* Request Summary

\* Do you own the property or can you grant access to the site?

\* Would you like a site visit to process this request?

\* Are you already working with any WDFW staff?

Additional Supporting Documents  
 Or drop files

*Your progress saves automatically. To view drafts, click 'Cases' above, then select 'Drafts'.*

**Steps**

- Create Case
- Your Information
- Technical Assistance Details**
- Location Information
- Submit for Review
- Confirmation

7. **Location Information.** Select whether you would like to provide an **Address** or **Coordinates** for your location. The location should reflect where you are seeking technical assistance to ensure your request is directed to the Habitat Biologist assigned to that area.

**Location Information**

Please provide location information associated with your request to ensure that your request is directed to the appropriate habitat biologist.

\* Would you like to provide an address or coordinates for your location?  
 Address  Coordinates

*Your progress saves automatically. To view drafts, click 'Cases' above, then select 'Drafts'.*

**Steps**

- Create Case
- Your Information
- Technical Assistance Details
- Location Information**
- Submit for Review
- Confirmation

a. If **Address** is selected, enter the physical address.

\* Would you like to provide an address or coordinates for your location?  
 Address  Coordinates

∨ Please provide your location's address.

\* Address Line 1

Address Line 2

\* City                      \* State                      \* Zip Code                      Country  
                                                                 

b. If **Coordinates** are selected, enter the GPS coordinates in decimal degree format (e.g., Latitude: 47.1234, Longitude: -123.1234). If you need help figuring out your project location coordinates, you can use an online mapping tool like [Google Maps](https://www.google.com/maps). Select **Next** to proceed.



\*Would you like to provide an address or coordinates for your location?

Address  Coordinates

✓ Please provide your location's coordinates.

\*Latitude

\*Longitude

## 8. Submit for Review.

- a. If you are ready to submit your request to WDFW for review, select **Yes – Submit for Review**.
- b. To go back to previous sections before submitting your request, select **No – Go to Previous Page**.
  - Once your request has been submitted, the screen will show a confirmation message. You will also receive an email confirmation of your request.

Submit for Review

---

**Are you ready to submit?**

*Your draft will remain in its current state until it is submitted to WDFW for review.*

Confirmation

---

**Thank you for your submission!**

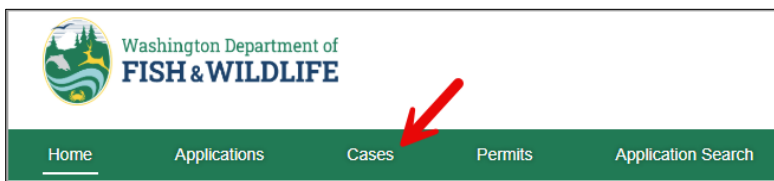
Your form has been successfully sent to WDFW for review.  
You will receive a confirmation email shortly.

If you have any questions or need additional assistance,  
please reach out to our support team  
Monday through Friday, from 8:00 AM to 4:00 PM,  
at (360) 902-2422 or via email at [APPS.Help@dfw.wa.gov](mailto:APPS.Help@dfw.wa.gov).

After submitting your request, it will be automatically assigned to a local Habitat Biologist based on the location details provided. If you need to further contact this biologist regarding your request, you can use the Chatter function on the Case page (see [Section 2.3](#) for details on Chatter). Otherwise, you will either receive additional communications from APPS when your case is resolved or directly from the assigned biologist if they have any questions.

## 3.2. Viewing Requests

You can view draft and submitted requests at any time by logging into APPS and selecting **Cases** from the menu bar.



From the Cases list view, you can see some essential details including the case number, status, category, contact information, and dates.

You can sort your list of Cases by selecting the **sort arrow** next to any column header (e.g. Case Number, Status, or Submitted Date). Additionally, you can refine your list by entering specific criteria (e.g. technical assistance category) into the **Search this list** field.

All Cases ▾  
7 items • Sorted by Case Number • Filtered by All cases • Updated 4 minutes ago

Case Number ↑ ▾ Status ▾ Technic... ▾ Contact ... ▾ Applican... ▾ Date/Tim... ▾ Submitted Date ▾ Date/Tim... ▾

Search this list... [Settings] [Refresh]

To open an individual request and see the full details, select the **View** next to the case number.

Washington Department of FISH & WILDLIFE

Home Applications Cases Permits Application Search

All Cases ▾  
7 items • Sorted by Case Number • Filtered by All cases • Updated a few seconds ago

Search this list... [Settings] [Refresh]

	Case Number ↑ ▾	Status ▾	Technical Assistance Category ▾	Contact ... ▾	Applican... ▾	Date/Tim... ▾	Submitted Date ▾	Date/Tim... ▾	
1	00001198 - <a href="#">View</a>	Closed	Project design and guidelines	Angie Arrowt...	Albus Albac...	9/30/2024, 9...	9/30/2024, 9:08 PM	10/9/2024, 2...	[...]
2	00001199 - <a href="#">View</a>			Albus Albac...		10/1/2024, 9...			[...]
3	00001202 - <a href="#">View</a>	Submitted fo...	Permitting	Albus Albac...		10/9/2024, 2...	10/9/2024, 2:29 PM		[...]

When you open a request, the screen defaults to the **Details** tab which displays basic information about the request. Information may vary depending on the status of your request. The **Related** tab is also available for viewing additional information related to the request such as file attachments and associated site visits.

When a request is closed, either via withdrawal (see [Section 6.1.](#)) or resolution, that information will be populated in the **Details** tab under the *Closure Information* section.

## 4. Pre-applications for Regulatory Review

A Pre-application for Regulatory Review may be submitted if you are seeking a determination for whether proposed construction or other work requires an HPA. WDFW will evaluate the proposed project to determine if it is a hydraulic project and, if so, whether an HPA is required to ensure the protection of fish life.

Pre-applications must be submitted online through APPS and include:

- A description of the proposed project;
- A map showing the location of the project site;
- Preliminary plans and specifications of the proposed project, if available, and;
- Location of the nearest waterbody (e.g., describe or label the location of ordinary high water in the project description, map, and/or plans).

For each pre-application, WDFW is required to:

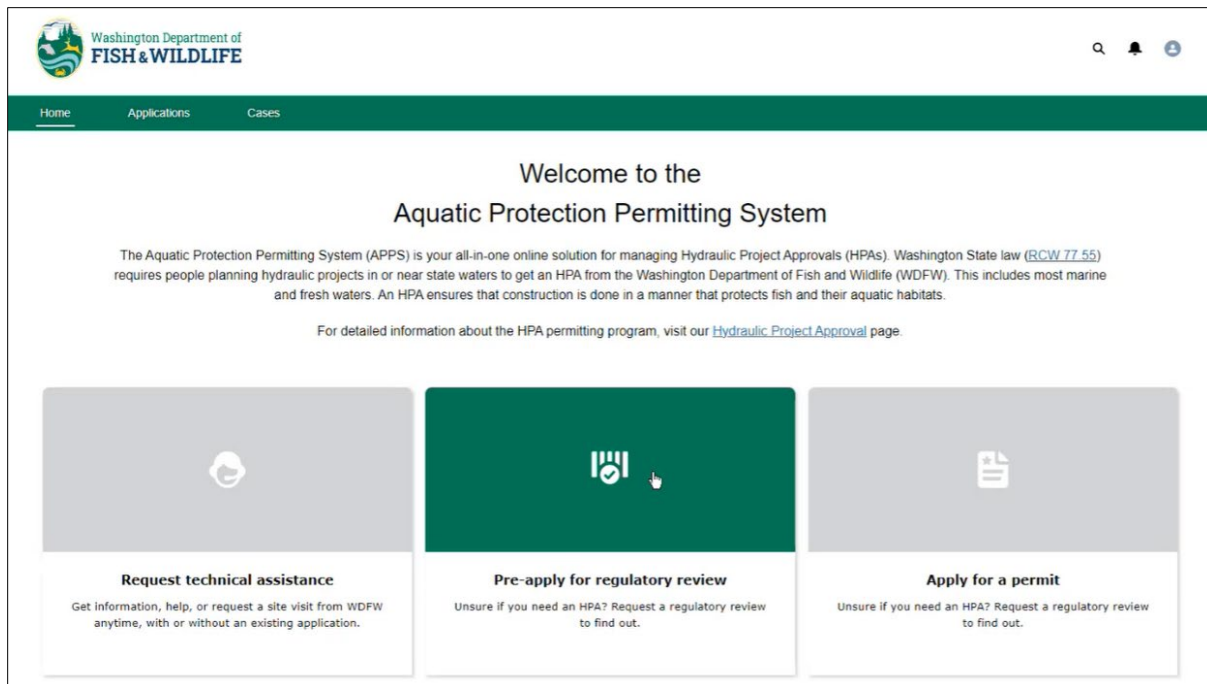
- Provide tribes and local governments a 7-calendar day review and comment period.
- Consider all applicable written comments received before issuing a determination; and
- Issue a written determination, including the rationale for the decision, within 21 calendar days of receipt.

*Note: documentation of compliance with SEPA is not required for Pre-applications.*

### 4.1. Submitting a Pre-application

To submit a pre-application, follow these steps:

1. Login to APPS.
2. On the **Home** tab, select the **Pre-apply for Regulatory Review** button.



3. Select **Start** to begin. Be sure that you are prepared to provide all of the listed information on this page.

Request Regulatory Review

**Start**

A pre-application for regulatory review should be used if you are unsure about whether proposed construction or work requires a Hydraulic Project Approval (HPA) permit.

As part of a complete pre-application for regulatory review, please be prepared to provide the following information and attachments:

- A description of the proposed project
- A map showing the location of the project site
- Preliminary plans and specifications for the proposed project
- Location of the nearest waterbody included in at least one of the provided documents

**Start**

**Steps**

- **Start**
- Contact Information
- Property Ownership
- Project Locations
- Project Description
- Project Type
- Attachments
- Submit for Review
- Confirmation

4. **Contact Information.** Select your role as either the **Applicant** or **Agent**.

Request Regulatory Review

**Contact Information**

An agent is someone who is applying on behalf of an applicant. Note that WDFW will not accept applications in which an account holder submits an application but their contact information does not appear in the applicant and/or agent section.

**Your Role is**

**Applicant**      **Agent**

**Next**

**Steps**

- Start
- **Contact Information**
- Property Ownership
- Project Locations
- Project Description
- Project Type
- Attachments
- Submit for Review
- Confirmation

- a. **If your role is the applicant**, then your contact information stored in your account will automatically populate in the *Applicant's Contact Information* section. To proceed:
  - i. Verify your contact information.
  - ii. Select your account type.
  - iii. If you have an agent, select the **Applicant has Agent** checkbox and add your agent's contact information.
  - iv. Select **Next**.

**Applicant's Contact Information**

Business Name (if applicable)

\*First Name                      Middle Name                      \*Last Name

\*Country

\*Address Line 1

Address Line 2

\*City                      \*State/Province                      \*Zip/Postal Code

\*Primary Phone                      Secondary Phone                      Fax

\*Email

\*Applicant Type

Agriculture

Commercial or Industrial (non-agriculture)

Forestry

Government

Non-Profit Group

Single or Multiple Private Individuals

Applicant has Agent

b. **If your role is the agent**, then your contact information stored in your account will automatically populate in the *Agent's Contact Information* section.

- i. Add the applicant's information in the *Applicant's Contact Information* section.
- ii. Select the **Applicant's Account Type**.
- iii. Verify your contact information in the *Agent's Contact Information* section.
- iv. Select **Next**.

2. **Property Ownership.** Select a response regarding property ownership for the project location.



Request Regulatory Review

### Property Ownership

\*What best defines the property ownership?

Property Owner is the same as Applicant

Property Owner is different than Applicant

Project is on Public Property

Property Owner Consent is being granted via an Easement Agreement

Your progress saves automatically. To view drafts, click 'Applications' above, then select 'Drafts'.

Previous
Next

#### Steps

- Start
- Contact Information
- **Property Ownership**
- Project Locations
- Project Description
- Project Type
- Attachments
- Submit for Review
- Confirmation

- a. If the **Property Owner is different than Applicant**, upload a completed Consent of Property Owner form in the *Attachments* section at the end of the form.
    - If there are multiple property owners, upload a completed Consent of Property Owner form for each owner.
  - b. If **Property Owner Consent is being granted via an Easement Agreement**, upload a copy of the easement in the *Attachments* section at the end of the form.
  - c. If the **Project is on Public Property**, enter the name of the government agency that manages the property.
  - d. Add the property owner’s contact information by selecting **Add+** and **Save** when complete.
    - For multiple property owners, add each owner’s information separately.
  - e. Select **Next** to proceed.
3. **Project Locations.** Select the **+Add** button to add each location related to your project. After entering the project location details, click **Save**.
- a. Enter a custom **Site Name**.
  - b. Type in the **Waterbody Name**.
    - The system will search for the existing name as you type. Select the name that applies. If you don’t know the name of your Waterbody, select Unknown or Other.
  - c. Enter the **Proposed Project Start Date** and **Proposed Project End Date**.
  - d. Enter any pertinent **Driving Directions**.
  - e. Select whether the site is **within or outside the 100-year floodplain** or select **Not Sure** if you are unsure.
    - For assistance answering this question, please refer to the [Dept. of Ecology Flood Hazard Areas map](#).
  - f. Choose whether to provide an **address** or **coordinates** for the site location.
    - If providing an **address**, enter the street address for the project site. If the site does not have a street address, providing coordinates instead is recommended.

- If providing **coordinates**, enter them in decimal degree format (e.g., Latitude: 47.1234, Longitude: -123.1234). If you need help figuring out your project location coordinates, you can use an online mapping tool like [Google Maps](#).

g. Select **Save**.

- You may edit an existing project location by clicking on the project name.
- You can add multiple project locations, if applicable to your pre-application.

The image shows two views of the 'Project Locations' form. The left view shows a summary page with a '+ New' button highlighted by a red arrow. Below it is a red error message: 'At least one project location is required.' At the bottom are 'Previous' and 'Next' buttons. The right view is a detailed form for adding a location. It includes fields for 'Site Name' and 'Waterbody Name', date pickers for 'Proposed Project Start Date' and 'Proposed Project End Date', a text area for 'Driving Directions', radio buttons for 'Within', 'Outside', and 'Not Sure' regarding a 100-year floodplain, and radio buttons for 'Address' and 'Coordinates'. 'Cancel' and 'Save' buttons are at the bottom right.

2. **Project Description.** Provide detailed information about the project.

- Enter the **Project Name**.
- Briefly summarize the overall project.
- Describe the purpose of the project and why you want or need to perform it.
- Describe how you plan to implement the project.
- Describe the type of equipment used to implement the project.
- Select **Next** to continue.

**Request Regulatory Review**

**Project Description**

\*Project Name

\*Briefly summarize the overall project.

Describe the purpose of the project and why you want or need to perform it.

Describe how you plan to implement the project.  
*For each project element, include specific construction methods proposed, identify where each element will occur relative to the nearest waterbody (e.g., relative to the Ordinary High Water Line (OHWL)), and define which activities are within the 100-year floodplain.*

Describe the type of equipment used to implement the project.  
*Include specifics on which equipment will be operated in the water.*

*Your progress saves automatically. To view drafts, click 'Applications' above, then select 'Drafts'.*

Previous Next

**Steps**

- Start
- Contact Information
- Property Ownership
- Project Locations
- Project Description**
- Project Type
- Attachments
- Submit for Review
- Confirmation

3. **Project Type.** Select all **applicable project type(s)**, then select **Next**.
  - a. If you select **Other**, enter the project type in the text box.

**Request Regulatory Review**

**Project Type**

\*Please select the applicable project type(s)

- Aquatic Plant Control
- Bank Protection
- Beaver Dam
- Buoy
- Dredging
- Fish Passage Improvement Structure
- Garbage and Debris Removal
- Sand and Gravel Removal
- Habitat Enhancement or Restoration
- Large Wood – Repositioning or Removal
- Mineral Prospecting
- Outfall Structure
- Overwater Structure
- Road Maintenance
- Scientific Instruments
- Utility Crossing
- Water Access
- Water Crossing Structure
- Water Diversions and Fish Screens
- Water Surface Control
- I Don't Know
- Other

*Your progress saves automatically. To view drafts, click 'Applications' above, then select 'Drafts'.*

Previous Next

**Steps**

- Start
- Contact Information
- Property Ownership
- Project Locations
- Project Description
- Project Type**
- Attachments
- Submit for Review
- Confirmation

4. **Attachments.** This section will show certain documents as required, based on your responses earlier in the form (for example, if you indicated there will be an agent associated with the project/request, then an Authorization of Agent form will be required). Upload any relevant attachments for your project in the corresponding sections. This should include project plans and any other applicable documents (e.g., property owner consent form, authorization of agent form).

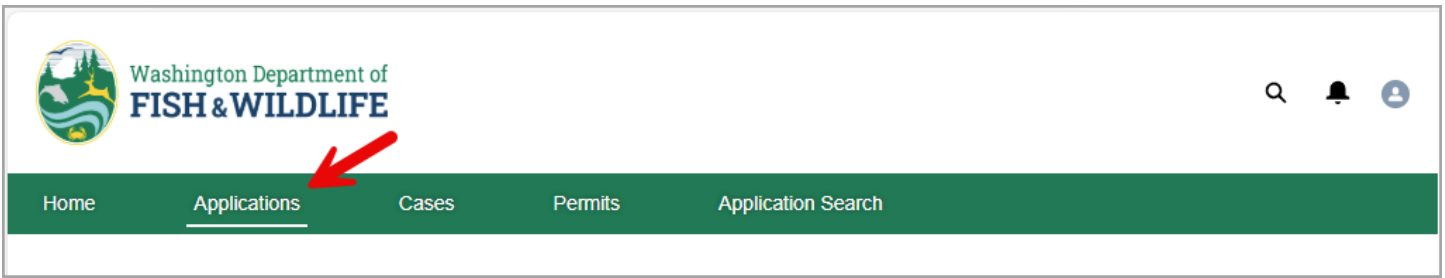
- a. Using the **Delivery Options** dropdown for each document, select whether you will be uploading it directly into APPS, mailing it, or using another delivery option.
  - If you select **Other** as the delivery option, please provide a comment about how you will be submitting the document.
- b. Add any additional supporting documents by clicking on the **+Add New Supporting Documents** button.
- c. Select **Next** to proceed.

6. **Submit for Review.** If you are ready to submit your request, select **Yes – Submit for Review**.
  - Your draft will be saved as you go. If you need to leave and come back to this request later, you can access the draft again by selecting **Applications** from the top menu bar.

Once your request is submitted, a confirmation screen will appear with additional contact information if needed. You will also receive a confirmation email for your request.

## 4.2. Viewing Pre-Applications

You can view draft and submitted pre-applications at any time by logging into APPS and selecting **Applications** from the menu bar.

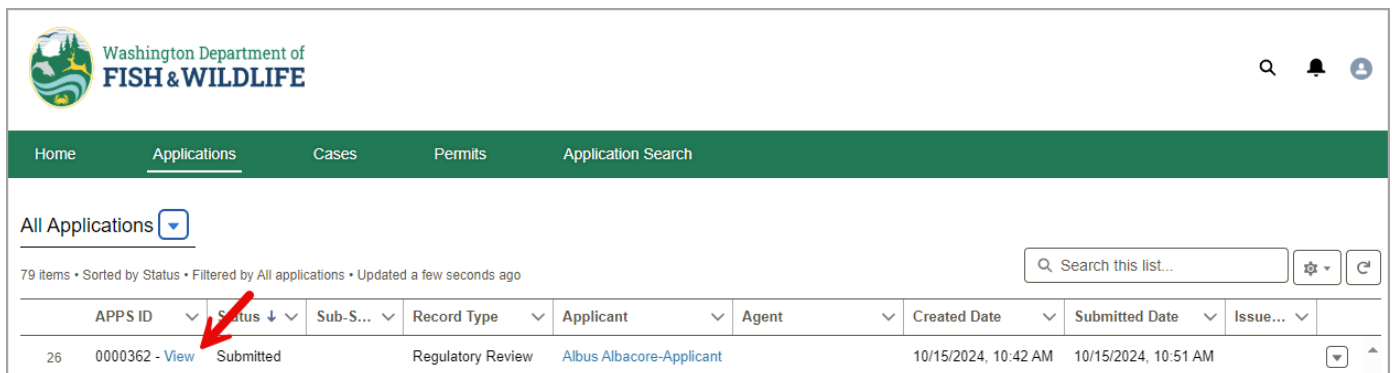


From the **Applications** list view, you can see some essential details including the APPS ID, status and sub-status (see [Section 8.2](#) for status descriptions), record type (i.e. pre-application for regulatory review, HPA application, etc.), contact applicant name, and agent name.

You can sort your list of Applications by clicking the **sort arrow** next to any column header (e.g. APPS ID, Status, or Submitted Date). To prioritize pre-application records, use the **Record Type** column to organize entries, bringing pre-applications labeled as **Regulatory Review** to the top. Additionally, you can refine your list by entering specific criteria (e.g. APPS ID) into the **Search this list** field.



1. To open an individual pre-application and see the full details, select “View” next to the APPS ID.



2. When you open a pre-application record, the screen defaults to the **Details** tab which displays basic information about the pre-application, in addition to a **Communications** (see [Section 2.3.](#)) and **Actions** component (see [Section 6](#)). The **Details** tab displays information about the project in question and the **Related** tab displays additional information associated with the pre-application.
  - a. The **Details** tab contains key information about the application, including:
    - i. Application information, including status and dates
    - ii. Related information about the applicant and agent, if applicable
    - iii. Project information
    - iv. Impact and mitigation information, if relevant
  - b. The **Related** tab contains additional information associated with the application, including:
    - i. **Files** - you can access all documents uploaded to the pre-application, as well as a PDF version of the completed pre-application form.



- ii. **Application Participant** – if there are additional property owners on the application, they would be included here
- iii. **Visits** – displays any upcoming and past site visits associated with the pre-application.
- iv. **Project location** – includes the project locations provided as part of the pre-application.
- v. **Project sub-types** – lists the project types and sub-types provided as part of the pre-application.
- vi. **Appeals** – notes any appeals associated with the pre-application
- vii. **Application, Submission, and Activity History** section displays a record of all saved changes, submissions, and emails associated with the pre-application.

### 4.3. Re-submitting as an HPA Application

If you receive a determination that an HPA is required for your project, you can request an amendment to your Pre-application and resubmit it as a full HPA application. This is the best path forward to apply for an HPA for your project.

See [Section 6.3.2.](#) below for the steps to amend your Pre-application.

### 4.4. Appealing a Pre-application Determination

The Department's pre-application determination decision may be appealed as provided in WAC [220-660-460](#) (Informal appeal of administrative action) or WAC [220-660-470](#) (Formal appeal of administrative action). Please follow these links provided for directions on how to submit an appeal request. Appeals cannot be submitted via APPS.

## 5. Applications for an HPA

There are six categories of HPAs: Standard, Emergency, Expedited or Imminent Danger, Chronic Danger, and Pamphlet. Further, WDFW offers several special types of Standard HPA including Fish Habitat Enhancement Project (FHEP), General, Habitat Restoration Pilot Program (HRPP), Watershed Restoration, Perpetual, and Forest Service Memorandum of Understanding (MOU). Each broad category and Standard sub-category may have unique application and processing requirements. This section outlines the process steps common to all HPA application types.

Please note that if you are seeking an Emergency HPA in response to an immediate threat, please reach out to the habitat biologist assigned to that area for assistance. You cannot apply for an Emergency HPA in APPS. Further, if you are seeking work that is covered under the Gold and Fish Pamphlet or Aquatic Species Removal Pamphlet, you do not need to apply for an HPA. See the specific pamphlet for rules and restrictions.

As a part of a complete application, please be prepared to provide complete application materials including:

- A thorough description of your project, including when and where you plan to do the work.
- Complete plans and specifications for the project, typically including the Ordinary High Water Line (OHWL) for freshwater projects or the Mean Higher High Water Line (MHHWL) for marine projects.
  - Some projects require additional information on the plans (e.g., benchmarks) and/or a site assessment and alternative analysis prepared by a qualified professional.
- Plans and specifications for fish protection.
- Demonstrated compliance with the State Environmental Policy Act (SEPA), including a copy of your SEPA determination or applicable exemption.
  - Note that some applications do not require documentation of SEPA compliance.

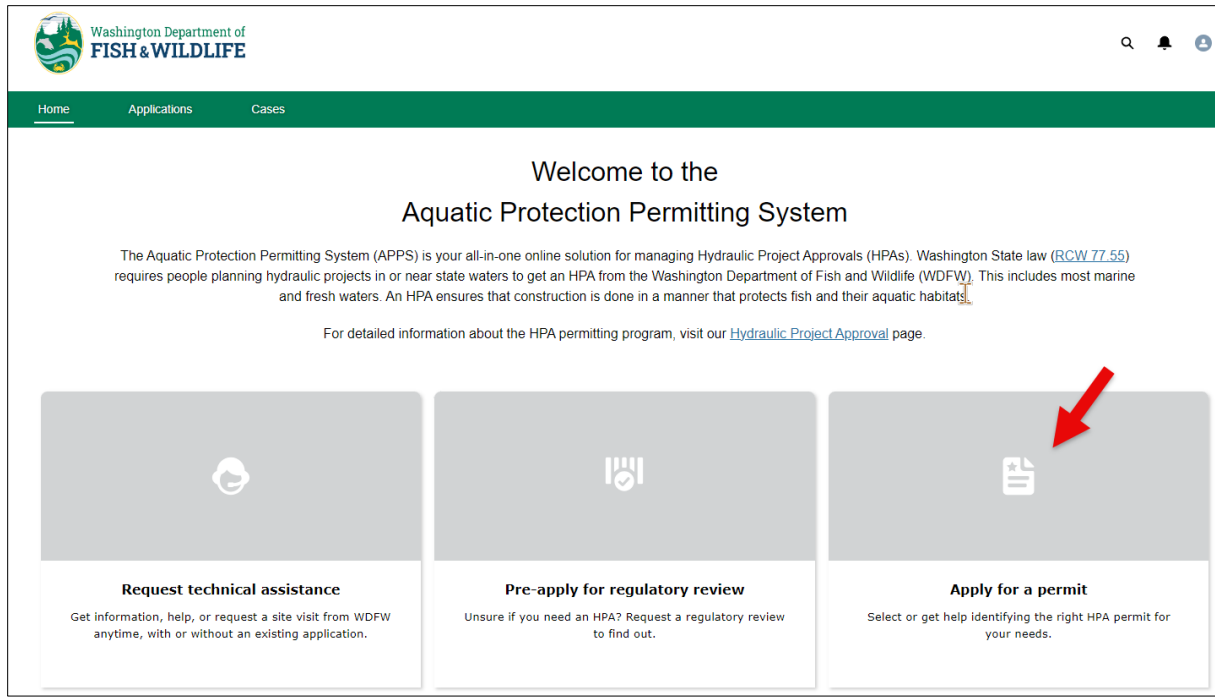
More information on required project documents and example project plans are available on our website at <https://wdfw.wa.gov/licenses/environmental/hpa/application>.

### 5.1. Submitting an HPA Application

This section describes how to submit an HPA application via APPS. Submitting applications via APPS ensures timely processing. However, applications can also be submitted via email, fax, or hand delivery (see [WAC 220-660-050\(9\)](#))

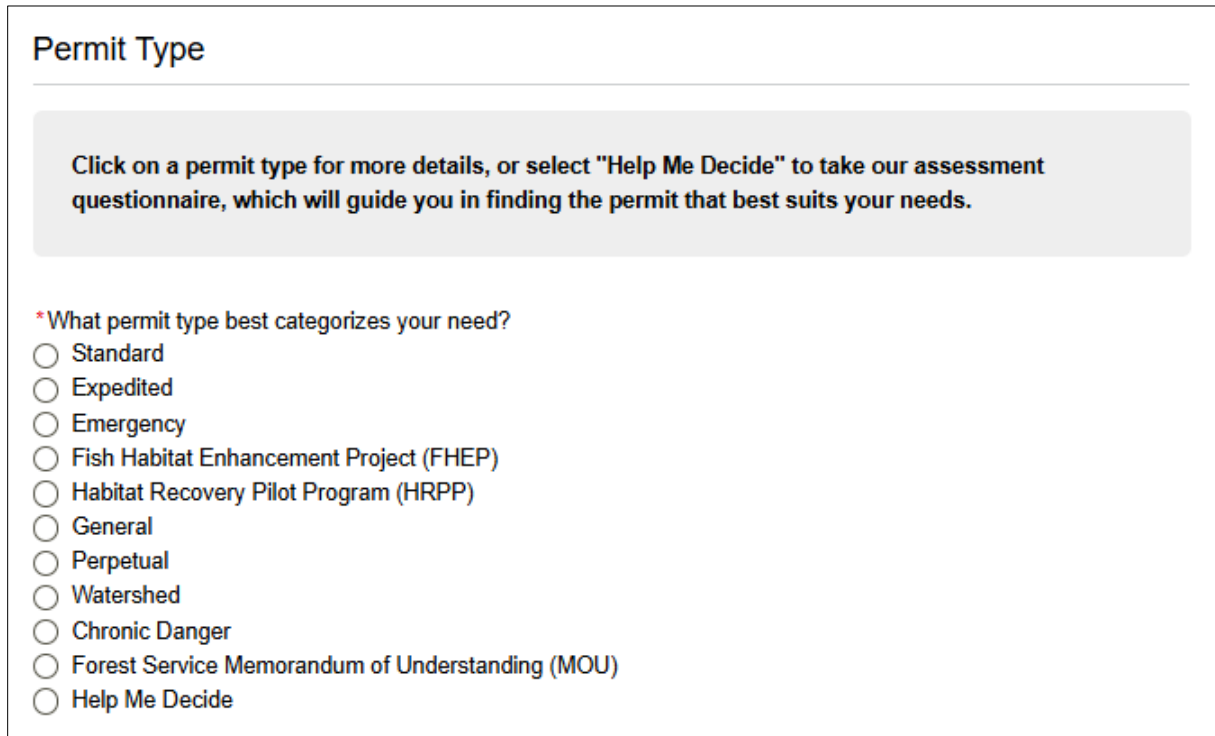
To submit an HPA application online, follow these steps:

1. Login to APPS.
2. Select **Apply for a permit**.



3. **Permit Type.** Select the type of application you would like to submit, then select **Next**.

- Most projects fall under the Standard application type. For more information on the available application types, please visit: <https://wdfw.wa.gov/licenses/environmental/hpa/types>.



- If you're not sure which permit type to apply for, select **Help Me Decide**. This will take you through a series of questions to help determine which application type best fits your project.

4. **Application Requirements.** Review the information required to submit a complete HPA application then select **Next** to proceed.

5. **Contact Information.** Select your role as either the **applicant** or the **agent**.

- a. **If your role is the applicant**, then your contact information stored in your account will automatically populate in the *Applicant's Contact Information* section. To proceed:
  - i. Verify your contact information.
  - ii. Select your account type.
  - iii. If you have an agent, select the **Applicant has Agent** checkbox and add your agent's contact information.
  - iv. Select **Next**.

**Applicant's Contact Information**

Business Name (if applicable)

\* First Name                      Middle Name                      \* Last Name

\* Country

\* Address Line 1

Address Line 2

\* City                      \* State/Province                      \* Zip/Postal Code

\* Primary Phone                      Secondary Phone                      Fax

\* Email

\* Applicant Type

Agriculture  
 Commercial or Industrial (non-agriculture)  
 Forestry  
 Government  
 Non-Profit Group  
 Single or Multiple Private Individuals

Applicant has Agent

- b. **If your role is the agent**, then your contact information stored in your account will automatically populate in the *Agent's Contact Information* section.
  - i. Add the applicant's information in the *Applicant's Contact Information* section.
  - ii. Select the **Applicant's Account Type**.
  - iii. Verify your contact information in the *Agent's Contact Information* section.
  - iv. Select **Next**.

6. **Property Ownership.** Select the appropriate option regarding property ownership at your project location and select the **Next** button to proceed.

Property Ownership

---

\*What best defines the property ownership?

Property Owner is the same as Applicant

Property Owner is different than Applicant

Project is on Public Property

Property Owner Consent is being granted via an Easement Agreement

Your progress saves automatically. To view drafts, click 'Applications' above, then select 'Drafts'.

Previous
Next

- f. If the **Property Owner is different than Applicant**, upload a completed Consent of Property Owner form in the *Attachment* section at the end of form.
    - If there are multiple property owners, upload a completed Consent of Property Owner form for each owner.
  - g. If **Property Owner Consent is being granted via an Easement Agreement**, upload a copy of the easement in the *Attachments* section at the end of the form.
  - h. If the **Project is on Public Property**, enter the name of the government agency that manages the property.
  - i. Add the property owner’s contact information by selecting **Add+** and **Save** when complete.
    - For multiple property owners, add each owner’s information separately.
  - j. Select **Next** to proceed.
4. **Project Locations.** Select the **+Add** button to add each location related to your project. After entering the project location details, click **Save**.
- a. Enter a custom **Site Name**.
  - b. Type in the **Waterbody Name**.
    - The system will search for the existing name as you type. Select the name that applies. If you don’t know the name of your Waterbody, select Unknown or Other.
  - c. Enter the **Proposed Project Start Date** and **Proposed Project End Date**.
  - d. Enter any pertinent **Driving Directions**.
  - e. Provide detailed descriptions for:
    - i. The habitat conditions at the project site.
    - ii. How the project site is currently being used.
    - iii. The existing structures at the project site, including their purpose and current condition.
  - f. Select whether the site is **within or outside the 100-year floodplain** or select **Not Sure** if you are unsure.
    - For assistance answering this question, please refer to the [Dept. of Ecology Flood Hazard Areas map](#).
  - g. Choose whether to provide an **address** or **coordinates** for the site location.
    - If providing an **address**, enter the street address for the project site. If the site does not have a street address, providing coordinates instead is recommended.

- If providing **coordinates**, enter them in decimal degree format (e.g., Latitude: 47.1234, Longitude: -123.1234). If you need help figuring out your project location coordinates, you can use an online mapping tool like [Google Maps](#).

h. Select **Save**.

- You may edit an existing project location by clicking on the project name.
- You can add multiple project locations, if applicable to your application.

Project Locations

Please add each location related to your project

+ New

At least one project location is required.

Your progress saves automatically. To view drafts, click 'Applications' above, then select 'Drafts'.

Previous Next

Project Locations

Please add each location related to your project

Please add each location related to your project

\* Site Name \* Waterbody Name <sup>?</sup>

The name of the nearest waterbody is required. If you're unsure, or the waterbody is unavailable, please choose 'Other' or 'Unknown.'

\* Proposed Project Start Date \* Proposed Project End Date

Driving Directions

Briefly describe the habitat conditions at the project site.

Describe how the project site is currently being used.

Describe the existing structures at the project site, include their purpose and current condition.

\* Please indicate whether the location is within a 100-year floodplain. For more information, you can refer to the FEMA Flood Map Service Center.

Within  Outside  Not Sure

\* Would you like to provide an address or coordinates for this location?

Address  Coordinates

Cancel Save

5. **Project Description.** Provide detailed information about the project.

- Enter the **Project Name**.
- Select either **Freshwater** or **Marine or Estuarine** for the **Project Environment**.
- Briefly summarize the overall project.
- Describe the purpose of the project and why you want or need to perform it.
- Describe how you plan to implement the project.
- Describe the type of equipment used to implement the project.

**Project Description**

---

\*Project Name

\*Project Environment  
 Freshwater  Marine or Estuarine

\*Briefly summarize the overall project.

Describe the purpose of the project and why you want or need to perform it.

Describe how you plan to implement the project.  
*For each project element, include specific construction methods proposed, identify where each element will occur relative to the nearest waterbody (e.g., relative to the Ordinary High Water Line (OHWL)), and define which activities are within the 100-year floodplain.*

Describe the type of equipment used to implement the project.  
*Include specifics on which equipment will be operated in the water.*

*Your progress saves automatically. To view drafts, click 'Applications' above, then select 'Drafts'.*

7. **Project Impact and Mitigation.** Provide details on project impact and explain how you propose to avoid, minimize, and/or compensate for any impacts. Click **Next** to proceed.
- a. Select **Yes** or **No** for: “Will your project impact a waterbody or area around a waterbody?”
  - b. Describe how the project design and construction will avoid and minimize adverse impacts to fish species and their habitats.
  - c. Select **Yes** or **No** for: “Will your project include impacts that cannot be avoided or minimized and will require additional compensatory mitigation?”
  - d. Select **Yes**, **No** or **Not Applicable** for: “If adverse impacts are anticipated, have you prepared a mitigation plan?”
  - e. Select **Yes** or **No** for: “Does your project include “filling in” portions of the waterbody that will change the bottom elevation?”
  - f. Select **Yes** or **No** for: “No Does your project include excavating or dredging in a waterbody?”

### Project Impact & Mitigation

Please provide the following project impact and mitigation information.

\* Will your project impact a waterbody or area around a waterbody?  
 Yes  
 No

Describe how the project design and construction will avoid and minimize adverse impacts to fish species and their habitats.

\* Will your project include impacts that cannot be avoided or minimized and will require additional compensatory mitigation?  
 Yes  
 No

\* If adverse impacts are anticipated, have you prepared a mitigation plan?  
 Yes  
 No  
 Not Applicable

\* Does your project include "filling in" portions of the waterbody that will change the bottom elevation?  
 Yes  
 No

\* Does your project include excavating or dredging in a waterbody?  
 Yes  
 No

*Your progress saves automatically. To view drafts, click 'Applications' above, then select 'Drafts'.*

8. **Project Type.** Add each project type related to the project by clicking **+New**. You can create multiple project types as needed. Click **Save** to proceed.
  - a. Select the **Project Type** from the dropdown menu.
  - b. If applicable, select a **Project Sub-Type** based on the chosen project type.
  - c. Choose the appropriate **Action** from the drop down menu.
  - d. If required, select **Yes** or **No** for: "Will your project require landing a barge."

#### Project Type

Please add each project type related to your project

+ New

⊘ At least one project type is required.

*Your progress saves automatically. To view drafts, click 'Applications' above, then select 'Drafts'.*

#### Project Type

Please add each project type related to your project

Please add each project type related to your project

\* Project Type \* Project Sub-Type

\* Action

\* Will your project require landing a barge?

No  
 Yes

9. **SEPA Compliance.** Choose one of the following options to document SEPA consistency. Click **Next** to proceed.



- a. The Lead Agency completed SEPA review
- b. A SEPA determination is pending
  - If selected, you will be prompted to enter the **Name of Lead Agency** and the **Expected Date for Determination**.
- c. This project is exempt
  - If selected, provide the **Name of Lead Agency**, the **Categorical Exemption** and any additional details that may be relevant to the exemption.
  - If you received an exemption letter from the lead agency, please add the categorical exemption cited in the letter here or, if the letter did not cite a categorical exemption, write “see exemption letter”.

SEPA Compliance

Typically, local city or county planning and permitting offices conduct the SEPA review as the designated Lead Agency. For more information about SEPA, go to [State Environmental Policy Act \(SEPA\)](#). As part of a complete application, you are required to document consistency with SEPA in one of the following ways:

\*Select one of the following

The Lead Agency completed SEPA review

A SEPA determination is pending

This project is exempt

Name of Lead Agency (for Determination or Exemption) \* Expected Date for Determination

Your progress saves automatically. To view drafts, click 'Applications' above, then select 'Drafts'.

SEPA Compliance

Typically, local city or county planning and permitting offices conduct the SEPA review as the designated Lead Agency. For more information about SEPA, go to [State Environmental Policy Act \(SEPA\)](#). As part of a complete application, you are required to document consistency with SEPA in one of the following ways:

\*Select one of the following

The Lead Agency completed SEPA review

A SEPA determination is pending

This project is exempt

Name of Lead Agency (for Determination or Exemption)

\*Exemption is from the following Categorical Exemption

Additional details

Your progress saves automatically. To view drafts, click 'Applications' above, then select 'Drafts'.

10. **Attachments.** This section will show certain documents as required, based on your responses earlier in the form (for example, if you indicated there will be an agent associated with the project/request, then an Authorization of Agent form will be required). Upload any relevant attachments for your project in the corresponding sections. This should include project plans and any other applicable documents (e.g., SEPA Documentation, property owner consent form, authorization of agent form).

- a. Using the **Delivery Options** dropdown for each document, select whether you will be uploading it directly into APPS, mailing it, or using another delivery option.
  - If you select **Other** as the delivery option, please provide a comment about how you will be submitting the document.
- b. Add any additional supporting documents by clicking on the **+Add New Supporting Documents** button.
- c. Select **Next** to proceed.

Attachments

---

**SEPA**

Please provide SEPA Documentation in the form of a SEPA Determination Letter and/or EIS, if applicable, OR a SEPA Letter of Exemption. Learn more about SEPA requirements [here](#).

\* Delivery Options

**Project Plans**

Please provide project plan drawings.

\* Delivery Options

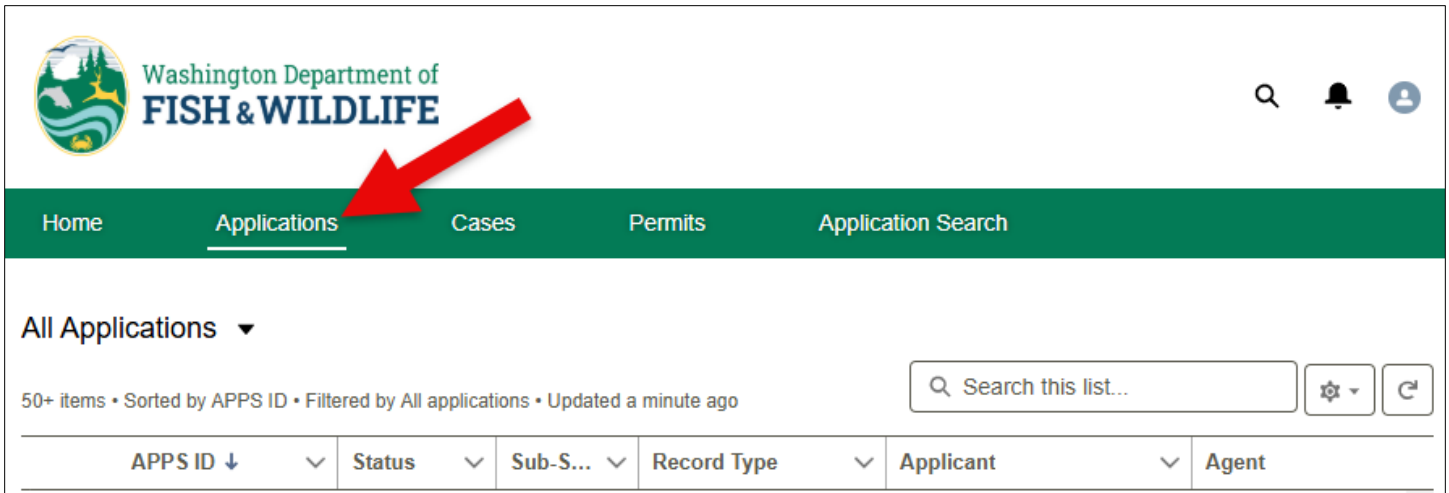
**Additional Supporting Documents**

Your progress saves automatically. To view drafts, click 'Applications' above, then select 'Drafts'.

11. **Submit for Review.** If you are ready to submit your application, select the **Yes – Submit for Review** button.
- If you navigate away from your application before submitting it, a draft will be saved for you in the system. To view your draft or submitted applications, select Applications from the menu bar at the top of the screen (see [Section 5.2](#)).
  - When you submit your application, a confirmation screen will appear with additional contact information if needed. You will also receive a confirmation email for your application.

## 5.2. Viewing HPA Applications

You can view draft and submitted HPA applications at any time by logging into APPS and selecting “Applications” from the menu bar.

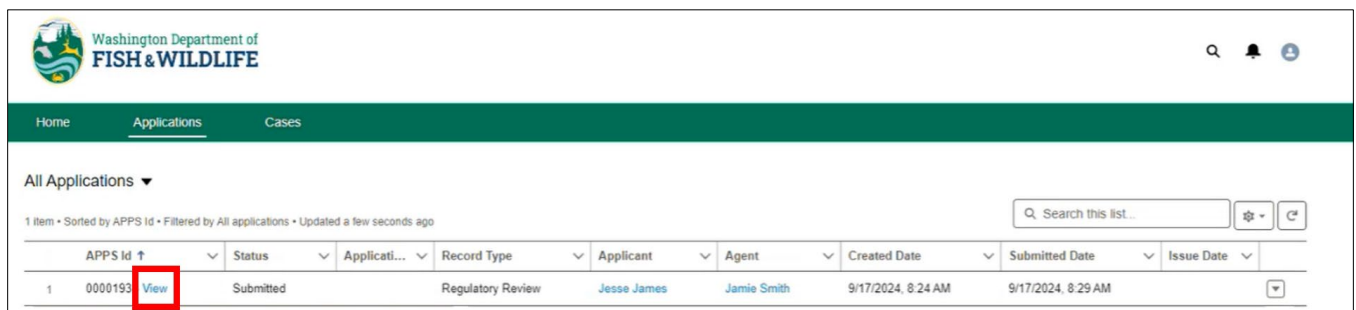


From the Applications list view, you can see some essential details including the APPS ID, status and sub-status (see [Section 8.2](#) for status descriptions), record type (i.e. pre-application for regulatory review, HPA application, etc.), applicant name, and agent name.

You can sort your list of Applications by clicking the **sort arrow** next to any column header (e.g. APPS ID, Status, or Submitted Date). Additionally, you can refine your list by entering specific criteria (e.g. APPS ID) into the **Search this list** field.



1. To open an individual HPA application and see the full details, select **View** next to the APPS ID.



3. When you open a HPA application record, the screen defaults to the Details tab which displays basic information about the application, in addition to a Communications (see [Section 2.3.](#)) and Actions component (see [Section 6](#)). The Details tab displays information about the project in question and the Related tab displays additional information associated with the application.

c. The Details tab contains key information about the application, including:

- i. Application information, including status and dates
- ii. Related information about the applicant and agent, if applicable
- iii. Project information
- iv. Impact and mitigation information, if relevant

d. The Related tab contains additional information associated with the application, including:

- **Files** - you can access all documents uploaded to the application, as well as a PDF version of the completed application form.
- **Application Participant** – if there are additional property owners on the application, they would be included here
- **Visits** – displays any upcoming and past site visits associated with the application.
- **Project location** – includes the project locations provided as part of the application.
- **Project sub-types** – lists and project types and sub-types provided as part of the application.
- **Appeals** – notes any appeals associated with the application
- **Application, Submission, and Activity History** section displays a record of all saved changes, submissions, and emails associated with the application.

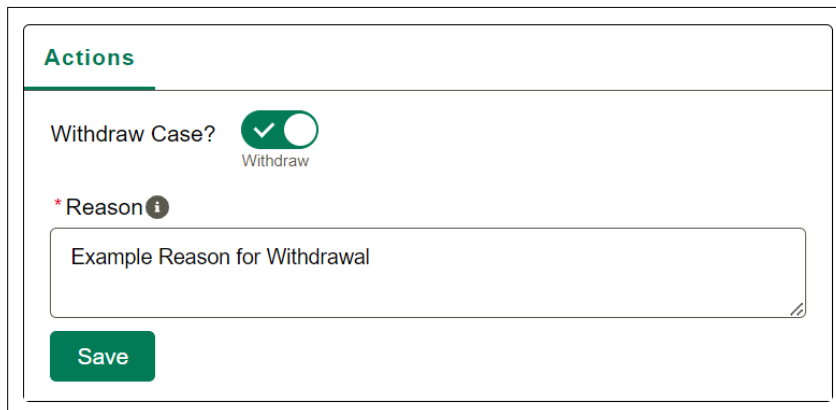
## 6. Application and Case Actions

### 6.1. Withdrawing

You can withdraw a submitted technical assistance request or an application (including modification requests) before the HPA is issued. Once withdrawn, the application will no longer be considered for further review and will display a sub-status of Withdrawn in APPS.

To withdraw a case or application:

1. Open the request or application.
2. Under the **Actions** component on the right side of the screen, select the **Withdraw** button and add a reason for the withdrawal in the text box.



The screenshot shows a panel titled "Actions". At the top, there is a toggle switch labeled "Withdraw Case?" which is currently turned on, with a green checkmark and the word "Withdraw" below it. Below this is a text input field with a red asterisk and the label "Reason" followed by an information icon. The text inside the field is "Example Reason for Withdrawal". At the bottom left of the panel is a green button labeled "Save".

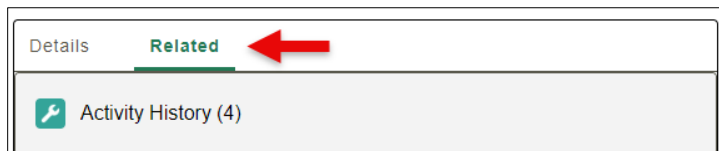
3. Select the **Save** button to withdraw the request or application.

### 6.2. Uploading Documents

You can upload documents to a technical assistance request, application, modification request, or permit at any stage of the HPA process. When a document is uploaded, the assigned Biologist will be notified. Alternatively, you can send documents to WDFW for upload by emailing [HPAapplications@dfw.wa.gov](mailto:HPAapplications@dfw.wa.gov).

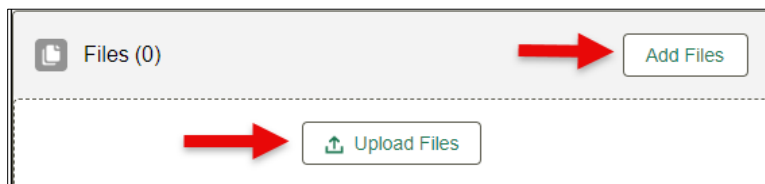
To upload documents:

1. Open the record in APPS.
2. Select the **Related** tab on the main screen.



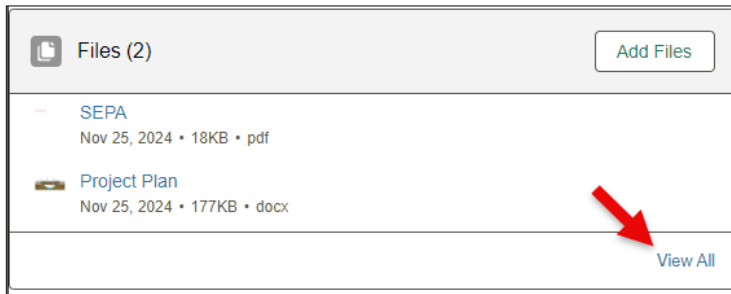
The screenshot shows a tabbed interface with two tabs: "Details" and "Related". The "Related" tab is selected and highlighted in green. Below the tabs is a section titled "Activity History (4)" with a wrench icon.

3. Under the *Files* section, upload the document(s) using **Add Files** or **Upload Files**.



The screenshot shows a section titled "Files (0)" with a document icon. To the right of this section is a green button labeled "Add Files". Below this is a dashed line and a green button labeled "Upload Files" with an upload icon.

Once a file is uploaded, it will display in the **Related** tab under the *Files* section of the record. Click **View All** to see all files associated with the record.



## 6.3. Amending and Updating

### 6.3.1. Technical Assistance Cases

Submitted technical assistance requests cannot be modified by applicants or agents in APPS. If you need to make any changes to a submitted technical assistance case, send a message to WDFW by emailing [HPAapplications@dfw.wa.gov](mailto:HPAapplications@dfw.wa.gov) with your request's case number, a description of what you would like to change, and any other relevant details and/or attachments.

### 6.3.2. Pre-applications and HPA Applications

Once your application is submitted it is locked from further editing. If you would like to edit your application, you must request an amendment. This request will be processed by the Department and the application will be sent back to you as a "Draft" for you to edit and re-submit. You do not need to request an Amendment to upload new files, see [Section 6.2.](#) for instructions on attaching new documents. An amendment is only necessary if you need to edit your application form.

#### To request an amendment:

1. Navigate to the pre-application or application desired.
2. Under the Actions component on the right of the screen, toggle the **Request Amendment?** button to change it from "Keep" (grey) to "Amendment" (green with white checkmark).

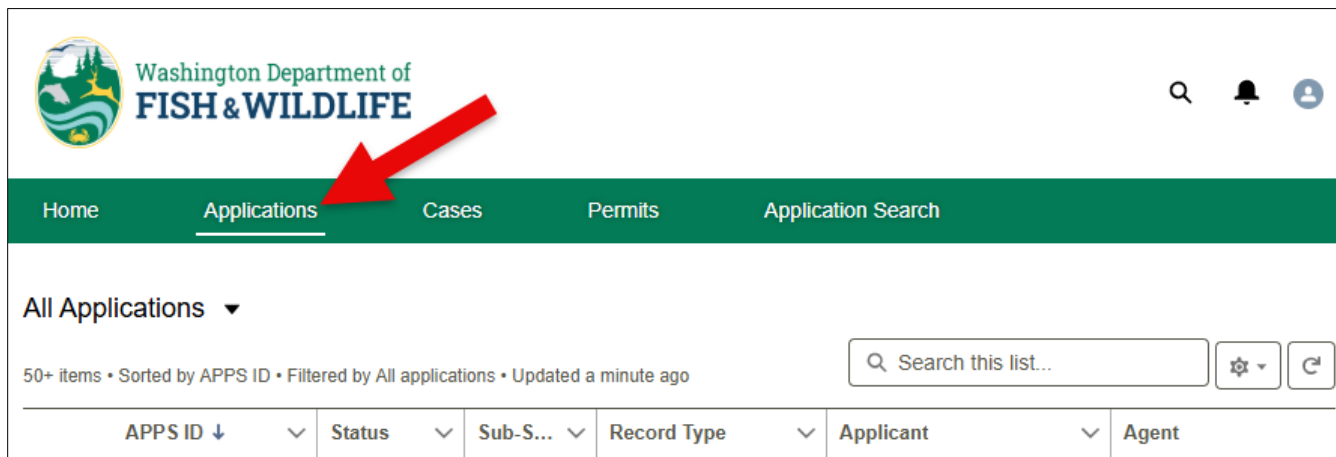
A screenshot of the 'Actions' panel in a software interface. The panel has a title 'Actions' in green. Below the title, there is a 'Request Amendment?' label next to a toggle switch. The toggle switch is currently in the 'Amendment' position, which is green with a white checkmark. Below the toggle, there is a text box with the label '\* Reason' and an information icon. The text box is empty.

3. Input the reason for the amendment request in the text box (e.g., "I need to add a property owner").
4. Select **Save**.

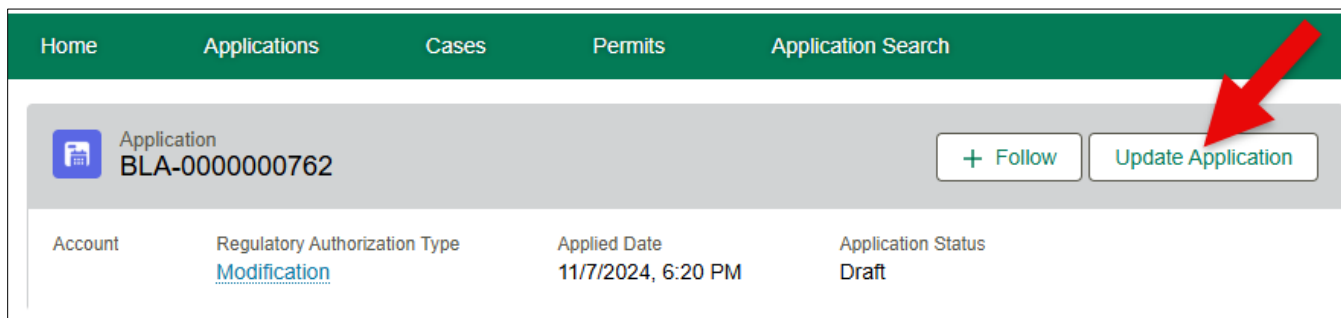
#### To edit your pre-application or application:

Once your pre-application or application is in Amendment sub-status, you will be able to edit it. To make updates:

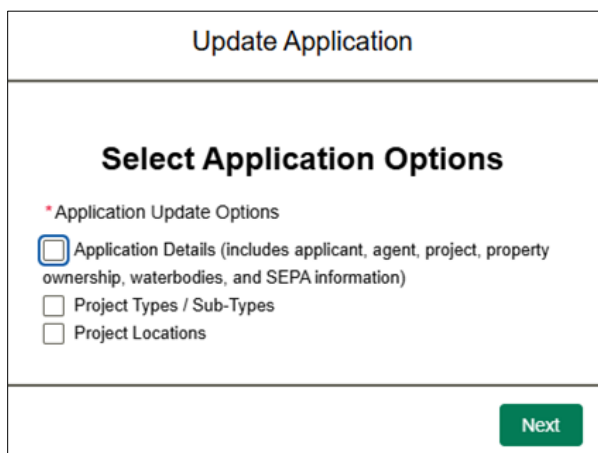
1. Navigate to the pre-application or application you would like to update by logging into APPS, selecting **Applications** from the top menu bar, and then selecting the appropriate pre-application/application from your list.



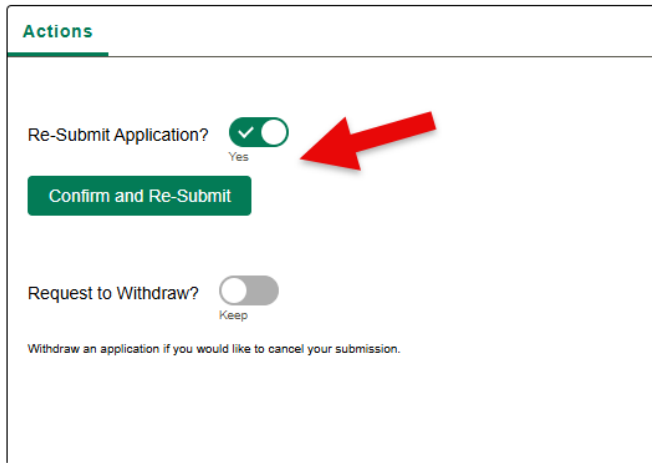
2. In the top right corner, select the **Update Application** button.



3. In the pop-up window select the information you would like to update and then select the **Next** button to proceed.



4. Provide updated information then select the green **Save and Continue** button to proceed.
5. When you have updated the necessary information, you must resubmit your application for review by navigating to the **Actions** section on the right side of the screen, toggling the **Re-Submit Application?** Button to change it from **No** to **Yes**, and then selecting the **Confirm and Re-Submit** button.



Your screen will refresh, showing the updated application details and the status will now show as Submitted.

## 6.4. Placing a Hold

### 6.4.1. Cases

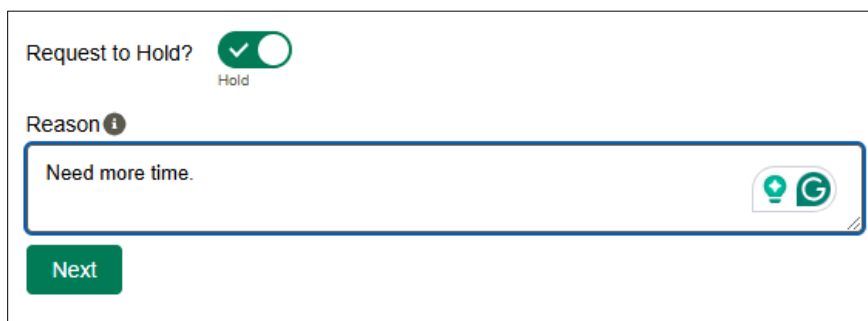
There are no statutory processing clocks on requests for technical assistance therefore no holds can be applied.

### 6.4.2. Pre-applications and HPA Applications

If you would like to request a delay in the processing of your pre-application or HPA application, you can do that by requesting a hold. This changes the sub-status of your application to Hold in APPS and may be helpful in giving you more time to gather any required information for your application package. An applicant or agent can place or lift a hold at any time (except for emergency and expedited applications).

#### To place a hold in APPS:

1. Navigate to the desired pre-application or application.
2. Under the Actions component on the right of the screen, toggle the **Request to Hold?** button to change it from “Keep” (grey) to “Hold” (green with white checkmark).

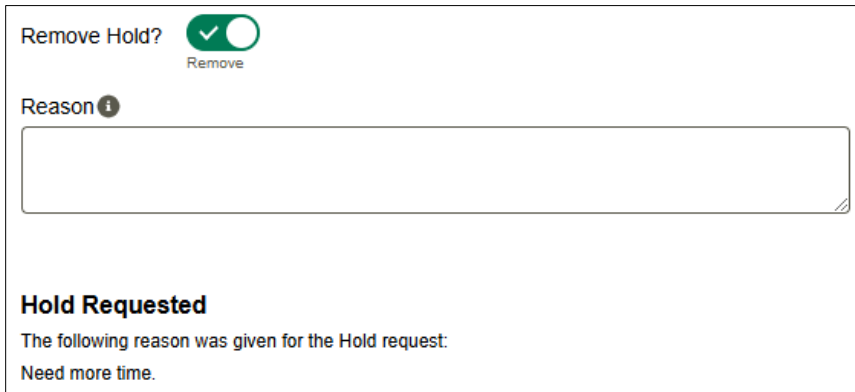


3. Input the reason for the hold request in the text box (e.g., “I need more time”).
4. Select **Next**.
5. There will be a follow-up question that directs you to confirm that you would like to place the hold by selecting **Yes, continue** or you can select **No, cancel** to abort the request.

#### To remove a hold in APPS:



1. Navigate to the desired pre-application or application.
2. Under the Actions component on the right of the screen, toggle the **Remove Hold?** button to change it from “Keep” (grey) to “Remove” (green with white checkmark).



Remove Hold?  Remove

Reason ⓘ

**Hold Requested**  
The following reason was given for the Hold request:  
Need more time.

3. Input the reason for the hold removal in the text box (e.g., “New plans developed”).
4. Select **Next**.
5. There will be a follow-up question that directs you to confirm that you would like to remove the hold by selecting **Yes, continue** or you can select **No, cancel** to abort the request.

**Note:** The applicant or agent can also request a hold be placed or removed by contacting WDFW via email at [HPAapplications@dfw.wa.gov](mailto:HPAapplications@dfw.wa.gov).

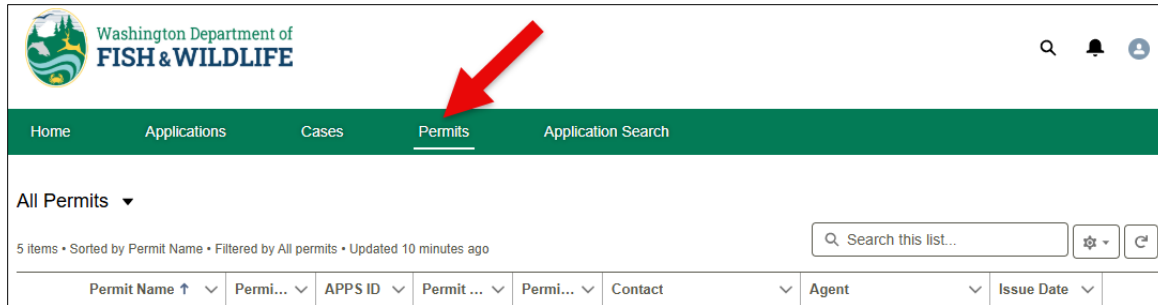
## 7. HPA Permits

### 7.1. Viewing Permits

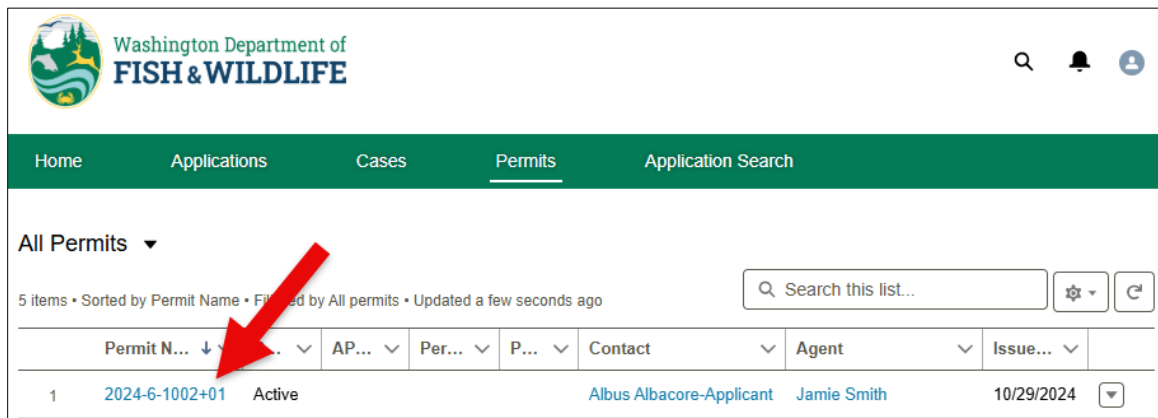
When an HPA is issued, the status will update to HPA issued, and APPS will display the permit issue date and permit number.

To view your issued permits:

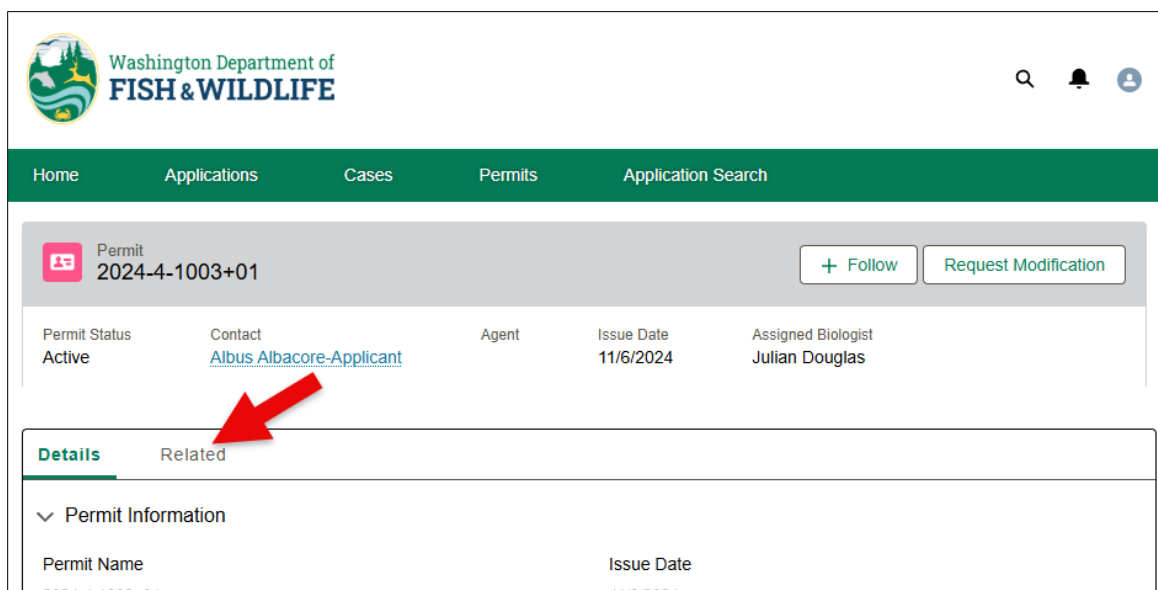
1. Login to APPS and select **Permits** from the top menu bar.



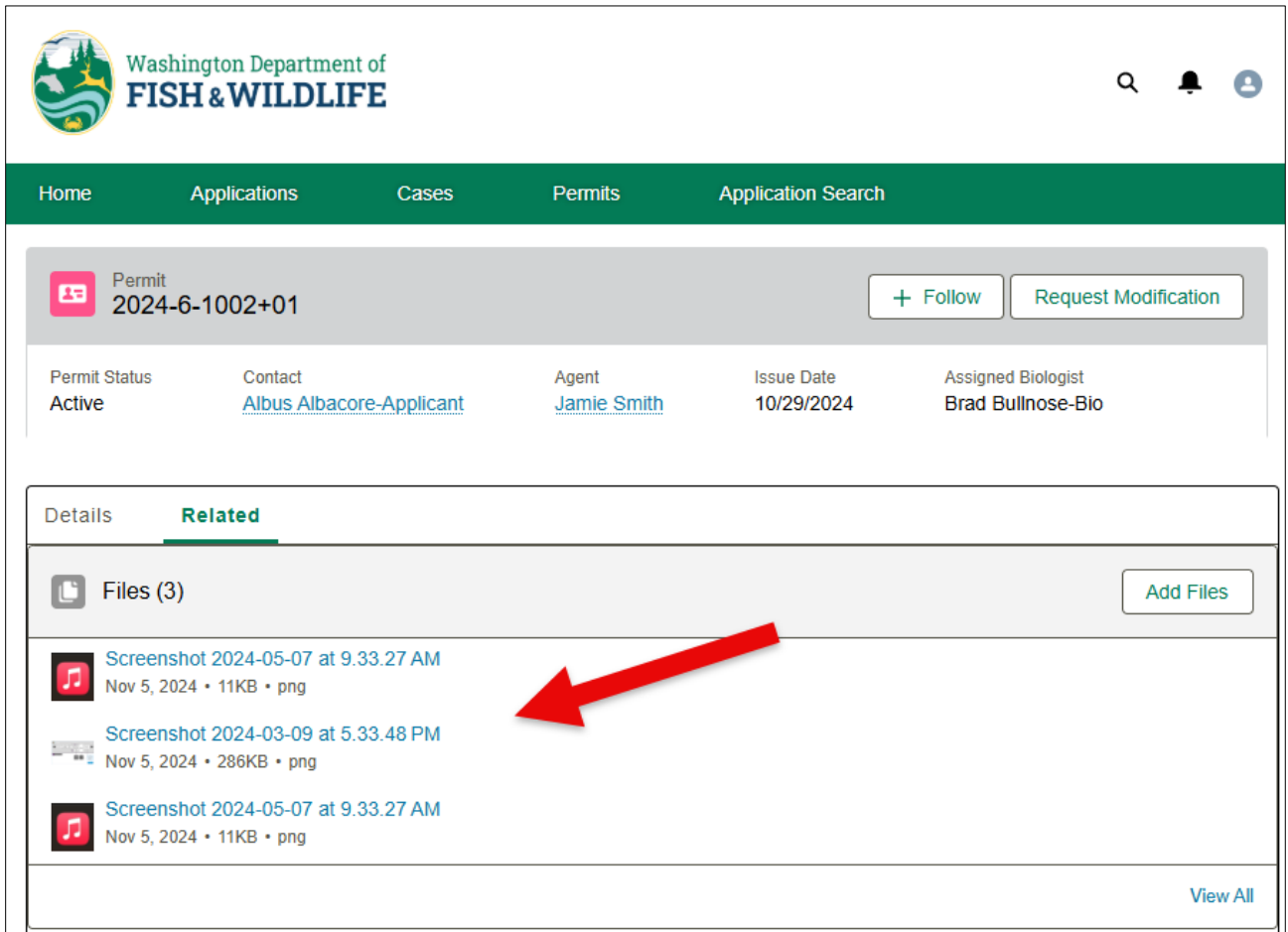
2. Select the permit you would like to view using the linked permit numbers in the **Permit Name** column.



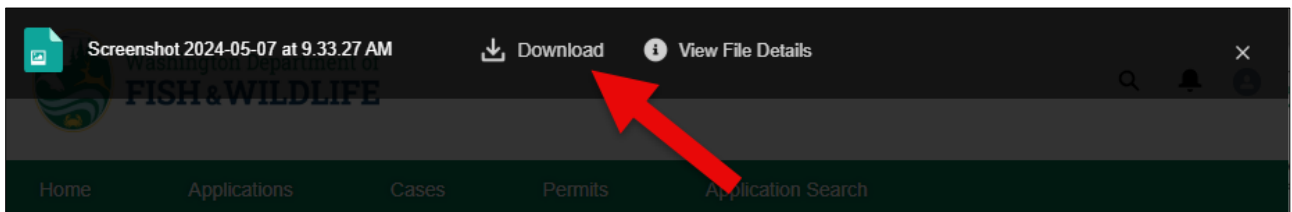
3. When the permit record opens, select the **Related** tab.



- On the Related tab, a copy of your permit will be saved as a PDF in the **Files** section. You can select the file name to view your permit, or any other files attached to the permit record.



- Once the file is open, you can select the **Download** option at the top of the screen to download a copy of your permit.



## 7.2. Modifying a Permit

Once an HPA permit is issued, the permittee or agent can request modifications to the permit. Modifications may include changing ownership or agent, extending the work timeframe, adjusting the project end date, revising project plans, or other similar changes. Modifications cannot be made to expired HPA permits. It is recommended to consult with the permitting Biologist to confirm whether the proposed changes qualify as a modification.

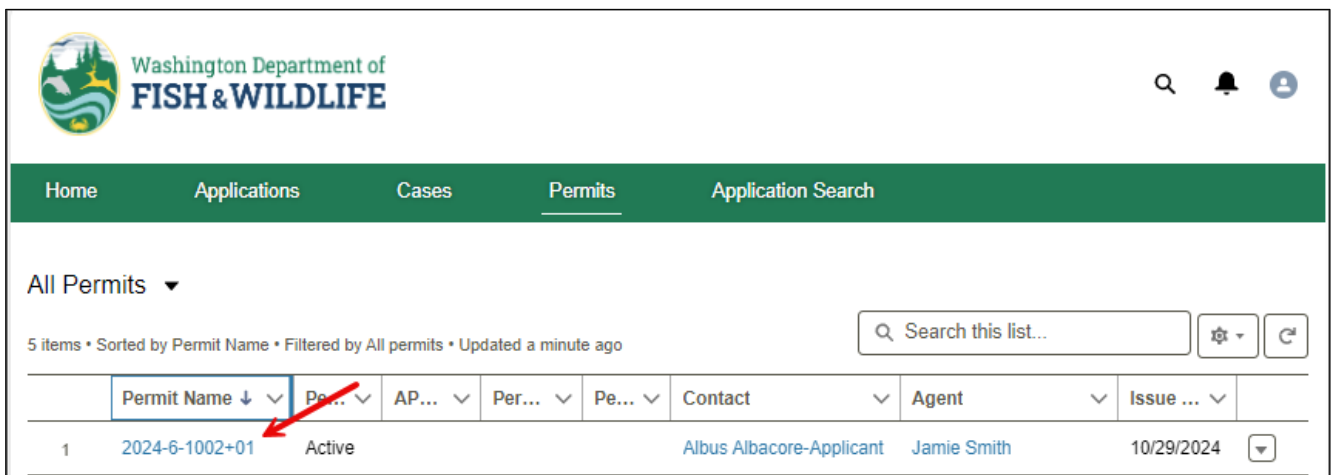
The most efficient way to submit a modification request is directly in APPS. The applicant or agent can also request a modification via email at [HPAapplications@dfw.wa.gov](mailto:HPAapplications@dfw.wa.gov); by mail to the HPA Processing Unit, P.O. Box 43234, Olympia, WA 98504; or by fax to 360-902-2946.

Follow these steps to request a modification in APPS for your HPA permit:

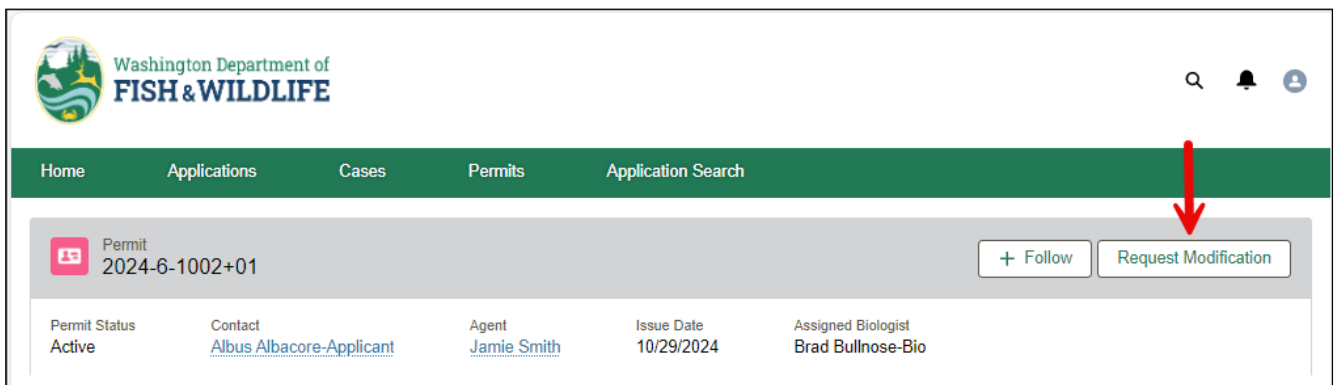
1. Navigate to the Permits Section:
  - i. Log in to APPS.
  - ii. Click on **Permits** in the top menu bar.



2. Select the permit to modify:
  - a. In the **Permits** screen, locate the permit you wish to modify from the list.
  - b. Click on the **Permit Name** to open the permit details.



2. Start the modification request:
  - a. Once in the permit details screen, click on the **Request Modification** button located at the top-right of the permit details header.



3. Complete the modification request details:
  - a. In the **Request Modification** form, respond to the following questions by selecting **Yes** or **No**.
    - i. Does your modification request include an adjustment to the project as permitted?
      - If **Yes**, describe the project modification and reasoning in the text field that appears below.

- ii. Does your modification request include an adjustment to the permitted project plans?
    - If **Yes**, describe plan modification and reasoning in the text field that appears below.
  - iii. Does your modification request include changes to permitted work timing to enable project or work phase completion?
    - If **Yes**, enter the **Proposed State Date**, the **Proposed End Date** and the **Reason for the time extension** in the fields that appear below.
  - iv. Does your modification request include a transfer to a new applicant or agent?
    - If **Yes**, indicate whether the change is to the applicant, agent, or both and provide the updated contact information for the new party(ies) in the designated fields.
    - A new **Authorization of Agent** and/or **Consent of Property Ownership** form may be required. These forms can be uploaded in the modification application under the **Related** tab in the **Files** section.

***Note:** If you are transferring to a new applicant or agent and they have an account in APPS, then they will have access to the permit in their APPS account after the transfer is complete.*
- b. Provide a detailed response to the question **“How will impacts to fish be mitigated (i.e., avoided, minimized, or compensated)?”**
- c. Once all fields are completed, select the **Save** button to submit your modification request.

### Request Modification

*An applicant or authorized agent may request a modification to an existing HPA permit before it expires. Note that WDFW cannot modify an HPA beyond the original expiration date. Modifications may include any changes to a project as permitted including timing, plans, or implementation, and will be evaluated for project impacts to ensure no net loss of fish life.*

\* Does your modification request include an adjustment to the project as permitted?

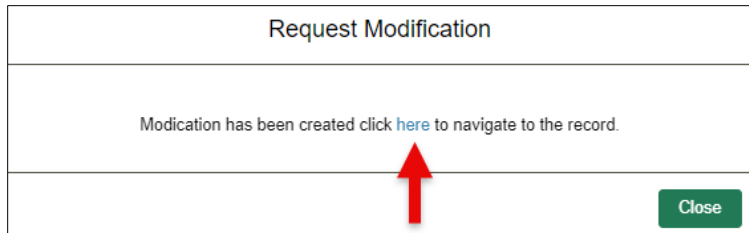
\* Does your modification request include an adjustment to the permitted project plans?

\* Does your modification request include changes to permitted work timing to enable project or work phase completion?

\* How will impacts to fish be mitigated (i.e., avoided, minimized, or compensated)?

\* Does your modification request include a transfer to a new applicant or agent?

4. A confirmation screen will appear indicating that your modification request has been successfully submitted. Click the **"here"** link to navigate directly to the modification request record.



5. Once in the modification request record, upload any relevant documents (e.g. updated project plans or Authorization of Agent) in the Files section of the record. Refer to [Section 6.2](#) for detailed instructions on uploading documents.

The modification request will be reviewed by WDFW staff, and depending on the scope, scale, and impact of the modification, it will be issued as either a letter or a revised permit. The assigned Biologist will process the request and contact you if additional information is needed.

### 7.3. Transferring a Permit

Per [WAC 220-660-050\(15\)](#), the permittee (applicant or agent) may request to transfer an HPA permit that has not expired. This involves transferring ownership from one applicant/agent to another.

Transfers are handled as permit modifications in APPS. Transfer requests should be submitted directly in APPS by the permit's current applicant or agent. Please refer to [Section 7.1](#) (Modifying a Permit) for detailed instructions on submitting a modification request to transfer an existing permit to a new permittee, agent, or both.

If neither the permit's original applicant nor agent has access to the permit in APPS, please reach out to [HPAapplications@dfw.wa.gov](mailto:HPAapplications@dfw.wa.gov) for the appropriate form and process.

## 8. Appendix

### 8.1. Resources

Some additional resources related to hydraulic projects that may be useful include:

- WDFW's HPA webpage: <https://wdfw.wa.gov/licenses/environmental/hpa>
- Hydraulic Code Rules (WAC Chapter 220-660): <https://apps.leg.wa.gov/wac/default.aspx?cite=220-660>
- WDFW's Area of Responsibilities Map, for finding your local Habitat Biologist: <https://wdfw.maps.arcgis.com/apps/MapJournal/index.html?appid=48699252565749d1b7e16b3e34422271>
- WDFW's Map of Issued HPA Permits (2014 – Present): <https://wdfw.maps.arcgis.com/apps/MapJournal/index.html?appid=f84599ac6cd547dabb6eb30b88d4f47e>
- Information regarding JARPA forms, including blank copies that can be downloaded: [https://www.oria.wa.gov/site/alias\\_oria/4220/jarpa-form.aspx](https://www.oria.wa.gov/site/alias_oria/4220/jarpa-form.aspx)
- WDFW's Aquatic Plant Removal and Control Pamphlet webpage: <https://wdfw.wa.gov/licenses/environmental/hpa/types/aquatic-plants>
- WDFW's Aquatic Plant Removal and Control Pamphlet: <https://wdfw.wa.gov/sites/default/files/publications/01728/wdfw01728.pdf>
- WDFW's Gold and Fish Pamphlet: <https://wdfw.wa.gov/sites/default/files/publications/02150/wdfw02150.pdf>
- WDFW's Mineral Prospecting and Placer Mining webpage: <https://wdfw.wa.gov/licenses/environmental/hpa/types/prospecting>
- Department of Ecology's State Environment Policy Act (SEPA) webpage: <https://ecology.wa.gov/regulations-permits/sepa/environmental-review>
- Department of Ecology's Mineral Prospecting and Placer Mining webpage: <https://ecology.wa.gov/regulations-permits/permits-certifications/mineral-prospecting-and-placer-mining>
- SecureAccess Washington account information webpage: <https://wa.gov/how-to-guides/secureaccess-washington-saw-your-login-state-services>
- Governor's Office for Regulatory Innovation and Assistance (ORIA) permitting services webpage: [https://www.oria.wa.gov/site/alias\\_oria/347/Permitting.aspx](https://www.oria.wa.gov/site/alias_oria/347/Permitting.aspx)

For help using the APPS system, reach out to WDFW via email at [APPS.Help@dfw.wa.gov](mailto:APPS.Help@dfw.wa.gov) or call (360)902-2422.

For questions related to HPA permits and the application process, reach out to WDFW via [HPAapplications@dfw.wa.gov](mailto:HPAapplications@dfw.wa.gov) or call (360)902-2422.

## 8.2. Application Status & Sub-status Descriptions

Every application or request in APPS will show an application status. The status is dynamic and changes throughout the life of the application/request, depending on the stage and outcome of processing. Below is a table of application statuses and sub-statuses in APPS and their descriptions. Application statuses help WDFW staff, applicants, agents, and third-party reviewers understand the sequence of events and determinations in application review.

Status/Sub-status	Description
Accepted	The submitted pre-application or application has been deemed statutorily complete and is ready for review by the assigned Habitat Biologist.
Amendment	The application is in amendment status to be updated or modified.
Closed	The application has been closed due to inactivity for more than 12 months, per <a href="#">WAC 220-660-050(10)(c)</a> .
Denied	The application or request has been denied by the Department.
Determination Issued	The pre-application has been reviewed and the determination of whether or not an HPA is required has been issued.
Draft	A draft application or technical assistance request has been created by an applicant or agent but has not yet been submitted for review.
Hold	The submitted application or pre-application has been placed on hold because the applicant or agent was unavailable or unable to arrange a site visit, the site is inaccessible, or the applicant/agent requested the hold (see <a href="#">Section 6.3</a> regarding holds).
HPA Issued	The HPA permit has been issued.
HPA Not Required	The pre-application was reviewed and a determination that an HPA is not required was issued.
HPA Required	The pre-application was reviewed and a determination that an HPA is required was issued.
Rejected	The application has been rejected.
Statutorily Incomplete	The submitted pre-application or application has been deemed statutorily incomplete by WDFW staff because it is missing one or more items required by RCW or WAC.
Submitted	The application, pre-application, or technical assistance request has been submitted by the applicant or agent for review.
Withdrawn	The application or request has been willfully retracted by an application or agent.



### 8.3. Permit Status Descriptions

The permit status is different from the application status (see [Section 8.2](#) above for application statuses) and only occurs after an HPA has been issued. The table below details the different permit statuses and their descriptions. Permit statuses help applicants, agents, WDFW staff, and third-party reviewers understand the state of an HPA permit.

Status	Description
Active	Permit is within the project end date (i.e., it has not exceeded the permitted end date) and is valid for the provisioned work to occur.
Inactive	Permit has exceeded the project end date but has not yet expired (i.e., 5 years for Standard and Emergency HPAs or 60 days for Expedited HPAs). An inactive permit can be modified, as needed.
Expired	Permit has exceeded its maximum lifespan (5 years for Standard and Emergency HPAs or 60 days for Expedited HPAs). An expired permit is no longer valid and cannot be modified or extended.
Revoked	Permit was revoked. A revoked permit cannot be re-activated, is no longer valid, and cannot be modified.