



# WATER USE PERMIT Transfer Form



Northwest Florida Water Management District  
152 Water Management Drive, Havana, FL 32333-4712  
(850) 539-5999 Fax (850) 539-2693  
[www.nfwwater.com](http://www.nfwwater.com)

Persons who wish to continue an existing, permitted water use and who have acquired ownership or legal control of permitted water withdrawal or diversion facilities or the land on which the facilities are located must apply to transfer the permit to themselves within 45 days of acquiring ownership or legal control of such facilities or land.

Instructions: If the Water Use Permit (WUP) is being transferred between two consenting parties (e.g., from the previous owner to the existing owner or from the current owner to a lessee), Sections 1 and 2 of this form are required to be completed. If the owner of the property associated with the withdrawal facility or use of water authorized by the WUP is requesting the WUP be transferred to himself, only Section 1 must be completed. All applicable documentation, as listed in Section 4 - Attachments, must be submitted to execute the permit transfer.

Water Use Permit Number(s): \_\_\_\_\_ County: \_\_\_\_\_

**SECTION 1 – INFORMATION OF PERSON / ENTITY RECEIVING THE PERMIT**

\_\_\_\_\_  
Name of Person/Entity Receiving Permit

\_\_\_\_\_  
Name and Title of Authorized Agent (if applicable)

\_\_\_\_\_  
City / State / Zip

\_\_\_\_\_  
Email address

(\_\_\_\_\_) \_\_\_\_\_  
Telephone

I have read and do understand and agree to abide by all terms and conditions provided by the WUP document. Further I have read and understand the provisions of Chapter 40A-2, F.A.C., which may be applicable hereto: most particularly, the provisions of section 40A-2.331, F.A.C., relating to permit modifications. I further attest acceptance of my responsibility to comply with all terms and conditions of the WUP as well as to provisions of Chapter 373, F.S., including but not limited to Chapter 40A-2, F.A.C., and acceptance of my liability for any corrective actions required by the District as a result of any violations of the terms and conditions of the WUP that occurred prior to or after the purchase, conveyance or transfer.

\_\_\_\_\_  
Signature of Person/Entity Receiving Transfer of Permit

\_\_\_\_\_  
Print Name

**SECTION 2 – INFORMATION OF PERSON / ENTITY TRANSFERRING PERMIT**

\_\_\_\_\_  
Name of Entity Transferring Permit

\_\_\_\_\_  
Name and Title of Authorized Agent (if applicable)

\_\_\_\_\_  
City / State / Zip

\_\_\_\_\_  
Email address

(\_\_\_\_\_)\_\_\_\_\_  
Telephone

I hereby request that the Northwest Florida Water Management District transfer and assign to the permit transfer recipient all rights and privileges conferred by the WUP(s) listed above

\_\_\_\_\_  
Signature of Entity Transferring Permit

\_\_\_\_\_  
Print Name

**SECTION 3 – COMPLIANCE POINT OF CONTACT (OPTIONAL)**

Instructions: Completion of this section is optional. The recipient of the permit transfer may wish to designate an individual as the point of contact for compliance reports, if contact information is different from Section 1.

\_\_\_\_\_  
Name of Compliance Contact

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Email

(\_\_\_\_\_)\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

**SECTION 4 – ATTACHMENTS**

- Proof of ownership or property control (deed, lease, etc.)
- Required processing fee of \$50.00  
(a permit transfer made in conjunction with a permit modification or renewal does not require a fee submittal)