



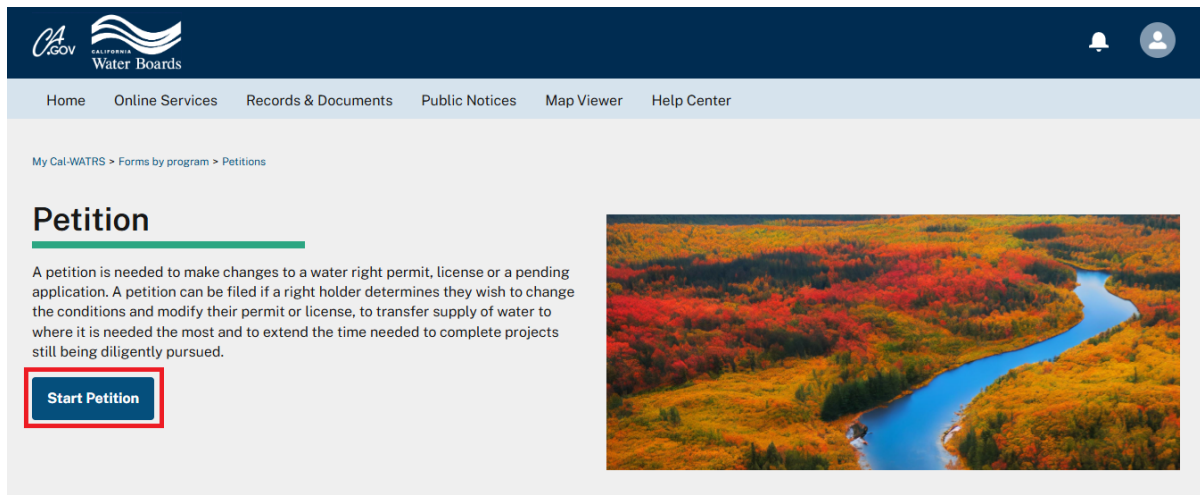
Filing a Petition with the Division of Water Rights

A petition is needed to make changes to a water right permit, license, or a pending application. To make a change to a water right registration, please refer to the [Registrations Program website](#). Below you will find help on where to begin the petition process in CalWATRS.

Accessing Your Water Rights

You will need to have created a CalWATRS account and migrated your records in order to file a petition for your water rights. If you have not created an account yet you can find help [here](#).

1. Create a CalWATRS account. If you need help with this step, please review this guide: waterboards.ca.gov/upward/calwatsr/resources/creating-an-account.pdf.
2. Log in to your CalWATRS account.
3. Use the following link to access the "Petition" page:
https://calwatsr.waterboards.ca.gov/portal/s/petition?c_isRequestChange=No.
 - a. To file a wastewater change petition, please see page 4 below.
4. Click the "Start Petition" button.



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5. Review and agree to the notice.

Notice Pursuant To Information Practices Act of 1977 (Civ. Code, § 1798.17)

The State Water Resources Control Board, Division of Water Rights, is requesting personal information on this form. This form shall become a public record upon receipt by the State Water Resources Control Board. The submission of personal information designated with an asterisk (*) is mandatory. Please note that a post office box may be used as a mailing address in place of a physical address. Failure to provide mandatory personal information can result in rejection of the form. Submission of all other personal information is voluntary, but omission of the requested voluntary personal information may delay the State Water Resources Control Board's processing of the form.

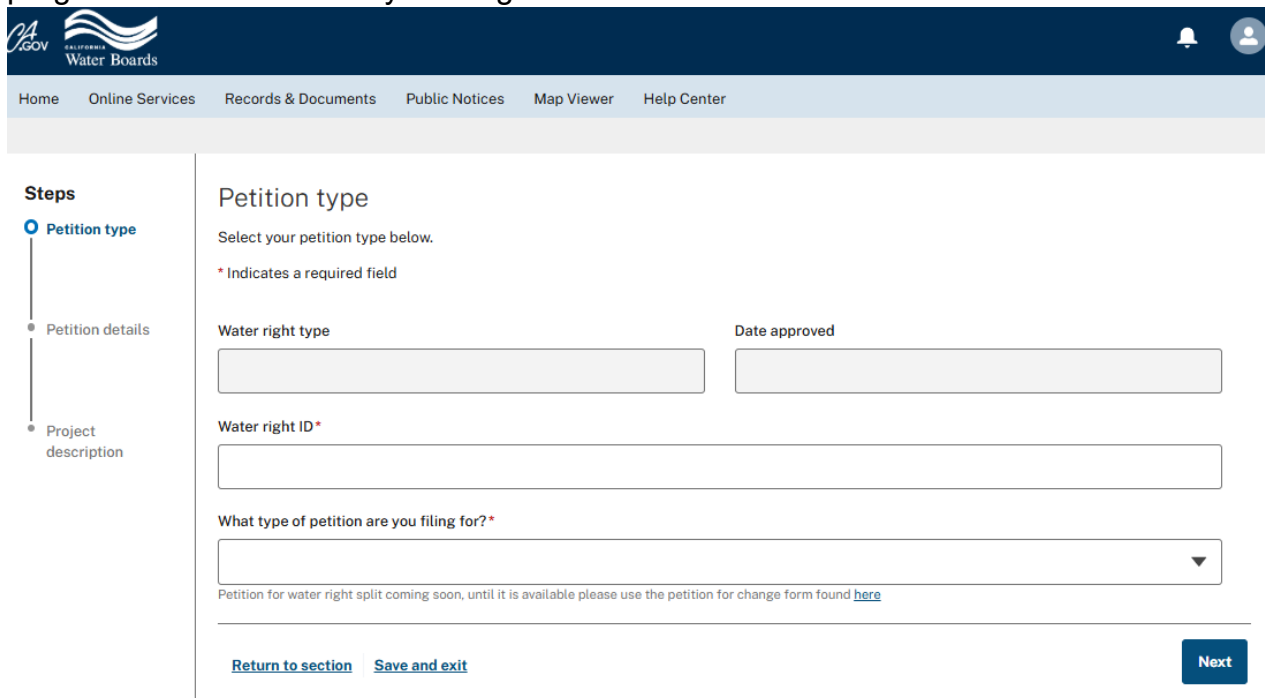
The State Water Resources Control Board is authorized to collect and maintain this personal information by Water Code section 1260. The personal information is collected to comply with statutory requirements under Water Code sections 1250 et seq. and 1425 et seq., and to facilitate processing of this application. The State Water Resources Control Board is required by Water Code sections 1300 et seq. and 1428 to provide a notice of the application that contains the designated mandatory information on this form. The State Water Resources Control Board may post the application to its internet website and will mail the application upon the request of any person.

The State Water Resources Control Board official responsible for this system of records is Matthew Jay, Associate Governmental Program Analyst, whose business address is 1001 I Street, 2nd Floor, Sacramento, CA 95814 and whose business telephone is (916) 341-5300. Upon request, the State Water Resources Control Board official shall inform an individual regarding the location of his or her records and the categories of any persons who use the information in these records. Any member of the public may inspect the information collected in this form by contacting the State Water Resources Control Board, Division of Water Rights by mail at P.O. Box 2000, Sacramento, CA 95812-2000, by fax at (916) 341-5400, by telephone at (916) 341-5300 or by e-mail at dwr@waterboards.ca.gov, or by appearing in person at the State Water Resources Control Board, Division of Water Rights records room located at 1001 I Street, 2nd Floor, Sacramento, CA 95814 during normal business hours.

Decline

Agree

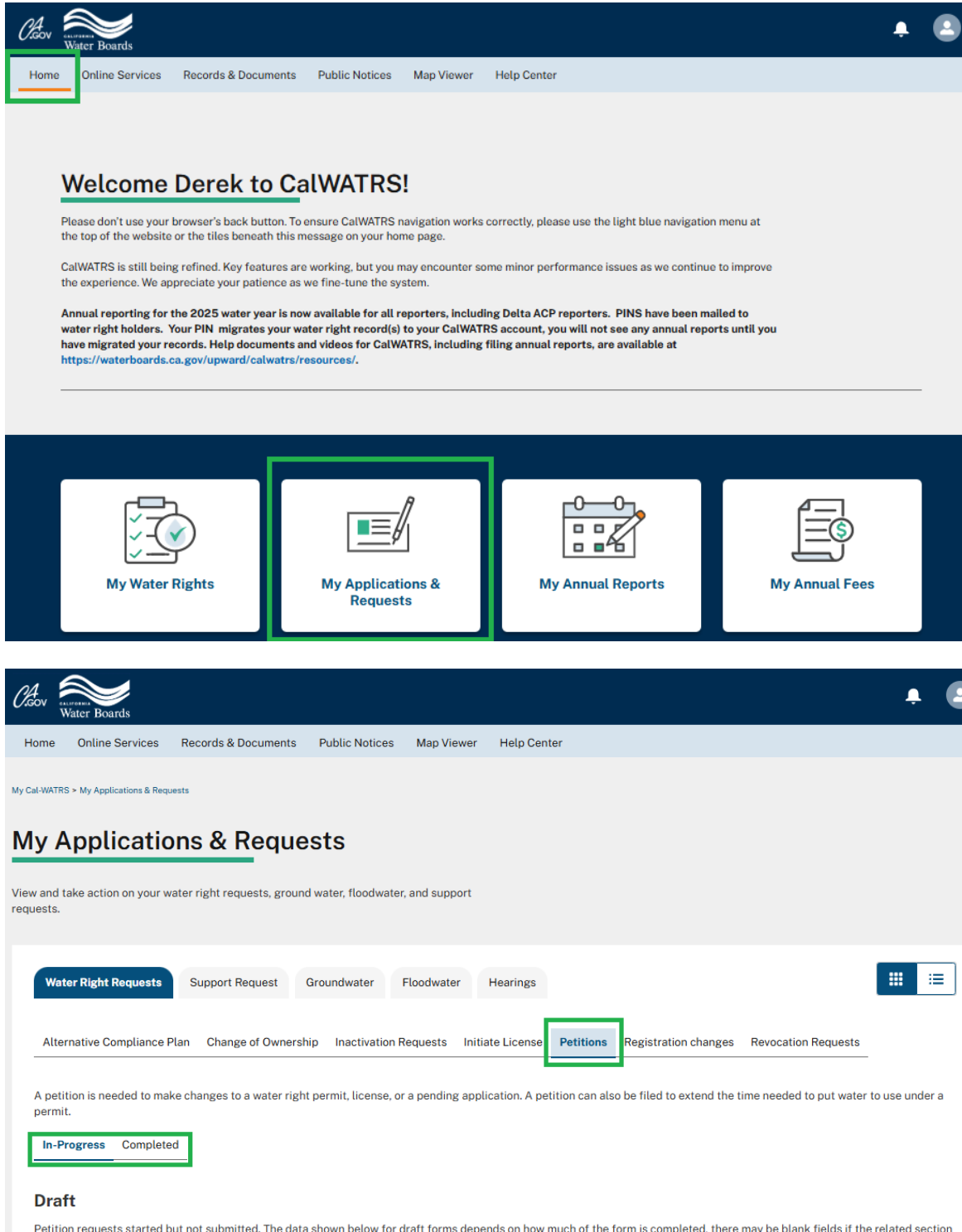
6. You can search for your water right ID and select the petition type. Click “Next” and complete the remaining pages. Note, throughout the petition, you can save your progress and return later by clicking “Save and exit”.



7. Upon petition submittal, you will receive an email confirmation. Once both your complete petition and appropriate fee(s) are received, your petition will be reviewed by State Water Board staff.

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8. Draft (i.e., in-progress) and completed petitions will appear on the “My Application & Requests” page for the appropriate party with a connected CalWATRS account.



The screenshot shows the CalWATRS website interface. At the top, there is a navigation bar with links: Home, Online Services, Records & Documents, Public Notices, Map Viewer, and Help Center. The 'Home' link is highlighted with a green box. Below the navigation bar, a welcome message reads: "Welcome Derek to CalWATRS!". It includes instructions on using the navigation menu and mentions that annual reporting for the 2025 water year is now available. Below the welcome message, there are four tiles: "My Water Rights", "My Applications & Requests" (highlighted with a green box), "My Annual Reports", and "My Annual Fees".

Below the tiles, the page title "My Applications & Requests" is displayed. Underneath, there is a section for "Water Right Requests" with sub-tabs: Support Request, Groundwater, Floodwater, and Hearings. The "Petitions" tab is highlighted with a green box. Below the tabs, a description states: "A petition is needed to make changes to a water right permit, license, or a pending application. A petition can also be filed to extend the time needed to put water to use under a permit." Below this, there are two buttons: "In-Progress" (highlighted with a green box) and "Completed".

At the bottom, the "Draft" section is visible, with a note: "Petition requests started but not submitted. The data shown below for draft forms depends on how much of the form is completed. there may be blank fields if the related section".

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Wastewater Change Petition Filing Instructions

If you do not have existing water rights (e.g., those filing a wastewater change petition): You can access the “Petition” page by clicking the “Online Services” button at the top of your CalWATRS dashboard. From there, select the “Water Rights Request” tab and click “Next” on the “Petition” tile. (See the two screenshots below)

