

License Renewal

Montana Board of Water Well Contractors

Multiple Licenses

The combination Water Well Contractor/Monitoring Well Constructor license has been deleted. Water Well Contractors may construct monitoring wells without the additional monitoring well constructor license.

Montana Codes Annotated § 37-43-302(1) states:

“... An individual who is licensed as a water well contractor is not required to have a separate water well driller’s license to perform the actual work on the well or a separate license to install monitoring wells.”

An individual that has a Water Well Driller’s license is required to have a Monitoring Well Constructor’s license to construct monitoring wells without a licensed Water Well Contractor or a licensed Monitoring Well Constructor on site while the drilling rig is in operation.

Electronic License Renewal

All of the required documents: license renewal form, proof of continuing education, proof of bonding and fee must be received by the Board’s office email before midnight July 10 or post marked no later than July 10 to avoid late fees. A license renewal application is not consider complete until **all required documents are received** by the Board’s office.

License renewal documents may be submitted electronically by email or by regular mail. Copies of documents are acceptable. The "New 2016-2017 License Renewal Form" must be used, located on the BWWC website at <http://dnrc.mt.gov/divisions/water/operations/board-of-water-well-contractors>

Fees must be mailed.

Procedure to File Renewal Notice Electronically

- 1) You will need Adobe Reader on your computer to open and fill out renewal form. The link to Adobe Reader is: <http://get.adobe.com/reader/>
- 2) Fill out renewal form.
 - All of the following information must be provided in order to save form:
 - a. Select license type. Only one box may be marked
 - b. Fill out contact information. .
 - c. Select license type and enter license number
 - d. Provide a contact phone number
 - e. Check boxes of documents you have or will provide: proof of bonding, proof of continuing education, and if you have submitted the proper fee
- 3) After completing form, you will need to save the form on your computer in a file or on your desktop. Select a file that can be easily remembered and accessed
- 4) Open the email account you use, ie: msn, google, gmail, yahoo, ymail, etc.
- 5) Email account you will be sending the form to is: arobinson@mt.gov
- 6) Attach renewal form and other electronic forms to email
- 7) Send email.

I will respond that I got your email with a list of forms that were attached

For assistance, please call: (406) 444-6643 or (406) 444-0860



RENEWAL NOTICE

Montana Board of Water Well Contractors

July 1, 2016 to June 30, 2017

*Failure to submit the **proper fee, proof of continuing education, and current bond** will result in a delay or disapproval of license renewal. Please provide current contact information.*

BWWC USE ONLY
Fee _____
Bonding _____
Education _____

Please mark one selection:

- WWC (Water Well Contractor) {includes: water well drilling & monitoring well constructing} \$375
- MWC (Monitoring Well Constructor) \$375
- WWD (Water Well Driller) \$275
- WWD/MWC (Water Well Driller & Monitoring Well Constructor's endorsement) \$375
- Inactive Status (Bond and CE credits are not required) \$250

<p>_____ <i>NAME</i></p> <p>_____ <i>COMPANY'S NAME</i></p> <p>_____ <i>MAILING ADDRESS</i></p> <p>_____ <i>CITY</i> <i>STATE</i> <i>ZIPCODE</i></p>	<p><i>LICENSE # WWC</i> _____</p> <p><i>MWC</i> _____</p> <p><i>WWD</i> _____</p> <p><i>PHONE #</i> _____</p> <p><i>CELL #</i> _____</p> <p>_____ <i>E-MAIL ADDRESS</i></p> <p>_____ <i>SHOP ADDRESS (if different from mailing)</i></p>
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1. Have you completed a Board approved continuing education course during the last license year? Yes ___ No ___
Please submit PROOF of attendance of a minimum of 4 hours.
2. Is your bond or its equivalent current through the next license year? (July 1, 2016 – June 30, 2017) Yes ___ No ___
Please submit your bond (original or copy) as proof
3. Have you enclosed proper fee:-----Yes ___ No ___
4. WWC/MWC: Please list names and addresses of any apprentices working for your company: _____

ANY LICENSE NOT RENEWED BY **JULY 10**, WILL BE SUBJECT TO A \$150 LATE FEE. THOSE LICENSES NOT RENEWED BY JULY 31, WILL BE REVOKED. TO REINSTATE THE LICENSE AFTER JULY 31, IT MAY BECOME NECESSARY TO REAPPLY, PAY THE APPLICATION FEES, AND SUCCESSFULLY COMPLETE THE EXAMINATION.

Montana Board of Water Well Contractors
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