

# License Renewal

## Procedure to File License Renewal Notice Electronically

License renewals may be renewed electronically through the use of the link on the Board of Water Well Contractors' (Board) web site, here: <https://dnrc.mt.gov/Water-Resources/Well-Contractors-Drillers/Well-Contractors-and-Drillers>

Drillers need to fill out all required information, when completed, the licensee will use the submit tab. The form will be sent to the Board's database. An acknowledgement email of the renewal form submission will be sent to the licensee and a notification email of the renewal form will be sent to the Board's office.

Payment of the license renewal fee may be made online with the use of a credit card. A State of Montana account is required if paying online. A processing fee will be added to the license fee. The credit card payment link can be found on the Board's web site.

Proof of continuing education and proof of current bond may be scanned and attached to the renewal form or sent via email or be mailed to Boards office.

Please send email scanned copies to: [thomas.palin@mt.gov](mailto:thomas.palin@mt.gov)

**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 considered complete until all required documents are **received** by the Board's office.

Important dates for license renewals:

May 10	renewal notices are mailed to the licensees
June 30	licenses expire
July 1	licenses are suspended; the licensee is not allowed to drill
July 10	late fee applied (\$150) and letter of intent to revoke license mailed
August 1	licenses are revoked

**Licenses must be renewed by midnight June 30. Licenses that are not renewed are suspended. The licensee is restricted from drilling. A \$150 late fee will be applied to licenses that are renewed after July 10<sup>th</sup>.**

## Multiple Licenses

The combination Water Well Contractor/Monitoring Well Constructor license has been removed. 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.

For assistance, please contact Thomas Palin at (406) 444-6643 or [thomas.palin@mt.gov](mailto:thomas.palin@mt.gov)



# RENEWAL NOTICE

Montana Board of Water Well Contractors

July 1, 2025- June 30, 2026

*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} \$575
- MWC (Monitoring Well Constructor) \$575
- WWD (Water Well Driller) \$475
- WWD/MWC (Water Well Driller & Monitoring Well Constructor's endorsement) \$575
- Inactive Status (Bond and CE credits are not required) \$250

<hr/> <p><i>NAME</i></p> <hr/> <p><i>COMPANY'S NAME</i></p> <hr/> <p><i>MAILING ADDRESS</i></p> <hr/> <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 – June 30) Yes\_\_\_\_ No\_\_\_\_  
*Please submit your bond (original or copy) as proof*
3. Have you paid the 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 AUGUST 1, WILL BE REVOKED. TO REINSTATE THE LICENSE AFTER AUGUST 1, 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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 (406) 444-6643 or (406) 444-0862  
 Email: thomas.palin@mt.gov