



Application Process Notice
Construction of Public Sanitary Sewerage Facilities Permit (New Public Sewer Construction Permit)

Under A.R.S. § 11-1606, Pima County Regional Wastewater Reclamation Department (RWRD) is required to give you the following information when you apply for a Construction of Public Sanitary Sewerage Facilities Permit (authorized by Pima County Code 13.20.030.D.1)

The following steps are required to obtain a New Public Sewer Construction Permit:

- A. Submit the following to RWRD Customer Connections and Permits (CCP) Unit located at 201 North Stone Avenue, 1st Floor, Tucson, Arizona 85701, phone (520) 740-6369, as applicable;
 1. Five sets of approved 24" X 36" construction drawings to include signatures from a licensed professional engineer and RWRD Planning Liaison Unit located on the 3rd floor of the Public Works building.
 2. A completed Permit Application signed by the Applicant or owner of record. The application form may be obtained from RWRD CCP Unit by calling (520) 740-6369 or faxing the request to (520) 740-6360.
 3. An itemized bid sheet signed by the Owner and Contractor. The Bid form may be obtained from CCP Unit by calling or faxing.
 4. Evidence of approval and recording of all required easements is to be included in the construction drawings.
 5. A copy of the Construction Authorization issued by PDEQ located at 33 N. Stone Avenue, Suite 700, Tucson, AZ 85701, phone 520-243-7400 or ADEQ, 1110 West Washington Street, Phoenix, Arizona 85007, phone (602) 771-4298.
 6. A Certificate of Insurance for the contractor.
 7. A valid license from the Arizona Registrar of Contractors.
 8. Evidence of executed Sewer Service Agreement (not needed for every permit).
- B. Calculate
 1. RWRD will calculate the appropriate fee of \$25.00 plus 2.5% of the affirmed contract price for construction of the sanitary sewerage facilities. These fees are authorized by Pima County Code 13.20.030.D.1.F and are detailed within the "Construction of Public Sanitary Sewerage Facilities Permit Process" document, available via email or facsimile by contacting Denice Elie at (520) 740-6369.
- C. Pay Fees
 1. The calculated fee, from B.1 above, must be submitted by check or money order payable to *Pima County Treasurer* to the CCP Unit located at 201 North Stone Avenue, 1st Floor, Tucson, Arizona 85701.
 2. The licensed contractor must then sign the Affirmation of Cost to receive the New Public Sewer Construction Permit.

Currently there is no time-frame for application review.

Ms. Denice Elie with RWRD's CCP Unit can provide assistance with the application process and may be contacted at (520) 740-6369 or Denice.Elle@pima.gov.

A.R.S. § 11-1609 states that requests can be made of the County to clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that affects the issuance of your permit by providing the County with a written request that states:

- Your name and address;
- The statute, ordinance, regulation, delegation agreement, or authorized substantive policy statement, or part thereof, that requires clarification;
- Any facts relevant to the requested ruling;
- Your interpretation of the applicable statute, ordinance, regulation, delegation agreement, or authorized substantive policy statement, or part thereof, that requires clarification; and,
- Whether, to the best of your knowledge, the issues or related issues are being considered by the County in connection with an existing permit, license or license application.