



**A.R.S. § 11-1606 Application Process Notice  
Small Construction Activity 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 Small Construction Activity Permit (authorized by Pima County Code Title 13.20.040.B.1):

The following steps are required to obtain a Small Construction Activity Permit:

- A. Submit the following to RWRD Customer Connections and Permits (CCP) Unit located at 201 North Stone Avenue, 1<sup>st</sup> Floor, Tucson, Arizona 85701. Phone: 520-740-6369.
  1. Three copies of the approved Preliminary Sewer Layout associated with a site plan or development plan from RWRD's Development Liaison Unit.
  2. Certificate of Insurance for the contractor.
  3. Valid license from the Arizona Registrar of Contractors.
  4. A completed and signed permit application. Applications are available at Pima County RWRD 1<sup>st</sup> floor, 201 N. Stone Avenue, Tucson, AZ 85701 or via email or facsimile by contacting Denice Elie at (520) 740-6369.
  
- B. Calculate
  1. RWRD will calculate and notify applicant to submit the appropriate fee as detailed within the "Small Construction Activity Permit Process" document, which is available at Pima County RWRD 1<sup>st</sup> floor, 201 N. Stone Avenue, Tucson, AZ 85701 or via email or facsimile by contacting Denice Elie at (520) 740-6369. These fees are authorized by Pima County Code 13.20.040.B.1.
  
- C. Pay Fees
  1. Submit the appropriate fee in person or by mail to Pima County RWRD c/o Development Services 1<sup>st</sup> floor, 201 N. Stone Avenue, Tucson, AZ 85701. Check made payable to Pima County Treasurer.
  2. Provide proof of Connection Fee payment receipt.
  3. The licensed contractor will then sign the Affirmation of Cost and receive the Small Construction Activity Permit.

Currently there is no time-frame for application review.

Ms. Denice Elie, with the Pima County Regional Wastewater Reclamation Department, can provide assistance with the application process and may be contacted at (520) 740-6369 or [Denice.Elle@pima.gov](mailto: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.