



**A.R.S. § 11-1606 Application Process Notice
Small Construction Activity Permit**

Under A.R.S. § 11-1606, Pima County 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):

- A. The following administrative steps are required to obtain an Administrative Completeness Review for Small Construction Activity Permit application approval:

Step 1: 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.

- Three copies of the approved the Preliminary Sewer Layout associated with a site plan or development plan from RWRD's Planning Liaison Unit.
- Certificate of Insurance for the contractor.
- Valid license from the Arizona Registrar of Contractors.
- Complete, sign, and submit a permit application. Applications are available at Pima County RWRD 1st floor, 201 N. Stone Avenue, Tucson, AZ 85701 or via email or facsimile by contacting Denice Elie at (520) 740-6369.

Once the Application is administratively complete, RWRD will proceed to Step 2.

Step 2:

- RWRD will notify applicant to submit the appropriate fee as detailed within the "Small Construction Activity Permit Process" document, which is available at Pima County RWRD 1st 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.

Step 3:

- Submit the appropriate fee in person or by mail to Pima County RWRD c/o Development Services 1st floor, 201 N. Stone Avenue, Tucson, AZ 85701. Check made payable to Pima County Treasurer.
- Provide proof of Connection Fee payment receipt.
- The licensed contractor will then sign the Affirmation of Cost and receive the Small Construction Activity Permit.

- B. Permit application review turn-around time is currently up to 30 days, with an average of two weeks however, no licensing time frames are currently in place.

- C. 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.

D. 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.