A.R.S. §11-1606 Application Process Notice
Pima County
Regional Wastewater Reclamation Department
Public Sewer Construction Permit

According to A.R.S. 11-1602, also known as the "Regulatory Bill of Rights" and A.R.S. 11-1606, any applicant who obtains from Pima County Regional Wastewater Reclamation Department (RWRD) an application for a Public Sewer Construction Permit, is entitled to receive the information in this notice regarding the steps, time frames and contact information associated with the application process.

Public Sewer Construction Permit issuance is required when new public sewer will be constructed by a private party to serve any development within the RWRD service area. Public Sewer Construction Permits are issued by RWRD as authorized by Pima County Code Section 13.20.030.D.1.

A Public Sewer Construction Permit is one of a series of licenses that may be required prior to connecting to the RWRD Public Sewer System. Other licenses that may also be required prior to connecting to the RWRD Public Sewer System may include Sewer Improvement Plan Acceptance (RWRD), Sewerage Capacity Allocation (RWRD), Preliminary Sewer Layout Acceptance (RWRD), Final Plat Acceptance (RWRD), and Construction Authorization (PDEQ).

A. Applicant Steps to Public Sewer Construction Permit

Step 1. Pre-submittal Actions:

a. PDEQ Construction Authorization
b. Appropriate RWRD Development Liaison Unit Approval (Preliminary Sewer Layout, Sewer Improvement Plan, Final Plat for Subdivision)
c. RWRD Type III-Sewerage Capacity Allocation
d. Submit request for Abandonment (if applicable) to Pima County Real Property Department
e. Verify all easements have been recorded
f. Please contact RWRD at (520) 724-6369 for large scale or comprehensive projects. A pre-submittal review may expedite the process.

Step 2. Submittal Elements:

a. Five (5) sets of approved 24" x 36" Plans
b. PDEQ Construction Authorization
c. Valid license from the Arizona Registrar of Contractors (Type A, A-12, C-37(R), KA, or K80)
d. Evidence of approval and recording of all required easements. To be included in construction drawings.
e. Certificate of Insurance
f. Itemized bid sheet signed by Owner and Contractor
g. Completed & signed Public Sewer Construction Application http://WEB ADDRESS TO BE DETERMINED

Step 3. Where and How to Submit:

By MAIL or PHYSICAL DELIVERY to:

Pima County RWRD-Public Works Building
201 N. Stone Ave. 1st floor
Tucson, AZ 85701

Step 4. Public Sewer Construction Permit Fees:

Public Sewer Construction Fees are based on the Construction Bid Sheet provided in Step 2. During the substantive review, RWRD will calculate the appropriate fee of 2.5% of the affirmed contract price for construction of the Sanitary Sewer Facilities plus a $25.00 Administration Fee.

***Note:** Renewal of an expired construction permit shall require payment of an additional inspection fee of 1% of the affirmed contract price 13.20.030.D (1) (f)

Attention: The electronic RWRD posted version is the only official RWRD notice. Please download prior to each use

Step 5. Additional Prior-to-Permit Requirements:

a. Applicant shall submit additional information as requested.
b. Prior to permit, the applicant will need to submit payment by check or money order payable to Pima County Treasurer. The licensed contractor will then sign the Affirmation of Cost and receive the Public Sewer Construction Permit.

B. RWRD Public Sewer Construction Permit Review Process

Upon receipt of the Public Sewer Construction submittal package, an administrative completeness review will be performed by RWRD, based upon the submittal requirements identified above in Steps 1-4. If the submittal package is deemed complete, the applicant will receive written or electronic notice within the administrative completeness time frame specified in Section C. The package will be considered complete if no notification is given at the end of the administrative completeness review time frame.

If the submittal package is deemed incomplete, the applicant will receive written or electronic notice within the administrative completeness time frame specified in Section C, identifying the missing items. The administrative completeness review time frame and overall time frame are suspended until the **Applicant submits all missing items to RWRD in order to complete the submittal package.**

Once a Public Sewer Construction Permit submittal package is determined by RWRD to be administratively complete, RWRD will perform a substantive review of the submittal. The purpose of this review is to ensure the proposed Public Sewer Construction meets all applicable standards, which are summarized in the Public Sewer Construction Permit Checklist, which can be found online at http://WEB ADDRESS TO BE DETERMINED

RWRD may make one comprehensive written or electronic request for corrections, at which point the substantive review time frame and overall time frame will be suspended until RWRD receives the corrections from the applicant. **The Applicant shall re-submit the corrected plans reflecting the additional requested information.** The applicant will receive a written or electronic notice of permit or denial, along with the basis for denial, within the overall time frame specified below, unless other time frames are established between RWRD and the applicant in accordance with A.R.S. 11-1605.

C. Process Time Frames For Public Sewer Construction Permit:

1. Administrative Completeness Review.....5 business days
2. Substantive Review.....15 business days
3. Overall Time Frame.....20 business days
4. For exemptions, extensions, or significant changes.....See A.R.S. 11-1601-1610

D. Process Contact Information

1. Submittals, Fees and Payments.....Denice Elie (520) 724-6369
2. Escalation and Problem Resolution.....Francisco Galindo (520) 724-6733

E. Applicant's Regulatory Rights

Under A.R.S. § 11-1609, you may request that the County clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that affects the issuance of your Public Sewer Construction 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 proposed interpretation of the applicable statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part thereof the statute, 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 license or license application.