

Sewer Administrative Submittal Checklist
To obtain Construction Authorization
For Public or Private Sewage Collection System

NOTE: PDEQ will now *only accept electronic submittals* for water, sewer and Approval of Sanitary Facility projects. Applications must be submitted electronically in PDF format by either emailing all forms and plans to PDEQER@pima.gov, providing an FTP download link in the application email, or by having a USB flash drive or CD delivered to PDEQ's office. Please note that the PDEQER inbox will only accept files less than 20 MB in size, so anything larger must be submitted using one of the alternate methods.

1. Submit a PDF of construction plans. If plans are for a *Public System*, plans should be signed by the appropriate utility (Pima County Wastewater Management, Town of Sahuarita Wastewater, or Town of Marana Wastewater).
2. Submit a Notice Of Intent to Discharge application (A.A.C. R18-9-A301.B)
3. Submit a Design Report (A.A.C. R18-9-E301.D). Design report criteria may be found in PDEQ's Public and Private Sewer Plan Review Checklist.
4. Submit a letter from the receiving wastewater treatment facility, affirming that the additional volume of wastewater delivered to the facility by the proposed sewer collection system will not cause any flow or effluent quality limits of the individual permit for the facility to be exceeded (A.A.C. R18-9-E301.C).
NOTE: For project discharging to Pima County RWRD, a Type III letter is required (a Type II letter is not sufficient)
5. (*Private Only*) Submit a signed Operations and Maintenance Certification (A.A.C. R18-9-E301.E), per the requirements in the Public and Private Sewer Plan Review Checklist.
NOTE: Certification may be submitted when the Discharge Authorization is requested
6. After the project submittal is successfully processed, an invoice of Fees will be sent back to the submitter. At this point, submit a payment for the following project review fee(s):
 - Payment for **\$500.00** if there are 50 connections or less.
 - Payment for **\$1000.00** if there are between 51 and 300 connections.
 - Payment for **\$1500.00** if there are 301 or greater connections.
 - Payment for **\$75.00** for each Alternative Feature request (A312G)

Fees are payable **online** (instructions below), by providing credit card information over the phone at DEQ's main number (520-724-7400), or by hand-delivering or mailing a check (payable to PDEQ) to the PDEQ office at 33 N. Stone Ave., Suite 700, Tucson, AZ 85701.

1. Click the [Project, Permits & Payments](#) link of DSD's website
2. Input the project's record/permit number into the search bar in the upper right corner of the page (where it reads "Search by Address, Record #, etc") and search for it
3. Scroll down to the Fees tab, click on any unpaid fees, and pay them by inputting your credit card information