



ADMINISTRATIVE PROCEDURES

Procedure Number: 3-32

Effective Date: 12/31/2012

Revision Date: 1/23/2013

C. Duluth

County Administrator, Pima County
General Manager, Regional Flood Control
District

SUBJECT: **LICENSING TIME FRAMES**

DEPARTMENT RESPONSIBLE:

I. STATEMENT

This administrative procedure establishes licensing time frames as required by A.R.S. §§ 11-1605 and 48-3645 - Licensing time frames; compliance; consequence for failure to comply with time frame; exemption. Per 11-1605 and 48-3645, "a county that issues licenses required under existing ordinances or codes shall have in place an overall time frame during which the county will either grant or deny each type of license that it issues." It requires that the Administrative Completeness Review and the Substantive Review time frames be listed separately for each type of license. Below are the timeframes established for all pertinent County Departments.

II. PROCEDURE

As defined by A.R.S. §§ 11-1601 and 48-3641, "License" includes any county permit, certificate, approval, registration, charter or similar form of permission required by law; and "Licensing" includes the County process respecting the grant, denial, renewal, revocation, suspension, annulment, withdrawal or amendment of a license.

Below are licensing time frames established for Pima County Departments as listed in the tables below. Licensing time frames apply to applications received on and after December 31, 2012. Department Directors are responsible for establishing a system of monitoring and complying with the licensing time frames listed in the tables. In so doing, Department Directors may establish formal, written departmental procedures outlining their licensing time frames system processes and requirements. Any Department that fails to comply with the overall time frame must refund any fees charged in connection with the review process. The time frames provided include department's review time and not the time the applicant takes to respond to the notice of deficiencies for either the administrative or substantive reviews. A business "day" is defined as Monday through Friday, excluding legal holidays. The time frame starts the first business day after a triggering event such as the date the application or supplemental information is received. The time frame counts consecutive business days, but does not include intermediate Saturdays, Sundays or legal holidays.

A. Pima County Department of Transportation:

| License | Overall Time frame | Administrative | Substantive |
|---------|--------------------|----------------|-------------|
|---------|--------------------|----------------|-------------|

| | | Completeness Review | Review |
|--------------------------------|---------|---------------------|---------|
| Right-of-way Permit | 13 days | 3 days | 10 days |
| Oversize and Overweight Permit | 5 days | 2 days | 3 days |

B. Pima County Health Department:

| License | Overall Time frame | Administrative Completeness Review | Substantive Review |
|---|--------------------|------------------------------------|--------------------|
| Food Establishment License | 60 days | 30 days | 30 days |
| Request for Variance | 90 days | 30 days | 60 days |
| Plans and Specifications Approval for Food Establishments | 90 days | 30 days | 60 days |
| Approval of HACCP Plan | 90 days | 30 days | 60 days |
| Plans and Specifications Approval for Non-food Establishments | 60 days | 30 days | 30 days |
| Non-food Establishment License | 60 days | 30 days | 30 days |
| Annual License Renewals After Receipt of Payment | 30 days | Not Applicable | Not Applicable |

C. Pima County Department of Environmental Quality:

| License | Overall Time frame | Administrative Completeness Review | Substantive Review |
|------------------------------------|--------------------|------------------------------------|--------------------|
| Non-Standard Waste Disposal Permit | 30 days | 10 days | 20 days |

Licenses Delegated by the State – Time frames are less than or equal to those

| <i>established by statute or administrative code.</i> | |
|---|---------------------------------------|
| Solid Waste Haulers Permit | A.A.C. Title 18, Chapter 1, Article 5 |
| Sewer Construction Authorization | A.A.C. Title 18, Chapter 1, Article 5 |
| Sewer Discharge Authorization | A.A.C. Title 18, Chapter 1, Article 5 |
| Drinking Water Approval to Construct | A.A.C. Title 18, Chapter 1, Article 5 |
| Drinking Water Approval of Construction | A.A.C. Title 18, Chapter 1, Article 5 |
| Onsite Wastewater Disposal System (Septic) Construction Authorization | A.A.C. Title 18, Chapter 1, Article 5 |
| Onsite Wastewater Disposal System (Septic) Discharge Authorization | A.A.C. Title 18, Chapter 1, Article 5 |
| Subdivisions Approval of Sanitary Facilities | A.A.C. Title 18, Chapter 1, Article 5 |

D. Pima County Regional Wastewater Reclamation Department

| License | Overall Time Frame | Administrative Completeness Review | Substantive Review |
|---------------------------------------|--------------------|------------------------------------|--------------------|
| Preliminary Sewer Layout Acceptance | 25 days | 5 days | 20 days |
| Final Plat Acceptance | 25 days | 5 days | 20 days |
| Sewer Improvement Plan Acceptance | 25 days | 5 days | 20 days |
| Connection to Existing Sewer Approval | 15 days | 5 days | 10 days |
| Public Sewer Construction Permit | 10 days | 5 days | 5 days |
| Sewerage Capacity Allocation | 35 days | 5 days | 30 days |
| Septage Permit (IWC) | 45 days | 15 days | 30 days |

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|--|---------|---------|---------|
| Industrial Wastewater Discharge Permit (IWC) | 45 days | 15 days | 30 days |
|--|---------|---------|---------|

E. Pima County Regional Flood Control District

| License | Overall Time frame | Administrative Completeness Review | Substantive Review |
|--|--------------------|------------------------------------|--------------------|
| Floodplain Use Permit No Engineering Required | 30 days | 10 days | 20 days |
| Floodplain Use Permit with Engineering | 40 days | 10 days | 30 days |
| Floodplain Use Permit Amendment by Applicant | 30 days | 10 days | 20 days |
| Floodplain Use Permit Sand and Gravel – Initial, Expansion or Modification | 45 days | 15 days | 30 days |
| Floodplain Use Permit Sand and Gravel – Annual Renewal | 25 days | 15 days | 10 days |
| Development Plan, Tentative Plat, Final Plat and Improvement Plan Review | 40 days | 5 days* | 35 days |

* Administrative Completeness Review is performed by Development Services

F. Pima County Development Services Department

(Time frames below are for Licenses Administered by DSD and reviewed by other departments)

| License | Overall Time frame | Administrative Completeness Review | Substantive Review |
|------------------|--------------------|------------------------------------|--------------------|
| Development Plan | 40 days | 5 days | 35 days |
| Tentative Plat | 40 days | 5 days | 35 days |

| | | | |
|---|---------|---------|---------|
| Final Plat* | 40 days | 5 days | 35 days |
| Paving & Grading Improvement Plan | 40 days | 5 days | 35 days |
| Building Permits | 20 days | 10 days | 10 days |
| Home Occupation Permit | 35 days | 5 days | 30 days |
| Secondary Dwelling Permit | 35 days | 5 days | 30 days |
| Modification of Setback Requirement (MSR) | 35 days | 5 days | 30 days |
| Multiple Use Permit | 50 days | 5 days | 45 days |
| Minor Lands Permit | 35 days | 5 days | 30 days |
| Assisted Living Home | 35 days | 5 days | 30 days |
| Group Home | 35 days | 5 days | 30 days |
| Child Care/Adult Day Care | 35 days | 5 days | 30 days |

**In accordance with 11-1605.C.8(c), the substantive and overall time frames are suspended for the Board of Supervisors hearing for final plats.*