

Submittal Requirements Checklist
 To Obtain a *Construction Authorization*
 For an **Alternative Onsite Wastewater Treatment Facility**

1. Submit an Alternative Notice of Intent to Discharge (NOID) and appropriate supplemental information and forms (see below) to: BuildingSafetyAdmin@pima.gov;
2. Site Suitability Determination Checklist
3. Site plan, fully dimensioned and to scale showing:
 - a. Location of proposed septic tank and leach field
 - b. Existing and proposed buildings and structures, driveways, parking
 - c. Distances from property lines, buildings and structures
 - d. Location of utilities and well
 - e. Existing and proposed topography
 (a [site plan example](#) is available on DSD's webpage)
4. Design Report, including design flow, design calculations, and trench profile
5. Materials List
6. Construction quality drawings
7. Operation and Maintenance Plan
8. If applicable:
 - a. Signed Alternative Feature Request (A312G) with supporting documentation:
 This is a request to "review and approve a feature of improved or alternative technology, design, setback, installation, or operation that differs from a general permit requirement." AAC R18-9-A312G
 - b. Signed Request for Waiver with supporting documentation:
 This is a request for a waiver to either:
 - i. Have septic system installed on a lot smaller than one acre
 - ii. Have septic system installed where the sewer connection is within 200 feet
9. 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):

Review Fees (Not all fees apply to each project)	Amount
First General Permit	\$500
Each Additional General Permit	\$100
Request for Waiver	\$25
AG312 (Alternate Feature)	\$75 per item
Building & Site Development Permit Fee	\$50

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