

Submittal Requirements Checklist To Obtain Approval to Construction For Public Water Systems

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 PDF of construction plans.
2. Submit Approval to Construct Water Project application.
3. Submit Design Report that includes Hydraulic Modeling, if applicable (see #4)
NOTE: Designs and plans must meet the minimum criteria found in: Arizona Administrative Code Title 18, Chapters 4 and 5; and Engineering Bulletin No. 10, Guidelines for the Construction of Water Systems.
4. Submit a letter from the City of Tucson Water Department, Metro Water or Oro Valley Water Utility stating that required storage and 20-psi will be maintained under all conditions of flow pursuant to A.A.C. R18-4-502 and R18-4-503 will suffice in lieu of a hydraulic modeling report. The letter must be based on the results of hydraulic modeling performed by the water utility, which may be requested by the department.
5. 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):
 - **\$500.00 for Water Line Extensions;**
 - **\$1,000.00 for Reservoir/Storage Tanks;**
 - **\$1,000.00 for Pumps/Booster Stations/Pressure Tanks;**
 - **\$1,000.00 for New Water Sources/Wells;**
 - **\$150.00 per site visit for PDEQ to perform microbiological sampling or verification of pressure testing.**

The fees are cumulative for a water project with more than one of the above facility additions or that will require PDEQ to perform the microbiological sampling or pressure test verification. 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