

**PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY**  
33 N. STONE AVENUE, SUITE 700  
TUCSON, ARIZONA 85701  
(520) 243-7400

**PLAN REVIEW SUBMITTAL CHECKLIST FOR A PRIVATELY OWNED SEWER COLLECTION SYSTEM IN ORDER TO OBTAIN A CONSTRUCTION AUTHORIZATION**

**Applicability:**

Under the Arizona Administrative Code (AAC), Title 18, Chapter 9, a 4.01 General Permit allows for construction and operation of a new sewage collection system or expansion of an existing sewage collection system involving new construction as follows:

1. A sewage collection system or portion of a sewage collection system that serves downstream from the point where the daily design flow is 3000 gallons per day based on AAC R18-9, Table 1, Unit Design Flows, except a gravity sewer line conveying sewage from a single building drain directly to an interceptor, collector sewer, lateral, or manhole regardless of daily design flow;
2. A sewage collection system that includes a manhole; or
3. A sewage collection system that included a force main or lift station serving more than one dwelling.

Pima County Department of Environmental (PDEQ) applicability [flow chart](#) may be helpful in determining if a 4.01 general Permit is required.

**Submittal Requirements:**

1. Submit 4 Folded sets of Plans with the owner or owner's agent approval signature.  
**Note: After approval PDEQ will retain one set of the approved plans and one set of the approved plans will be sent to ADEQ. PDEQ will notify the owner or owner's agent when the additional 2 sets of approved plans are ready to be picked up (150 W. Congress, 1<sup>st</sup> Floor, Room 109, Tucson, AZ).**
2. Check for **\$500.00** made payable to Pima County DEQ if there are 50 connections or less.
3. Check for **\$1000.00** made payable to Pima County DEQ if there are between 51 and 300 connections.
4. Check for **\$1500.00** made payable to Pima County DEQ if there are 301 or greater connections.
5. Two [Notice Of Intent to Discharge applications](#) (A.A.C. R18-9-A301.B)
6. Two copies of the Design Report (A.A.C. R18-9-E301.D). Design report criteria may be found in PDEQ's [Private Sewer Plan Review Checklist](#).

7. 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). If there are multiple downstream owners, a letter from each owner will be needed.

In addition to the above, if the project is connecting to Pima County Wastewater Management's (WWM) sewer conveyance system, the owner must provide written approval from Pima County's WWM Director for the project or provide documentation that a single company or individual will be responsible for the operation and maintenance of the sewers within the project (this does not include Homeowners Associations).

Please review the [Private Sewer Plan Review Checklist](#) for information to be included in the Design Report, Notice of Intent to Discharge application and Construction Plans.

Notes: Arizona Administrative Codes can be found on the Secretary of State's web site at [www.azsos.gov](http://www.azsos.gov)

Arizona Department of Environmental Quality's web site is [www.adeq.state.az.us](http://www.adeq.state.az.us)

Pima County Department of Environmental Quality's web site is [webcms.pima.gov/government/environmental\\_quality](http://webcms.pima.gov/government/environmental_quality)