



NOTICE OF CHANGES TO THE PDEQ PLAN REVIEW SUBMITTAL PROCEDURE

In an effort to work toward more efficient handling of plan review submittals, PDEQ will be implementing new procedures. These new procedures will affect sewer projects, water projects, and approval of sanitary facility project submittals and will only affect how PDEQ collects the plan review fee.

Beginning June 20, 2016, PDEQ will not accept fee payment when plan review submittals are received by PDEQ.

When plans are received, PDEQ will issue a "Confirmation of Plan Submittal" form. The Confirmation of Plan Submittal form will be your record to confirm that the plans were received by PDEQ and it will include the date PDEQ received the plans, the project name, the project type, the assigned PDEQ "PO" number and the email address for the person responsible for receiving the plan review fee invoice. Please note that the procedure will require the email address for the person who will be responsible for receiving the invoice for the submitted plans. Please ensure that the person who delivers the plans to PDEQ provides the email address for the person designated to receive the invoice for the plan's submittal.

PDEQ will invoice for the plans within one business day of receipt. The invoice for the plan review fee will be emailed to the person designated to receive the invoice. Please note that the invoice will contain a "Record" number, which will be required to search for your project online. The invoice must be paid within five (5) business days. Plan approvals will not be issued until full payment is made to PDEQ. Payment by credit card can be made by calling PDEQ at (520) 724-7400 or online through the Pima County Land Permitting Customer Portal located at <https://permits.pima.gov/acaproduct>. The "Record" number is required to pay the invoice. Payment by check may be made by personal delivery or mailed to PDEQ's offices located at 33 N. Stone Avenue, Suite 700, Tucson, AZ 85701.

If a check for payment of the review fee is tendered at the time of the plans submittal, PDEQ will return the check to the person who delivered the plan submittal. If the delivery person is not able to take the check, PDEQ will hold the check and process it as a voided check. If a fee payment check is included with plan submittal documents received by mail it will also be processed as a voided check. Voided checks will have the assigned PDEQ PO number written on the face of the check and the word "VOID" written across the face of the check. The voided check will be scanned and destroyed and the scanned image will be emailed to the designated contact person.

If you have any questions about PDEQ's new procedure, please call David Amash, P.E., at (520) 724-7400.