



## Small Activity Construction Permit Process

**Contractor Information:** **Valid license from the Arizona Registrar of Contractors (A, A-12, or CR-80)**

Attached is an *Application form* for Small Activity Construction sewer projects to be completed and emailed to [RWRDPermitting@pima.gov](mailto:RWRDPermitting@pima.gov) so the ‘due diligence’ phase, which can take up to 10 business days, can begin. Along with the Application, **PDF file of Approved Plans.**

- Approval from Planning and Engineering for the point method of connection.
- The permit cost is based on the following:

Construction Activity	Fees
<b>House Connection Sewer (HCS) tap of 12” or smaller diameter pipe.</b>	<b>\$100.00</b>
<b>Large sanitary sewer tap (requires special approval)</b>	<b>\$150.00</b>
<b>Existing manhole tap</b>	<b>\$150.00</b>
<b>1 New Manhole over existing sewer (without corrosion protection)</b> <i>(Sewer Improvement Plan required)</i>	<b>\$200.00</b>
<b>1 New Manhole over existing sewer (with corrosion protection)</b> <i>(Sewer Improvement Plan required)</i>	<b>\$300.00</b>
<b>Manhole Adjustments, Manhole Reconstruction, Manhole Coating, DIP Replacement, Utility Projects</b>	<b>Fees Based on Type of Work</b>

- The check is made payable to **Pima County Treasurer**. *Online payments can be made at <https://permits.pima.gov/acaprod/>*
- PDF approved Civil and Site plans.
- The expiration date is six (6) months from the date the permit is issued.
- *Sewer construction may not begin prior to Field Engineering Notice to Proceed.*
- *Field Engineering (520) 724-2651 requires 72 hour notice before work is to begin.*
- For further questions call *Pima County Regional Wastewater Reclamation Department Construction Permit Section at (520) 724-6649*