



A.R.S. §11-1606 Application Process Notice *Public Sewer Construction Permit*

According to A.R.S. 11-1602, also known as the “Regulatory Bill of Rights” and A.R.S. 11-1606, any applicant who obtains from Pima County Regional Wastewater Reclamation Department (RWRD) an application for a Public Sewer Construction Permit, is entitled to receive the information in this notice regarding the steps, time frames and contact information associated with the application process.

Public Sewer Construction Permit issuance is required when new public sewer will be constructed by a private party to serve any development within the RWRD service area. Public Sewer Construction Permits are issued by RWRD as authorized by Pima County Code Section 13.20.030.D.1.

A Public Sewer Construction Permit is one of a series of licenses that may be required prior to connecting to the RWRD Public Sewer System. Other licenses that may also be required prior to connecting to the RWRD Public Sewer System may include Sewer Improvement Plan Acceptance (RWRD), Sewerage Capacity Allocation (RWRD), Preliminary Sewer Layout Acceptance (RWRD), Final Plat Acceptance (RWRD), and Construction Authorization (PDEQ).

A. Applicant Steps to Public Sewer Construction Permit

Step 1. Pre-submittal Actions:

- a. RWRD Type III-Sewerage Capacity Allocation
- b. Appropriate RWRD Approval of Sewer Improvement Plan or construction drawing
- c. Construction Authorization (ADEQ or Delegate)
- d. Submit request for Abandonment (if applicable) to Pima County Real Property Department
- e. Verify all easements have been recorded
- f. Please contact RWRD at (520) 724-6649 for large scale or comprehensive projects. A pre-submittal review may expedite the process.

Step 2. Submittal Elements:

- a. Completed & signed Public Sewer Construction Application
<https://webcms.pima.gov/government/wastewaterreclamation/sewerconstructpermit/>
- b. Two (2) sets of County approved sewer construction drawings (24" x 36")
- c. Evidence of approved and recorded easements. To be included in construction drawings.
- d. Construction Authorization (ADEQ or Delegate)
- e. Itemized bid sheet signed by Contractor
- f. Valid license from the Arizona Registrar of Contractors (A, A-12, KA, or CR-80)
- g. Certificate of Insurance
- h. Recorded Final Plat (if applicable)
- i. Sewer Service Agreement signed (if applicable)

Step 3. All submittals delivered to:

**Pima County RWRD
Development Liaison Unit
201 N. Stone Ave. 3rd floor
Tucson, AZ 85701**

Or RWRDPermitting@pima.gov

Step 4. Public Sewer Construction Permit Fees:

Public Sewer Construction Fees are based on the Construction Bid Sheet provided in Step 2. During the substantive review, RWRD will calculate the appropriate fee of 2.5% of the affirmed contract price for construction of the Sanitary Sewer Facilities plus a \$25.00 Administration Fee.

***Note:** Renewal of an expired construction permit shall require payment of an additional inspection fee of 1% of the affirmed contract price 13.20.030.D (1) (f)

Step 5. Additional Prior-to-Permit Requirements:

- a. Applicant shall submit additional information as requested.
- b. Prior to permit, the applicant will need to submit payment electronically or by check or money order payable to Pima County Treasurer.

B. RWRD Public Sewer Construction Permit Review Process

Upon receipt of the Public Sewer Construction submittal package, an administrative completeness review will be performed by RWRD, based upon the submittal requirements identified above in Steps 1-4. If the submittal package is deemed complete, the applicant will receive written or electronic notice within the administrative completeness time frame specified in Section C. The package will be considered complete if no notification is given at the end of the administrative completeness review time frame.

If the submittal package is deemed incomplete, the applicant will receive written or electronic notice within the administrative completeness time frame specified in Section C, identifying the missing items. The administrative completeness review time frame and overall time frame are suspended until the **Applicant submits all missing items to RWRD in order to complete the submittal package.**

Once a Public Sewer Construction Permit submittal package is determined by RWRD to be administratively complete, RWRD will perform a substantive review of the submittal. The purpose of this review is to ensure the proposed Public Sewer Construction meets all applicable standards, which are summarized in the Public Sewer Construction Permit Checklist, which can be found online at: <https://webcms.pima.gov/government/wastewaterreclamation/sewerconstructpermit/>

RWRD may make one comprehensive written or electronic request for corrections, at which point the substantive review time frame and overall time frame will be suspended until RWRD receives the corrections from the applicant. **The Applicant shall re-submit the corrected plans reflecting the additional requested information.** The applicant will receive a written or electronic notice of permit or denial, along with the basis for denial, within the overall time frame specified below, unless other time frames are established between RWRD and the applicant in accordance with A.R.S. 11-1605.

C. Process Time Frames For Public Sewer Construction Permit:

- 1. Administrative Completeness Review 5 business days
- 2. Substantive Review 5 business days
- 3. Overall Time Frame..... 10 business days
- 4. For exemptions, extensions, or significant changes see A.R.S. 11-1601-1610

D. Process Contact Information

- 1. Submittals, Fees and Payments Sylvia Quinlan (520) 724-6649
- 2. Escalation and Problem Resolution Francisco Galindo (520) 724-6733

E. Applicant’s Regulatory Rights

Under A.R.S. § 11-1609, you may request that the County clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that affects the issuance of your Public Sewer Construction Permit by providing the County with a written request that states:

- Your name and address;
- The statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part thereof that requires clarification;
- Any facts relevant to the requested ruling;
- Your proposed interpretation of the applicable statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part thereof the statute, that requires clarification; and,
- Whether, to the best of your knowledge, the issues or related issues are being considered by the County in connection with an existing license or license application.



NOTICE:

Per HB2212, the following will take in effect on July 03, 2015

County License Application Forms

A.R.S. §11-1604 (Prohibited acts by county and employees; enforcement; notice) provides:

- A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.
- D. A county shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.
- F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.