



COCONINO COUNTY ARIZONA

COMMUNITY DEVELOPMENT DEPARTMENT

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Onsite Wastewater System (Septic) – Information Sheet

Notice of Intent (NOI) to Discharge

November 22, 2021

Constructing an On-Site Wastewater Treatment Facility under a Type 4 General Aquifer Protection Permit: Arizona Administrative Code (AAC) R18-9 Article 3 prescribes the process and requirements for an applicant to obtain construct authorization and discharge authorization for an on-site wastewater treatment facility. This document describes the administrative permitting process in Coconino County:

If you encounter problems along the way, please do not hesitate to contact Community Development at (928) 679-8850 and request to speak with a permit technician.

WHAT TO EXPECT

First Time Users:

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Onsite Wastewater Brochure** – Refer to this brochure [here](#) to understand the process.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so.
- **Be Prepared** – Have the required submittal documents in the required PDF format ready to upload.

Initial Submittal for Construction Authorization:

- **Start Session** - Initiate a session using the online portal [here](#) by logging on with your name and password. The “sign in or sign up” link is in the upper right corner.
- **Start Application** - Select “Go” on My Portal, then “Apply”, then “Environmental Quality” in the Category pull down list, then “Onsite Wastewater System (Septic).” Click next.
- **Project Page and Details** – All items with a **red *** are required. “Notice of Intent Subtype” determines the fee. Provide the Lat/Long information to assist staff in locating your system during inspections; this information can be found in your Site Investigation report.
- **Upload** – Once you have created your permit, you may scroll down to “Permit Submittals” and upload your PDF documents. *Please see the Online Submittal Requirements below.*
- **Submit** - Clicking “Submit Application” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Pay** – A permit technician will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents and verified information, it will be time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.

County Initial Submittal Review Process:

- **Staff Review, Administrative** - A permit technician will review your application and submitted documents to determine if the submittal documents are ready for plan review. Missing submittal documents will be reported to the applicant.
- **Staff Review, Technical** – An EQ division employee will review your submittal to determine if it shows the proposed construction conforms to ADEQ requirements. The result will be documented in a Request for Additional Information (RAI) and a request to pay the fee, which will be followed by Issuance of a Permit as appropriate. The required time for processing is established in ADEQ rule. CCCD EQ has a GOAL of completing an initial review in 15 business days.
- **Redlines** – View Deficiency comments and redlines as applicable by logging into the online portal and looking at the Workflow section of your permit. You may download items there where it says “View Notes” with a blue hyperlink.

Resubmittal Process, if applicable

- **Revisions** – The designer responds to the RAI by preparing a letter which addresses each point in the RAI particularly where there is some agency misunderstanding of the submittal. (Simply re-submitting the documents to CCCD EQ is likely to take additional review time.)
- **Upload** – Login to the portal and access the existing permit. You may access “Submittals” and upload your PDF documents. You may leave comments for staff. You may upload the response letter into “other documents”.
- **Staff Review, Administrative** - A permit technician will review your resubmittal and submitted documents and let you know if any submittal items are missing.
- **Staff Review, Technical** – An EQ division employee will review your submittal to determine if it now shows the proposed construction conforms to ADEQ requirements. The result will be documented in a Request for Additional Information (RAI) and a request to pay the fee, which will be followed by Issuance of a Permit as appropriate. The required time for processing is established in ADEQ rule. CCCD EQ has a GOAL of completing a resubmittal review in 5 business days.

Construction Phase and Inspections

- **Issuance** – Once your Onsite Wastewater System (Septic) permit is issued, you will receive a **Construction Authorization (CA)** for the on-site wastewater treatment facility.
- **View the CA in the portal** – Scroll to the bottom of your portal permit page to view this document.
- **Construct** – You have two (2) years to construct the system after which the permit will expire. A permit may be re-issued by applying and paying the appropriate fee.
- **Request Interim Inspection** – Some permits will require interim inspections which will be noted on the permit. At the appropriate time the inspection shall be requested by portal, phone, or email. Click [here](#) for inspection information.
- **Request For Discharge Authorization** – Click [here](#) for the form. This form must be completed including leakage testing report and as-built plans before a final inspection can be requested. Complete, log in to the portal, access the permit, and upload these documents under Submittals.

- **Request Final Inspection** - All permits will require a final inspection. After the Discharge Authorization Request is made, the final inspection shall be requested in the portal under the Inspections section. Click [here](#) for inspection information by project location.
- **Discharge Authorization** – EQ staff will review the documentation provided and complete the final inspection. If an RFAI is issued, then the applicant and their contractor will need to make revisions and call for another final inspection. If all the work conforms to the requirements of the Construction Authorization, then a Discharge Authorization (DA) will be issued, and the applicant can begin using the onsite wastewater system.
- **View the DA in the portal** – Scroll to the bottom of your portal permit page to view this document when it is ready.

ONLINE SUBMITTAL REQUIREMENTS

Initial Submittal Requirements for Conventional System Type (4.02):

- Construction Plans (i.e., Site Plan) per [Site Plan Checklist](#) including
 - Appropriate section from [Sample Trench Cross Sections](#)
- Design Report including
 - Cover sheet with designer name, contact information and signature
 - Design flow using [System Sizing Worksheet](#)
 - Disposal field sizing per [Disposal Field Worksheet](#)
 - Materials list per [Material List Worksheet](#)
 - Site Investigation Report
 - Floor Plans
- Other Submittal Requirements or Supplemental Documents
 - Waiver for Setback/Well (optional)
 - R18-9-A312 (G) Justification (optional)

Submittal Requirements for Alternative Systems Types (4.03 to 4.23):

- Construction Plans per ADEQ rule and CCCD EQ guidance documents
 - Complete drawings with dimensions and annotation for all components.
 - Quantity Table (Materials List)
 - Specifications, product or reference standard
- Design Report per ADEQ rule and CCCD EQ guidance documents
 - Calculations for sizing and showing conformance to rule.
 - Manufacturer Warranty, if applicable.
 - Site Investigation Report
 - Floor Plans
- Draft Operation and Maintenance Manual
- Other Submittal Requirements or Supplemental Documents
 - Waiver for Setback/Well (optional)
 - R18-9-A312 (G) Justification (optional)

Post Construction Submittal Requirements for all Types:

- Request for Discharge Authorization – you need to submit prior to requesting final inspection.
- As-Built Plans - you need to submit prior to requesting final inspection.

ADDITIONAL SUBMITTAL REQUIREMENTS

ADEQ rule lists “additional” submittal requirements for some alternative permits (4.03 to 4.22). For the most part they are a redundant repeat of the submittal requirements above. Some can be found in the A309 Proprietary Product listing and therefore you do not need to be repeat in a permit submittal. The applicant shall review those additional requirements and assure that their submittal documents contain the required information.

Large System (>3,000 gpd) (4.23)

All of the above submittal documents plus the following:

- Total nitrogen loading calculations in the Design report.
- Performance Assurance Plan as described in ADEQ rule.
- Water Quality Management (208) Consistency Review by ADEQ (Initial submittal should at least indicate that a submittal was made to ADEQ 208 Staff.)
- All submittal documents are sealed by an Arizona-registered professional engineer.
- Proposed system does not include any components prohibited in rule for this permit