



COCONINO COUNTY ARIZONA

COMMUNITY DEVELOPMENT DEPARTMENT

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Remodel/Additions/Replacement Application – “RAR” Information Sheet for Residential or Commercial projects November 22, 2021

APPLICABILITY

Approval must be obtained from Coconino County Community Development Environmental Quality (CCCD EQ) for any proposed building remodel, addition, or replacement (RAR) project that may change the daily flow for the onsite wastewater system. Staff will review the proposed remodel/addition/replacement to determine if the existing system is adequate to handle the increased flow or if modifications will be necessary.

This RAR application is triggered by the following: 1) adding a structure to the existing home or building, 2) remodeling the interior of the home or building, or 3) constructing or replacing a new building or home and utilizing the existing septic system.

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **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 PDF format* ready to upload.
- **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 Category pull down, then “**Remodel/Additions/Replacement (RAR) – Residential or Commercial.**”
- **Site Location** – Complete the Address or Assessor Parcel Number to provide the location. Type in the address slowly as the software is searching the database for the address in the format from the Assessor’s records. (No other format is acceptable.) Click next.
- **Project Page** – Complete the project name and purpose as you wish.
- **Details** – Complete the entries in this section. All items with a **red *** are required. The fee will be calculated based upon these entries. *Please contact staff if you have any questions prior to paying your fee.*
 - *You will be asked if your project is for a single family dwelling (SFD) or accessory dwelling unit (ADU).*
 - *A “YES” answer includes the additions of bedrooms or bathrooms to a SFD or ADU, a remodel of a SFD or ADU which includes changes to numbers of fixtures, bedrooms, bathrooms; or the replacement of a SFD or ADU with another SFD or ADU.*

- A “NO” answer includes commercial projects, duplexes, group homes and housing for other than a single family.
- If you are not sure, please contact CCCD EQ staff prior to submitting your application.
- **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.

ONLINE SUBMITTAL REQUIREMENTS

Submittal Requirements for RAR Application:

- Site Plan per the [Site Plan Checklist](#)
- Floor Plans – *both* existing and proposed, clearly labeled as such
- System Sizing Worksheet –
 - Residential [link here](#)
 - Commercial system sizing information and design flow will be provided by your wastewater professional who is conversant with ADEQ rule
- Narrative, Residential – provide a basic description of the remodel/addition/replacement.
- Narrative, Commercial – provide a detailed narrative describing specifically all aspects of the proposed use(s), including hours and seasons of operation, number of employees and patrons, and how each building or area on the site is used and by whom.
- Other Submittal Requirements or Supplemental Documents – if applicant wishes to provide additional documentation, or as requested by staff if more information is needed during the review process.

RESOURCE LIST

Community Development has compiled a **Resource List** of wastewater professionals which can assist you with your RAR application. The **Resource List** can be viewed [here](#).