



# COCONINO COUNTY ARIZONA

## COMMUNITY DEVELOPMENT DEPARTMENT

Jay Christelman, Director

# Re-Issue, Redesign, or Repair Information Sheet

## for an On-Site Wastewater Treatment Facility

October 7, 2021

### APPLICABILITY

In each of these cases the existing permit will be reinstated by the permit technician when requested by the applicant. Therefore, the first step for the applicant is to contact a permit technician at (928) 679-8850 or at [plansubmittals@coconino.az.gov](mailto:plansubmittals@coconino.az.gov).

The permit technician will reinstate the permit, update applicant information, add the appropriate additional fee then contact the applicant. The applicant will then pay the fee and upload the appropriate submittal documents.

### RE-ISSUE:

There are two situations where the permit must be re-issued: expired permit or change in ownership before discharge authorization is issued.

An EQ Onsite Wastewater permit expires when a request for Discharge Authorization has not been submitted within 2 years of the permit being issued. (ADEQ does not allow extensions of a permit.) If the current owner or a new owner intends to complete the project without modifications, then the existing permit may be re-issued.

### REDESIGN:

A redesign permit is when the applicant desires to make a substantial change to the plans for which a permit has been issued. All required submittal documents for a new submittal are required, whether modified or not.

A substantial change would include moving the disposal field to an area with differing soil conditions, a new design report and calculations, a different disposal technology or a different treatment technology. (A small relocation of components on the approved plans can be addressed in As-Built plans submitted with a Request for Discharge Authorization.)

### REPAIR:

A repair permit is when an existing system has failed in some fashion that can be repaired without a completely new system.

If the original permit predates the implementation of our current permitting software the permit technician may request that the applicant complete a new Onsite Wastewater Permit (NOI) but

without paying the fee. The permit technician will contact the applicant when the correct fee is posted and ready to be paid.

ADEQ defines a repair as work that is beyond the normal operation and maintenance functions but does not require a new Notice of Intent (application). Details can be found in R18-9-A309(A)(9).

## 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.
- **Online Portal Tutorial** – Please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **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 a Re-Issue, Redesign, or Repair Request:

- **Open the Existing Application** - Select “Go” on My Portal, then “View”, then select the desired permit.
- **Upload** – You may scroll down to “Submittals” and upload your PDF documents. You may leave comments for staff especially for items you did not upload. Please note the submittal requirements below for each type of request.
- **Pay** – Please pay online once you have received an e-mail stating your permit/request is “Technically Complete.” This will initiate the review process. Staff may contact you if more information is needed to determine the type of request as well as the fee that will be due.
- **Inspection** – staff will contact you with inspection information/requirements if applicable to your request. You will be able to request an inspection using the online portal.

## ONLINE SUBMITTAL REQUIREMENTS

### Re-Issue:

- None – you may leave the submittal items blank

### Redesign:

- 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)

**Repair:**

- Construction Plans (i.e., Site Plan) per [Site Plan Checklist](#) including
  - Appropriate section from [Sample Trench Cross Sections](#)

**Post Construction Submittal Requirements that may apply** (staff will contact you regarding the following if applicable to your request):

- 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.