



# Maricopa County

Environmental Services Department

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[www.maricopa.gov/envsvc](http://www.maricopa.gov/envsvc)

## PERMIT APPLICATION PROCESS NOTICE

### Onsite Wastewater Program

Steps required to obtain a Phase I (Site Investigation) approval are as follows:

1. **Submit Phase I application** Include all supporting documentation and applicable fees. The property owner or their agent can do this. A permit/tracking number will be issued. The permit/tracking number identifies the project. The number is used for rapid access to the file for: inquires, information, status, a voice mail message or when requesting inspections.
2. **Identify** the site by posting a sign at the entrance to the property. To make as easy to find the site the sign should be a minimum of 3' square with 4"-6" lettering. The lettering must state the owner's name, street address if available, and the permit/tracking number provided at Phase I application.
3. **Boldly** mark the property corners, proposed house corners and, if applicable, well sites.
4. **Prepare** three 12' deep test holes. Two (2) in the proposed primary disposal area and one (1) in the reserve area. Instructions for the preparation of test holes for evaluation are in the Site Investigation Packet.
5. **Inspection** request for the test holes is done by calling MCESD at 602-506-1787 Have the permit/tracking number and address available and be sure to leave any special instructions or requests e.g. call to meet at site, gate code, etc.
6. **Site and soil** evaluations are conducted by MCESD to establish the soil absorption rate (SAR). The SAR is used when designing and sizing the onsite system. The evaluation also includes a physical description of site. The inspector will leave a yellow tag at the site when finished.
7. **Property owner** is notified by MCESD of the SAR and any other limiting conditions at the site relating to the selection, design, and layout of the onsite system.
8. **Property owner** uses the information provided to select, design, and lay out the septic tank and disposal areas on 2 site plans for the Phase II (NOID) submittal.

Per Maricopa County Health Code, this application will expire: a) one year from date of application, or b) one year from Phase I site plan approval.

Department contact information regarding your application  
Telephone: 602-506-6616, ask for the Onsite Program  
E-mail: [septicquestions@mail.maricopa.gov](mailto:septicquestions@mail.maricopa.gov)  
Website: <http://www.maricopa.gov/EnvSvc/WaterWaste/OWS/OWS.aspx>

You may request a clarification from the Department of its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement as provided in A.R.S. §11-1609. Contact us by in by e-mail or telephone, or in person or mail at the address listed at the top of the page, marked attention Onsite Wastewater Program.

## Licensing Time Frames Onsite Wastewater

Permit Category	Overall time (days)
Alteration	30
Alteration with Inspection	30
Composting Toilet <3000 Gal/Day	73
Septic Tank with Additional Alternative Features	95
Septic Tank, Conventional Disposal <3000 Gal/Day	73
Aerobic System with Surface Disposal	95
Onsite Wastewater Treatment Facility, Flow 3000 to <24000	136
Reconnect/Remodel Review (Minor Plan Review)	30
Reconnect/Remodel Review (Minor Plan Review) with Inspection	30

### **A.R.S. §11-1604. Prohibited acts by county and employees; enforcement; notice**

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.