



MARICOPA COUNTY ENVIRONMENTAL SERVICE DEPARTMENT  
WATER & WASTE MANAGEMENT DIVISION  
ONSITE WASTEWATER SYSTEMS PROGRAM  
301 West Jefferson Street, Suite 170, Phoenix, AZ 85003  
Phone: (602) 506-6666 Fax: (602) 506-6925  
Email: [SepticQuestions@maricopa.gov](mailto:SepticQuestions@maricopa.gov) Website: [esd.maricopa.gov](http://esd.maricopa.gov)

**NOTICE OF INTENT TO DISCHARGE  
ON-SITE WASTEWATER TREATMENT FACILITY ALTERATION  
INSTRUCTIONS**



#### INSTRUCTIONS

An on-site wastewater treatment facility is a system that treats and disposes of domestic wastewater on the same property where it was generated. The most common types of on-site wastewater treatment facilities are those with a septic tank and disposal field, including a rock-filled trench, chamber, seepage pit, or leach bed disposal field. These are sometimes referred to as conventional systems (4.02 General Permit). Other types of on-site wastewater treatment facilities are referred to as alternative or engineered systems (4.03-4.23 General Permits). On-site wastewater treatment facilities can typically be used for flows no greater than 24,000 gallons per day (gpd). On-site wastewater treatment facilities are regulated under the Arizona Administrative Code (AAC), Title 18, Chapter 9 and the Maricopa County Environmental Health Code (MCEHC). A certificate of *Construction Authorization* (CA) must be obtained from the Maricopa County Environmental Services Department (MCESD) prior to the start of construction of an on-site wastewater treatment facility. A certificate of *Discharge Authorization* (DA) must be issued prior to discharging into the on-site wastewater treatment facility.

To obtain authorization for an alteration of one component (septic tank **or** disposal field) of a previously permitted on-site wastewater treatment facility, please complete and submit this Notice of Intent to Discharge (NOID) application along with the required supplemental information. The application must be completed in black or blue ink. Pencil is not acceptable. Applicable fees must be paid by cash, check, or credit card. If the NOID review is approved, a CA will be issued for an Alteration of an existing system that has the proper Aquifer Protection Permit. This application will expire one year from the date of submittal if a CA has **not** been issued.

#### PERMIT APPLICATION PROCESS NOTICE

Steps required to obtain an Alteration permit are as follows:

1. **Prior to submittal**, if the existing permit number is unknown, perform a septic records search or complete a [Septic Records Research Request](#).
2. **If altering the disposal area**, check with the Plan Review Staff or Program Manager regarding the use of the existing percolation rate.
3. **Submit an Alteration application**. Include all supporting documentation as listed on the Checklist and applicable fees.
4. **Review** of the Alteration application in accordance with applicable rules and regulations conducted by MCESD.
5. **A Construction Authorization** is issued by MCESD for the alteration of the onsite system, citing any required stipulations. MCESD will release the P&D Building Permit number, when applicable.
6. **A contractor**, licensed by the State of Arizona, completes the alteration of the onsite system according to the approved plans.
7. **Submit Request for Discharge Authorization (yellow form)** to schedule final inspection.
8. **Final Inspection** of the alteration by MCESD conducted to verify the alteration has been completed in accordance with the Construction Authorization.
9. **Approved** construction inspection results in the issuance of a White Tag, which is placed at the site.
10. **Disapproved** construction inspection results in the issuance of a Red Tag, which is placed at the site.
11. **Deficiencies** are corrected by the contractor and a request for a re-inspection is made.
12. **A Discharge Authorization** is issued to the owner by MCESD upon completion of an administrative review of the final inspection.

The Department will approve or deny the application in accordance with the Licensing Time Frames listed on the following page, excluding any days the application is returned to the applicant for additional information. The Licensing Time Frames are set by the Arizona Department of Environmental Quality, Delegation Agreement #EV12-0057 as required by A.R.S. §11-1605.

#### Department contact information regarding your application

Telephone: 602-506-6616, ask for the Onsite Program

E-mail: [SepticQuestions@maricopa.gov](mailto:SepticQuestions@maricopa.gov)

Website: [Water, Sewage, Stormwater & Waste](#)

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 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**

Permit Category	Overall time (business 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 Gal/Day	136
Reconnect/Remodel Review (Minor Plan Review)	30
Reconnect/Remodel Review (Minor Plan Review) with Inspection	30

**FEES\*\*\*****BASE ONSITE FEES**

Onsite System Site Inspection	\$325
Onsite Additional Inspection	\$325
Septic Tank Conventional Disposal, less than 3,000 gal/day*	\$550
Onsite System Alteration Permit	\$205
Onsite System Alteration Permit and Two Inspections	\$400
Onsite System Reconnect/Remodel Review (Minor Plan Review)	\$205
Onsite System Reconnect/Remodel Review and One Inspection	\$400
Onsite Aerobic System with Surface Disposal	\$1,050
Septic Tank with One Additional Alternative Element**	\$1,050
Septic Tank with More Than One Additional Alternative Element**	\$1,050
Each Additional Alternative Element	\$250
Onsite System Design Requiring Interceptor	\$200 per interceptor
Onsite Facility with Flow from 3,000 to less than 24,000 gal/day	\$1,800
Composting Toilet, less than 3,000 gal/day	\$400
Onsite System Abandonment/Closure	\$175

**DOMESTIC WELL APPROVAL**

Domestic Well Location Approval (ADWR Form)	\$175
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**REVIEW AND COMPARISON OF REVISIONS TO APPROVED CONSTRUCTION OR DISCHARGE AUTHORIZATION**

Onsite System Plan Revision	\$205
Planning and Development Plan Review	\$80

**REQUEST FOR CHANGE PERMITTED BY RULE**

Onsite System Request for Alternate Design, Installation or Operational Feature (A312.G)	\$75
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**TRANSFER OF OWNERSHIP**

Onsite System Transfer of Ownership	\$50
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**OPERATING PERMIT FOR OPERATION AND MAINTENANCE RECORD REVIEW AND SYSTEM INSPECTION**

Individual Onsite Treatment Plant Operating Permit (Alternative/Engineered Systems)	\$100 per year
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**INVESTIGATION**

Investigation: Onsite	\$130 per hour
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**EXPEDITED PLAN REVIEW\*\*\*\***

Expedited Plan Review Fees (Requires prior Program Management Approval)	Two Times the Fee for that Category
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\* Gravity fed trenches, seepage pits, leach beds or chambers. Includes up to three (3) plan reviews and three (3) construction inspections.  
 \*\* These alternative disposal elements are for all systems of less than 3,000 gal/day and include: pressure distribution, gravelless trenches, natural seal evapotranspiration beds, Wisconsin Mounds, engineered pad, intermittent sand filters, peat filters, Ruck® Systems, sewage vaults, aerobic systems with surface or subsurface disposal, cap systems, constructed wetlands, sand lined trenches, disinfection devices, sequencing batch reactors, and subsurface drip irrigation systems.

\*\*\*Excerpt from Maricopa County Environmental Health Code. For the entire fee schedule go to: [Maricopa County Health Code Fee Table](#)

\*\*\*\*Expedite reviews undergo the first substantive review in half of the time of a standard review and applies only to first substantive review.

FOR QUESTIONS REGARDING THESE FEES, CONTACT MCESD, WWMD 602-506-6666

**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.

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 the 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.