



**MARICOPA COUNTY ENVIRONMENTAL SERVICE DEPARTMENT  
WATER & WASTE MANAGEMENT DIVISION  
ONSITE WASTEWATER PROGRAM**

501 North 44th Street, Suite 200, Phoenix, AZ 85008

Phone: (602) 506-6666 Fax: (602) 506-6925

Email: [SepticQuestions@maricopa.gov](mailto:SepticQuestions@maricopa.gov) Website: [esd.maricopa.gov](http://esd.maricopa.gov)



**MINOR PLAN REVIEW OF AN EXISTING  
ON-SITE WASTEWATER TREATMENT FACILITY INSTRUCTIONS**

**INSTRUCTIONS**

The Minor Plan Review, also known as a Reconnect/Remodel Review is used to determine if the existing septic system is of sufficient capacity to accommodate flow from a new or replacement structure on the parcel or for a modification to the existing structure or to ensure that any structures added to the property meet all setback requirements. There are several scenarios where property owners may want to utilize an existing septic system:

- Removal and replacement of an existing mobile or manufactured home with a newer mobile or site-built home
- Remodeling of an existing home
- Rebuilding of a home which has been damaged or destroyed
- Purchasing of a lot which has an existing septic system but no existing structure
- Adding a guest house, pool house or other permanent structure to the property

If, after the Minor Plan Review, MCESD determines the existing septic system is inadequate for the proposed changes, an Alteration to replace either the tank **or** disposal field or a new NOID application to replace the tank **and** disposal field may be required.

If an inspection is required at the site for the Minor Plan Review, request an inspection by phone (602-506-1787), E-Mail ([SepticQuestions@maricopa.gov](mailto:SepticQuestions@maricopa.gov)), on-line (<https://www.maricopa.gov/FormCenter/Environmental-Services-16/Onsite-Wastewater-Systems-Program-Inspe-90>) or fax (602-506-6925). Have the permit number available when requesting the inspection. Instructions on how to proceed will be provided.

**PERMIT APPLICATION PROCESS NOTICE**

Steps required to obtain a Minor Plan Review approval:

1. **Prior to Submittal**, if the existing permit number is not available, perform a septic records search or complete a [Septic Records Research Request](#).
2. **Submit a Minor Plan Review application**. Include all supporting documentation as listed on the Minor Plan Review Checklist and applicable fees. If an inspection is required or requested, an additional fee will be charged.
3. **A Plan Review** of the proposed changes to the property will be completed by MCESD in accordance with all applicable rules and regulations.
4. **Communication** with the applicant of the approval or deficiencies will be made by the plan reviewer. If deficiencies are found or more information is required, the permit will be held until the deficiencies are corrected or supplemental information is provided.
5. **If denied**, reasons for the denial are communicated to the applicant.
6. **If approved**, a site plan with approval stamp by MCESD is provided.
7. **A Certificate of Approval is provided upon request.**

The Department will approve or deny the application in 30 business days or less, excluding any days the application is returned to the applicant for additional information. This overall licensing time frame is stated by the Arizona Department of Environmental Quality, Delegation Agreement #ADEQ16-128212 as required by A.R.S. §11-1605.

Per Maricopa County Health Code, this application will expire one (1) year from the date of application.

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
---	-------

**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
--	------

**TRANSFER OF OWNERSHIP**

Onsite System Transfer of Ownership	\$50
-------------------------------------	------

**OPERATING PERMIT FOR OPERATION AND MAINTENANCE RECORD REVIEW AND SYSTEM INSPECTION**

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

**INVESTIGATION**

Investigation: Onsite	\$130 per hour
-----------------------	----------------

**EXPEDITED PLAN REVIEW\*\*\*\***

Expedited Plan Review Fees (Requires prior Program Management Approval)	Two Times the Fee for that Category
---	-------------------------------------

\* 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 w/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.