Completing a Dust Control Application through the Dust and Miscellaneous Portal

How to Submit a Dust Control Permit Application

Maricopa County Air Quality Department
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Navigating the New Application Screen

Step 1

Begin by accessing the Dust and Miscellaneous Portal. Review the disclaimer, then select Agree.

After logging in to your account, select My Dust Control Applications.

Select New Application under the Draft Dust Applications section.
Step 2

A pop-up screen will appear. Select **Continue** to proceed.

Step 3

The next screen will allow you to copy application details from an existing application, apply for a new block permit, or create a new application under a new or existing company.
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If you are creating a new dust control permit application, your screen may not show an existing company. If it does not, select New Company then Create. If you wish to submit a new application for an existing company, select the circle next to the company ID, then select Create.

If your current dust control permit has expired and your project is still operating, you may copy application details from an existing application to your new application.

Please be advised when you select this option you must review the pre-filled information for accuracy and complete a new site drawing using Geographical Information System (GIS) technology.

Once you have selected Copy data from existing application, you will need to choose which application number you would like to copy the information from. Once you have made your selections, select Create.
A block permit is only allowed for government agencies and utility companies. If you are unsure if you qualify, contact the Business Assistance office at AQBusinessAssistance@maricopa.gov. To create a block permit application, select Block Permit, decide if this permit will be for a new company or your existing company, then select Create.

Section One – Applicant Information

The following steps will guide you through completing a dust control application. Section one requires you to complete basic applicant information. Fill out all the required fields. If you are unsure about a particular section of the application, you can hover over with your mouse and click on the blue question mark for more information. Additional fields may appear depending on what answers are selected. Please note the Applicant is the company or individual that is responsible for the permit.
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After completing all the required fields, select **Next** in the bottom right-hand corner of the screen.

**Section Two – Project Location**

**Step 1**

Section two will prompt you to add your site drawing using GIS technology.

You cannot proceed with the electronic application until you have added your GIS site drawing. Uploading or attaching a PDF site drawing will not allow you to proceed.

To begin, select **Add Site Drawing**.
A pop-up screen will appear; give the application a few seconds to load. Once the screen loads, search for your project location using the search box. To see a different aerial view, select **Basemap** where you can switch between the different map views.
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Step 2

Once your project location has been found, use the tools located on the left side of the screen to add features onto your site drawing. The required features include the entire disturbed area and at least one access point.

A disturbed area is defined as, “a portion of the earth's surface or material placed on the earth’s surface that has been physically moved, uncovered, destabilized, or otherwise modified from its undisturbed native condition if the potential for the emission of fugitive dust is increased by the movement, destabilization, or modification”.

To add features onto your site drawing, select the desired icon on the left side of the screen. To draw an area/space, move the cursor over to the map, and then click on the screen to draw. Follow the prompts on the screen. To add an access point, unpaved parking area, or storage pile select the desired icon, and then click on the site drawing to drop the icon.

Once your site drawing is competed, select **Save and Close** located at the bottom of the screen.
Step 3

The application will automatically populate the disturbed area in acres, the site location data, and allow you to edit or delete the site drawing. Select the address that is listed, if it is incorrect select **Edit Site Drawing** and move your location.

The base permit fee is calculated based off the total disturbed area. You can select **Accelerated Processing** if you need the permit application to be processed within 24 hours. Accelerated processing will not occur unless all permit fees have been paid.

Once you have verified the information, select **Next** at the bottom of the screen.
Section Three – Project Details

Section three will ask for project details. Fill in the required information. Any site of five acres or more must have a dust control coordinator on site. For details on dust control training, see our website at Maricopa.gov/1822. If your project includes any demolition or renovation, an asbestos NESHAP notification may be required. For more details, contact the department’s Asbestos NESHAP Coordinator at 602-859-1928.

After completing all the required fields, select Next in the bottom right-hand corner of the screen.

Section Four – Dust Control Plan

Section four will detail how you will control dust at the site.

Thoroughly read the instructions on the portal before continuing. The instructions contain detailed information on how to choose a primary and contingency control measure for the project’s disturbed areas. For questions, contact the department at 602-506-6010.

After completing all required fields, select Next in the bottom right-hand corner of the screen.
Section Five – Submit Application

Step 1

Section five will redirect you to a payment portal to submit your payment. The department will not process the dust application until all fees are paid in full. Applications that have been submitted but not paid for will be deleted from the system after 30 days. If you require accelerated application processing, check the box entitled Accelerated Processing. The fee for accelerated processing is double the permit fee based off your disturbed acreage and will be processed within 24 hours. Normal dust permit application processing time is 14 calendar days.

After reviewing this screen, select **Submit Application** to proceed.
Step 2

Next, you will enter payment information. Select **Continue** to proceed.

![Payment Entry Form]

Step 3

Review the information on the screen and select **Process Payment**.

![Payment Review Form]
Step 4

Once the payment is processed, you will be redirected back to the Dust and Miscellaneous Portal. You will see a notification indicating that you have successfully submitted the dust application, and the payment was successful. A confirmation email will also be sent to the email address provided in the payment screen.

Sample Email with Payment Confirmation
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To view your submitted dust control application(s), from the Home screen select My Dust Control Applications.

Under Submitted Dust Applications, you can view each application submitted, the total charged, and any remaining balance. Select the Dust Application ID for more information.

Contact the department at 602-506-6010 or email AQPermits@maricopa.gov for further assistance.