



Maricopa County Air Quality Department

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Maricopa.gov/AQ

Completing an Application through the Online Dust Portal

How to Submit a Dust Permit Application

Maricopa County Air Quality Department

June 2020

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Navigating to the New Application Screen

Step 1

Begin by accessing the [Online Dust Portal](#). After reviewing the disclaimer, select **Agree**.

Maricopa County Air Quality Department Public Online Portal Disclaimer:

Improper or incorrect use of this tool may cause unexpected or inaccurate results. Although every attempt is made to ensure that the information contained in the database is accurate, the Maricopa County Air Quality Department (MCAQD) is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is contained in this database. Users assume the entire risk of using the data contained in IMPACT. MCAQD is providing this data "as is;" and no warranty expressed or implied is made, including (without limitation) any implied warranties of merchantability or fitness for a particular purpose. In no event will MCAQD be liable to any user or third party for any direct, indirect, incidental, consequential, special, or exemplary damages or lost profit resulting from any use or misuse of this data.



After logging in to your account, begin a new dust application by selecting **Dust Control** at the bottom of the page.

Version 12.0 | Build ID: 25.4.0 Home Dust Control

About

Home >

Welcome to the Maricopa County Air Quality Departments online portal for dust permit applications. You can use this system to access public dust permit information without being required to create an account, complete paperless applications, submit payment information, modify applications, update contact information, revise the project acreage and site map, track inspections and enforcement actions and more.

To begin a new dust permit application create an account or login to an existing account in the upper right-hand corner of this page. Once you have logged into the portal, select "Dust Control" from the right-hand side navigation bar, then select "My Dust Control Applications", then select "New Application" under the Draft Dust Applications section. A pop-up screen will come up and you can begin the application process.

Note that an online payment and submittal does not guarantee the automatic issuance of a permit, as the application is subject to a review and approval process.

 [Home](#) | [Dust Control](#) | [Login](#) | [Register](#)

From there, you will select **My Dust Control Applications** on the top navigation bar.

Welcome Courtney Kovacs
Last Login: 06/10/2020 10:39 AM Home Dust Control Invoices

[Dust Application Search](#) | [My Dust Control Applications](#) | [Dust Application Detail](#)

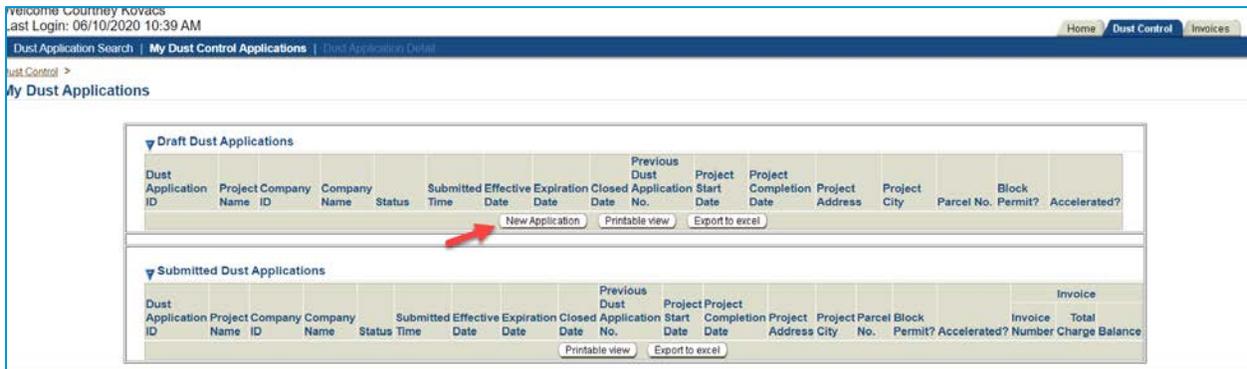
Dust Control >

Dust Application Search

Search Criteria

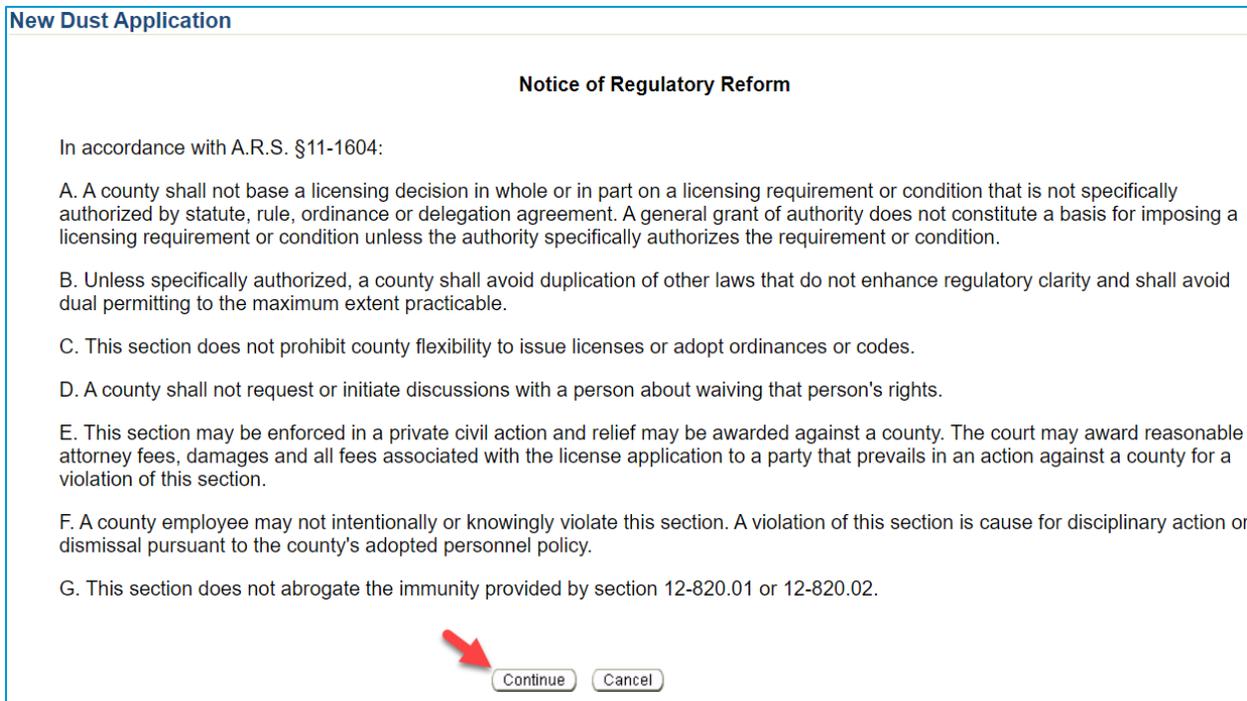
Dust Application Number <input type="text" value="00000504.D% %50% *50*.D"/> Project Name <input type="text" value="acme%, %acme% *acme*.acme"/> Company <input type="text" value="acme%, %acme% *acme*.acme"/>	Project Address <input type="text" value="street%, %street% *street*.street"/> City <input type="text" value="city%, %city% *city*.city"/> Parcel No. <input type="text" value="123-45%, %123-45%, %123-45. 123*, *123*"/>	Date Field <input type="text"/> From <input type="text"/> To <input type="text"/>
Dust Application Status <input type="text" value="Active"/> Closed Rejected Submitted Superseded	Block Permit Only <input type="checkbox"/> Accelerated Processing Only <input type="checkbox"/>	Search will return results inclusive of this date. Search will return results inclusive of this date.
Legacy Permit Number <input type="text"/>		

Then 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 ask you if you are applying for a block permit. 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 continue, select **Create**.

New Dust Application

Click Create to start a new Dust application. During the submission process, you will have the option to choose accelerated processing of this application.

Block Permit

Most applicants do not qualify for a block permit. Check this box only if you are confident you need a block permit.



Section One – Applicant Information

Section one requires you to complete some basic applicant information. Fill out all of 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.

Lessee

Type of Entity:

Applicant President/Owner

First Name:
Last Name:
Address 1:
Address 2:
City:
State:
Zip:
Phone:



Provide contact information for the highest-ranking local or regional company official of the Applicant.

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

Is the Applicant the Property Owner or Developer?

Yes
 No

▼ Attachments

Status ID	Attachment Type	Description	Upload Date
<input type="button" value="Add"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>			

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

[Next](#)

Section Two – Project Location

Step 1

Section two will prompt you to add your site drawing using Geographical Information System (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**.

Dust Application Search | My Dust Control Applications | Dust Application Detail

1. Applicant Info 2. Project Location 3. Project Details 4. Dust Control Plan 5. Submit Application

Information
Application saved successfully.

Dust Application Detail

Dust Application Number: D0022411	Company Name:	Project Type:
Created Date: 6/16/2020	Issue Date:	Revised Application: No
Dust Application Status: Created	Expiration Date:	Legacy Permit Number:
Project Name:	Closed Date:	

Dust Control Permit Application

Project Location

Project site drawing not found. Click on the Add Site Drawing button to bring up the map. You can search for a location using the site address. Once you are done adding site details to the map, close out of the popup.

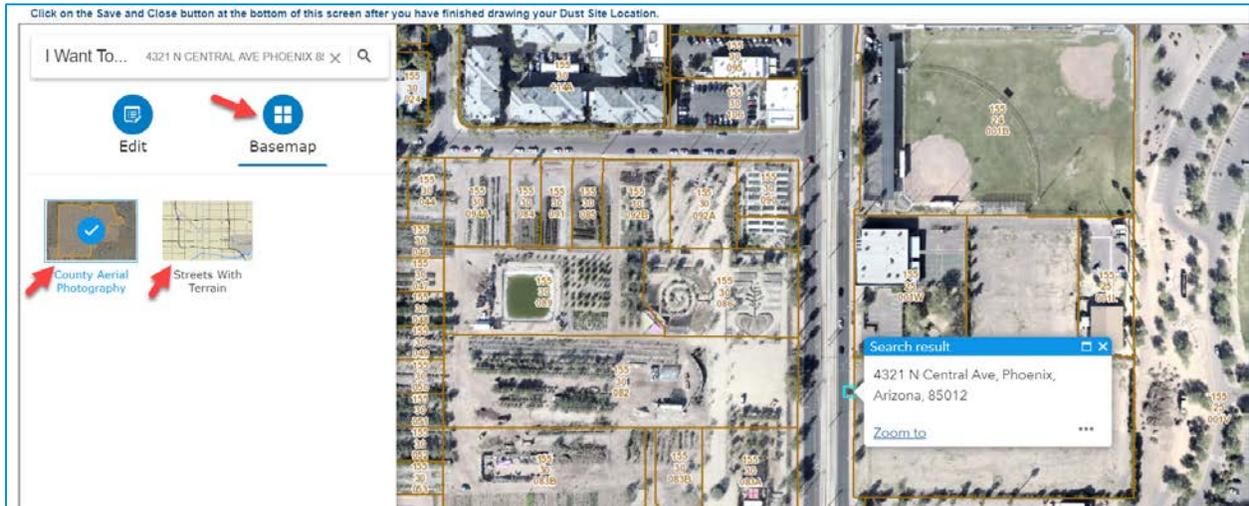
Dust Permit Fee

Permit fee is based on the disturbed area. A project site drawing with a disturbed area is required to calculate the permit fee.

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 toggle between the different map views.

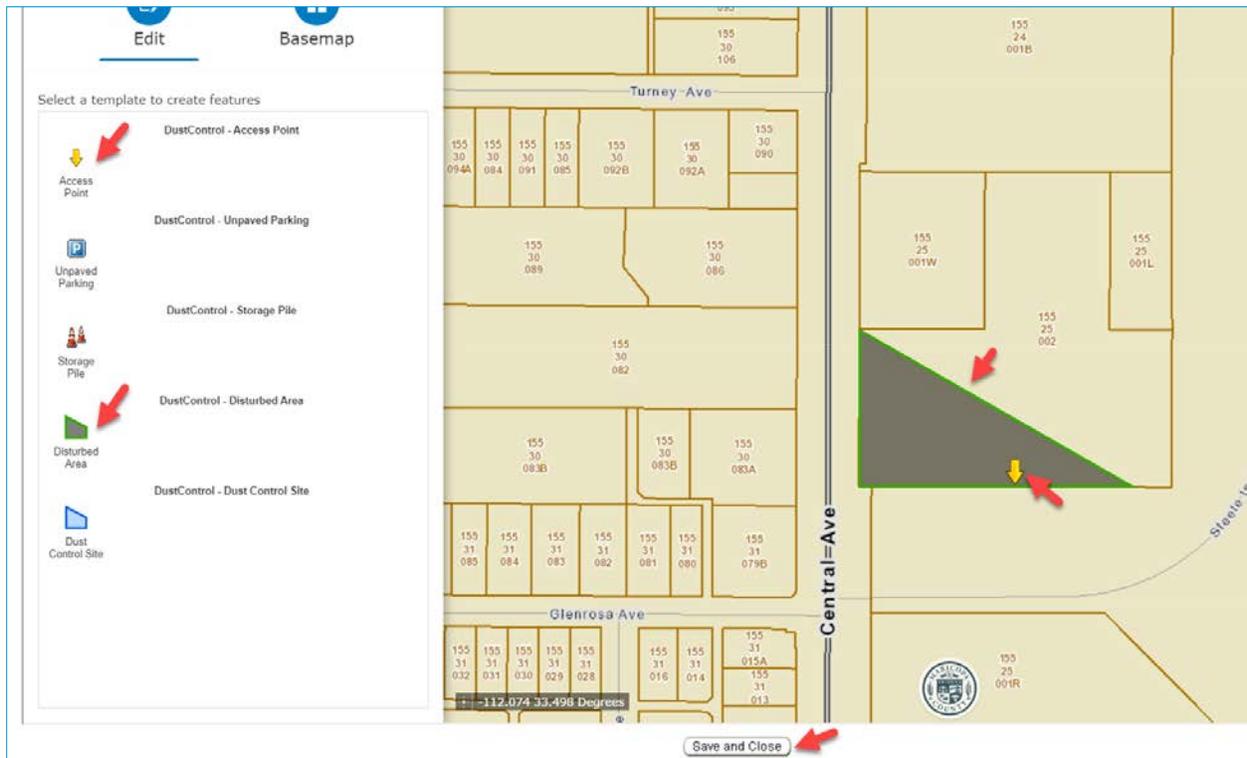


Step 2

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 simply select the desired icon, and then click on the site drawing to drop the icon.



Once your site drawing is completed, 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 provide a final permit fee due. The permit fee is based off the total disturbed area. You may edit or delete the site drawing from this screen if necessary.



[Open image in new tab](#)

Disturbed Area : 1.23 Acres

Site Location Data :

Address	City	County	State	Zip Code	Parcel Number	Latitude	Longitude	MCR#
4321 N CENTRAL AVE	PHOENIX	Maricopa	Arizona	85012	155-25-002	33.49904	-112.07276	914-23
300 E INDIAN SCHOOL RD	PHOENIX	Maricopa	Arizona	85012	155-25-001V	33.4991	-112.07011	

Section/Township/Range Information :

Section	Township	Range
20	T2N	R3E

Access points :

Latitude	Longitude
33.49858	-112.07281

Click on the Edit Site Drawing button to bring up the map. Once you are done editing site details, close out of the popup. If you would like to delete the existing map and start over, click on the Delete Site Drawing button.

Dust Permit Fee

The application fee below is based on current date and the disturbed area from the project site drawing you provided. You will have the option to choose between regular/accelerated processing options during the submission of this application. Fee schedule used: 2020 Fee Schedule (Effective Date: 01/01/2020)

Permit Fee : \$1,060.00

Attachments

Status ID	Attachment Type	Description	Upload Date
<input type="button" value="Add"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>			

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

[Back](#)

[Next](#)

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 of the required fields, select **Next** in the bottom right-hand corner of the screen.

Asbestos NESHAP Notification requirements

Definitions

Demolition: The wrecking or taking out of any load-supporting structural member of a facility together with any related handling operations or the intentional burning of a facility.

Renovation: Altering a facility or one or more facility components in any way, including the stripping or removal of Regulated Asbestos Containing Material (RACM) from a facility component.

Does the Project include any demolition or renovation?

Yes

No

Attachments

Status ID	Attachment Type	Description	Upload Date
<input type="button" value="Add"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>			

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

[Back](#)  [Next](#)

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.

The screenshot shows a web form with several sections. At the top, there is a partially visible section titled "12. Stabilization Following Weed Abatement". Below this, there are four text input fields containing the following text: "J: Blasting", "Category D4: Bulk Material Loading, Unloading & Stacking", "F1: Mass Grading (November-February)", and "F1: Mass Grading (March-October)".

Below the text fields is a section titled "Attachments" with a dropdown arrow. Underneath is a table with the following headers: "Status ID", "Attachment Type", "Description", and "Upload Date". Below the table are three buttons: "Add", "Printable view", and "Export to excel". Below the buttons is a small instruction: "To Delete the attachment, or to Edit attachment description, click in the Attachment ID column."

At the bottom of the form, there are three buttons: "Back", "Cancel", and "Delete Application". A red arrow points to the "Next" button in the bottom right-hand corner of the form.

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 business days.

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

Dust Application Number: D0022411	Company Name:	Project Type:
Created Date: 6/16/2020	Issue Date:	Revised Application: No
Dust Application Status: Created	Expiration Date:	Legacy Permit Number:
Project Name: Courtney	Closed Date:	

Dust Control Permit Application

Submit Application

Click the Submit Application button below to submit your application. You will be redirected to <https://paydirect.ca.link2gov.com/MCAQPaymentPortal> for paying the application fee. If you do not make the payment, MCAQD will not process this dust control application until the application fee is paid in full. Applications that have been submitted but not paid will be deleted from the system after 30 days.

Accelerated Processing

Permit Fee: \$530.00

Attachments

Status ID	Attachment Type	Description	Upload Date
<input type="button" value="Add"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>			

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

[Back](#)

Step 2

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

Air Quality Department

Payment Entry

Payment Method:

Card Information

Card Number

Expiration Date

Card Identification Code

Billing Information

Name

Address

City

State

Zip

Phone

Email

Re-enter Email

Step 3

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

Payment Review

Invoice ID : IV004547

Facility Name :

Company Name :

Charge Type	Charge Description	Payment Amount
DAF	Dust control application fee	\$530.00
		Payment Amount: \$530.00

Card Information

Card Number *5454

Expiration Date 12/20

Payment Type 

Billing Information

Name Courtney

Country US

Address 3800 N Central Ave

City Phoenix

State AZ

Zip 85012

Phone (602) 506-6010

Email courtney.kovacs@maricopa.gov

Step 4

Once the payment is processed, you will be redirected back to the dust 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.

The screenshot shows the IMPACT web application interface. At the top, it says 'IMPACT Version 12.0 | Build © 2014.0' and 'Welcome x x'. There are navigation tabs for 'Home', 'Dust Control', and 'Invoices'. Below the navigation, there are links for 'Dust Application Search', 'My Dust Control Applications', and 'Dust Application Detail'. A red arrow points to the 'Information' section, which contains two messages: '1. Successfully submitted the dust application.' and '2. Your payment of \$1060.00 is successful. The transaction id is 4006534210. A confirmation email has been sent to john.doe@maricopa.gov.' Below this is the 'Dust Application Detail' section, which includes fields for 'Dust Application Number: D0022414', 'Company Name', 'Project Type', 'Created Date: 6/17/2020', 'Issue Date', 'Revised Application: No', 'Dust Application Status: Pending Payment', 'Expiration Date', 'Legacy Permit Number', and 'Project Name: x'. There is also a 'Dust Control Permit Application' section with instructions and a question: 'Did you receive a no-permit violation?' with a radio button for 'Yes'.

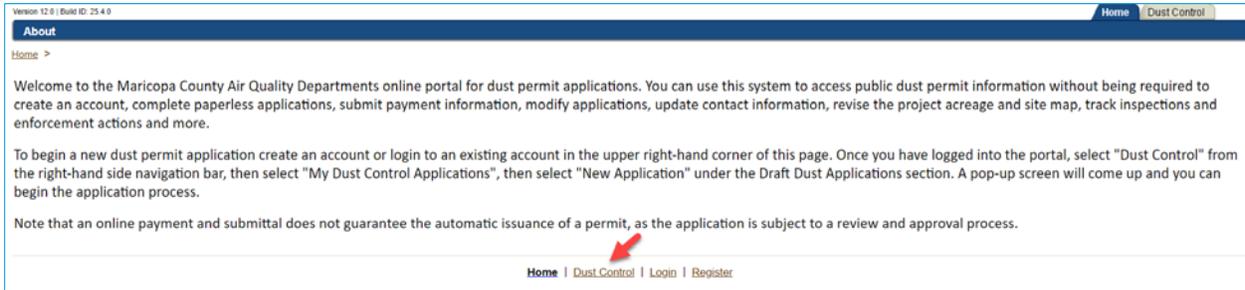
Sample Email with Payment Confirmation

The email is titled 'Maricopa County- Air Quality- Licenses Fees- Payment Confirmation' and is from 'donotreply@fsgov.com'. It is dated 'Wed 6/17/2020 7:27 AM' and addressed to 'William Adrian (AQD)'. The body of the email states: 'SAMPLE EMAIL CONFIRMATION. This e-mail will server as confirmation that your payment was received. The transaction information is listed below:'. It then lists the following details: Transaction ID: 4006534216, Date and Time: 06/17/2020 08:26:39 AM, Payment Method: VI, Account Last 4: 1111, and Participant Name: IV004561. Below this is a 'Payment Details' table:

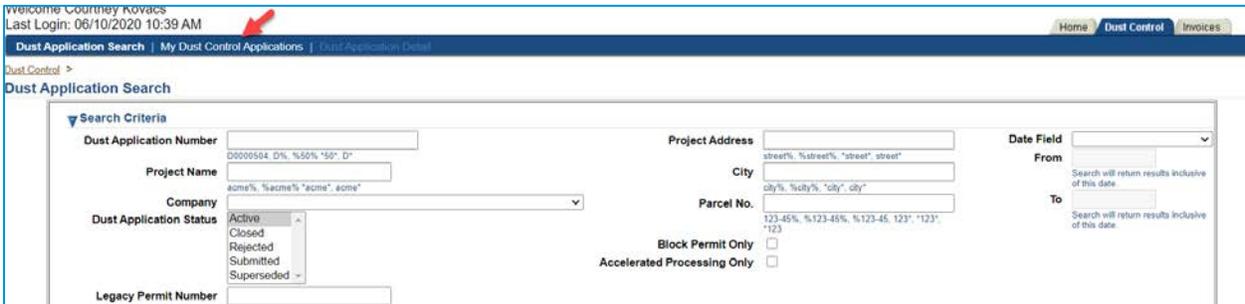
Charge Type	Charge Description	Payment Amount
DAF	Dust control application fee	\$9,635.00
		Payment Amount: \$9,635.00

The email concludes with the text: 'PLEASE KEEP THIS FOR YOUR RECORDS'.

To view your submitted dust control application(s), from the Home screen select **Dust Control** at the bottom of the page.



Select **My Dust Control Applications** on the top navigation bar.



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.

