Submitting a New Application for an Expiring Dust Control Permit

How to submit a new application for a dust control permit that is expiring through the Dust and Miscellaneous Portal

Maricopa County Air Quality Department
March 2022
Before you Begin

Based on Rule 310, the Maricopa County Air Quality Department (MCAQD) does not renew dust control permits. However, you can copy over data from your existing and/or expired application for the same project when you re-apply for a new permit through the Dust and Miscellaneous Portal.

An application for an expiring dust control permit does not need to be completed by the same individual who submitted the previous application. However, your Dust and Miscellaneous account does need to be connected to the company that holds the existing and/or expired dust control permit.

An application for an expiring dust control permit is not the same as a permit revision. A dust control permit revision can be submitted to make changes to an active dust control permit but does not extend the permit’s expiration date. Instructions on completing a dust permit revision can be found at Maricopa.gov/5560.

Once the new application is approved, you will receive a copy of your new dust control permit through email. The permit will have a new application number, but your Facility ID will remain the same.

Beginning the Application

Begin by accessing the Dust and Miscellaneous Portal. Review the disclaimer and select Agree. Log into your account, then select My Dust Control Applications.
Select **New Application** under the Draft Dust Applications section.

You have the option to copy data from the previous application. This allows you to save time by beginning with a pre-populated application. Please note that pre-populating the application does not copy over the site map.

In the pop-up box, mark the checkbox to “Copy data from existing application”. A dropdown list will appear where you can select the application that you wish to copy. If you do not wish to copy the data from the previous application, leave the checkbox unmarked.

Next, select the radio button for the company who will be holding the permit, or select **New Company** if a different company will now be holding this permit. Select **Create** when you are finished.
Completing the Application

Section One: Applicant Information

If you chose to copy the data from a previous application, the first page of the new application should already be filled in. However, you can edit and update the information as necessary. Be sure the email address at the top is accurate, as it will be our primary means of communication. Select Next at the bottom to continue.

Section Two: Project Location

Section two will prompt you to add your site drawing using GIS technology. Whether you chose to copy an existing application or not, you will be prompted to create a new site drawing. 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.

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 (green outline) 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.

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.

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. Review the information and make edits as needed, especially for the Primary Project Contact and Estimated Project Start/Completion Dates. Select **Next** in the bottom right-hand corner of the screen to proceed.
Section Four: Dust Control Plan

Section four will detail how you will control dust at the site. Review the information and make edits as needed. Your project has likely advanced since the last application was submitted, and previous control measures may no longer be sufficient or realistic for the project.

If you have questions on the dust control measures or categories, please contact AQPermits@maricopa.gov or 602-506-6010.

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

Section Five: Submit Application

Section five will show the fee required for this application. If you require an 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 by the end of the next business day. Normal processing times may be up to 14 days.

After reviewing this screen, select Submit Application to proceed.
You will be redirected to the FIS payment page. Enter the payment information and select **Continue**.

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

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.
Once the application has been reviewed and approved by MCAQD, you will receive an email with the approved Dust Control Permit attached.

If you have any questions, please contact AQPermits@maricopa.gov or 602-506-6010.