



501 N. 44th St., Suite 200  
Phoenix, AZ 85008

# COVER PAGE

(PLEASE PRINT CLEARLY)

Project Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title \_\_\_\_\_

Email address of contact person \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

- On the AOC application ONLY, an Engineer can be the Project Owner.\* →

## Application Check List for Approval of Construction

- Cover Page for MCESD Projects (*This page*)
- Approval of Construction application (*Attached*)
- Full Size Set of Sealed and Signed Water/Sewer As-Built Plans**  
(Sealed and signed by a Registered Land Surveyor **or** a Registered Engineer)  
Full set must be available upon request in accordance with R18-4-507.2, R18-4-508 Record Drawings and Part E Type 4 General Permit R18-9-E301.E.
- Test Results OR A Letter From The City Stating The Type Of Tests That Were Run And That They Passed**
  - **Potable water systems** - test results including, but not limited to pressure and bacteriological test data.
  - **Sewage collection systems** - test results including, but not limited to deflection, leakage and uniform slope test data.
  - **Reclaimed water distribution systems** - test results including, but not limited to pressure test data.
  - **New Well Only - Unexpired New Source Approval**

### Operation and Maintenance Manual Verification for Private Sewer and/or Private Lift Station (*Attached*)

- ◆ **Only for private sewer systems and/or private lift stations**

- *The Approval of Construction (AOC) application will be signed by the MCESD Program Manager or designee and will become your AOC certificate.*
- *Only signing engineer will be e-mailed when issued unless otherwise noted.*

Any questions contact Cindy Furze at 602-506-1058 or at [Cynthia.Furze@maricopa.gov](mailto:Cynthia.Furze@maricopa.gov)

\*\*\* The Department reserves the right to request any other information \*\*\*

Visit our web page at [esd.maricopa.gov](http://esd.maricopa.gov)



- Approval OF Constructions (AOCs) are applied for after the component is built and testing has been completed and passed.
- MCESD issues AOCs only for MCESD issued Approvals To Construct (ATC).
- **One (1) MCESD number per AOC application. Do not put multiple numbers on one application. ATCs are issued with one MCESD number and AOCs are issued the same way.**
- For the Engineer’s Certificate of Completion area on the application, the only items required are registered engineer’s name, phone & e-mail and the wet seal and signature. Nothing else is to be added.
- The engineer sealing/signing must be comfortable with the information provided on the as-built plans.
- Please make sure that the application is completed legibly. MCESD signs the bottom of the application when issued, which turns it into the issued certificate.
- **ONLY Private Sewer Systems and Private Lift Stations need to have Operations and Maintenance Manuals. Provide engineer verification of completed requirements on last page of AOC application.**

## **AOC Application Instructions**

**PWS#** - “Public Water Supply” number – last three digits needed. Needs to be the assigned number that is providing potable water, must be the same on the ATC and the AOC.

**MCESD#** - located on the plans that were signed by MCESD and can be found on the Approval to Construct Certificate.  
*(One MCESD number per application)*

**Type of Component** – write in the type of component the AOC application is for, **water, sewer, etc.**

**DWR#** - last six digits needed. FOR WELLS ONLY. Must have **unexpired** source approval before applying for AOC.

**Project Name** – as denoted on the Approval to Construct Certificate. Should be the same as on the plans.

**Project Address** – physical location of project.

**Project Description** – the description should be the same as the description on the Approval to Construct (ATC) Certificate, this will be different for each component.

**Project Owner** – must be a person with fiduciary responsibilities associated with the Project.(Print Name) \*

**Job Title** – examples: Owner, President or Vice President of Corporation/Home Owner Association, Manager.

**Project Company Name** – the name of Company who owns the Project.

**Mailing Address, City, State, Zip Code** – location of project owner.

**Signature of Project Owner** – No one other than named / listed project owner can sign the application unless there is a letter of authorization attached.

**Engineer’s Certificate of Completion** – must be filled out, sealed and signed by a registered Engineer only, do NOT alter the application in any way.

**O & M Verification Page For Private Sewer Systems** – Regarding Operations and Maintenance Manual verification. **MUST** be completed if the AOC is for a private sewer and/or private lift station.



### Approval of Construction and/or Verification of General Permit Conformance

**\*\*One (1) MCESD# and Component Per Application\*\***

PLEASE PRINT CLEARLY

PWS# 04-07- \_\_\_\_\_ MCESD# \_\_\_\_\_ Type of Component \_\_\_\_\_  
(WATER COMPONENTS ONLY) (Specify water, gravity sewer, reuse, lift station, storage tank, etc.)

➤ Wells Only: DWR# 55- \_\_\_\_\_ --***Must have unexpired source approval before applying for AOC***

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_  
(Physical location of project)

Project Description: \_\_\_\_\_

Project Owner: \_\_\_\_\_ Job Title \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

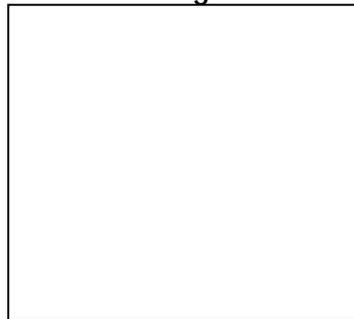
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature of Project Owner \_\_\_\_\_ Date \_\_\_\_\_

#### Engineer's Certificate of Completion

I, \_\_\_\_\_, a Professional Engineer registered in the State of Arizona; confirm that the project was completed in compliance with the plans and specifications approved by the Department, except as noted on the "as-built" plans. Attached are applicable test results as required.

#### Seal & Signature



Engineer's Phone \_\_\_\_\_

Engineer's E-mail \_\_\_\_\_

#### Department Use Only

#### Approval of Construction and/or Verification of General Permit Conformance

For the project as described above, the Project Owner is granted an Approval of Construction and/or Verification of General Permit Conformance for operation and/or discharge under the terms of General Permit 4.01 in accordance with Title 18, Chapter 9, and Permit Article 2 (Wastewater); And/Or Title 18, Chapters 4 and 5 and Chapters IV and V of The Maricopa County Environmental Health Code (Water).

By \_\_\_\_\_  
Subdivision Infrastructure & Planning Program

Date \_\_\_\_\_



**Per APP Rule R18-9-E301.E.3**

1. Does an Operation and Maintenance (O&M) Manual exist for this private sewage system?  
 Yes       No

*If Yes, go to next question. If No, do not submit for AOC until there is a manual.*

2. Does this Operation and Maintenance (O&M) Manual address the installed components?  
 Yes       No

*If Yes, proceed with rest of questions. If No, revise manual to address the installed components.*

3. Provide the name and 24 hour emergency number of the owner or operator of the private sewage collection system.       Owner       Operator

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

4. Provide the address where the operation and maintenance manual is maintained.

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

5. Will the manual be available for inspection at the above address by the Department on request?  
 Yes       No      *If No, explain:*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Engineer \_\_\_\_\_ Date \_\_\_\_\_