

## Frequently Asked Questions

1. **When is it required to submit an application to ADEQ to construct public water distribution systems?**

A person shall not start to construct a new public water system, modify an existing facility, including an extension to an existing public water system, or make an alteration that will affect the treatment, capacity, water quality, flow, distribution, or operational performance of a public water system before receiving an Approval to Construct (ATC) from the Department. A new Public Water System (PWS) must also comply with the capacity development rules in R18-4-601.

2. **Where do I file my application?**

There are some counties and cities that are delegated to process and issue approval certificates for public water systems. The list of agencies can be found in the [delegation summary agreement document](#).

3. **Where do I submit an application for federal or state facilities?**

All applications for federal or state facilities are to be submitted to the ADEQ offices in Phoenix for design review regardless if they are located in a delegated agency.

4. **Do I need an Arizona Registered Professional Engineer to complete the application?**

An Arizona Registered Professional Engineer is required to seal, sign, and date the design report, specifications, construction drawings and any other supporting engineering documents. The application can be completed by the engineer but the Applicant shall sign the application.

5. **How long will it take for Arizona Department of Environmental Quality to review my application and issue the license?**

The review time will vary depending on project reviewers work load and the quality of the submittal. The department has to review an application and issue a decision within a licensing time frame. The licensing time frames are set in rule in [the Arizona Administrative Code](#) and are [summarized here](#).

6. **What are the standards and rules governing the installation of a public water system?**

Generally speaking, all engineering standards for drinking water distribution systems are incorporated into the Arizona Administrative Code, Title 18, Chapter 5, [bulletin 8](#), and [bulletin 10](#).

7. **Can I submit construction drawing, specifications, or other supporting documents that are “Not for Construction” or are “Preliminary”?**

No. Documents that are submitted should as part of a complete application package shall be final plans ready for construction (R18-5-505(B)(1)(a)).

8. **What is the size for construction drawings?**

Construction drawings should be submitted as 4 copies sized 2' x 3' and **folded**. Rolled plans may not be accepted and will be returned to the applicant.