



USER GUIDE

Register a New Drywell | myDEQ

1. Upon login, click on the myAPPLICATIONS tab.

The screenshot shows the myDEQ dashboard. At the top, there is a navigation bar with links for 'RO MYDEQ', 'LOGOUT', 'mySTUFF', and 'mySETTINGS'. Below the navigation bar, there are two main tabs: 'mySTUFF' (represented by a circular icon) and 'myAPPLICATIONS' (represented by a document icon). A yellow arrow points to the 'myAPPLICATIONS' tab. The main content area has two sections: 'SHOW ALL COMPANY' and 'SHOW ALL PLACES'. The 'SHOW ALL PLACES' section contains a table with four rows of data, each representing a place with details like ID#, Type, Status, and Actions. There are dropdown menus for 'Select A Company' and 'Select A Place'.

2. Click on GET NEW to register a new Drywell.

The screenshot shows a page titled 'Get new or add existing permits/registrations to myDEQ'. It features two main buttons: 'GET NEW' (highlighted with a yellow arrow) and 'ADD AN EXISTING'. Below these buttons is a table titled 'SHOW ALL COMPANY' with a 'Select A Company' dropdown. The table lists three items, each with columns for App ID #, Permit/Registration, Type, Date Started, Status, View /Resume, Certify, App Fee Due, and Delete. At the bottom of the table, there is a legend: a yellow square for 'Application in Progress', a red square for 'Action Required in Order to Submit Application', and a green square for 'Step Completed'.

3. Select Drywell Registration and click on CONTINUE

 Arizona Department of Environmental Quality

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PERMIT/REGISTRATION

Which type of permit or registration do you need?
Select one and click CONTINUE.

- AZPDES Stormwater Construction General Permit (CGP) NOI
- AZPDES Stormwater Multi-sector General Permit (MSGP) | Industrial NOI
- AZPDES De Minimis General Permit (DMGP) NOI
- Concrete Batch Plant General Permit
- Crushing & Screening General Permit
- Drywell Registration 
- EPA ID (RCRA)
- Fleet Station Permit (Vehicle Emissions)
- Hot Mix Asphalt Plant General Permit

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4. Select (or add) the company to which this registration will be issued and click on CONTINUE

REGISTER DRYWELL(S)

Which company/agency is this permit for?
Select one and click CONTINUE.

- MYDEQ TEST CUSTOMER
- Add a Company/Agency

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5. This screen lists all the information required to continue with the registration application. Click on the START REGISTRATION

REGISTER DRYWELL(S)

You will need the following items to complete this registration:

Please have this information ready and then click CONTINUE.

- 1 Facility Address
- 2 Lat/Long for Each Drywell
- 3 Technical Contact Information
- 4 Drywell Drainage Area
- 5 Facility Site Plan
- 6 \$100 Per Registered Dry well



Warning: Your session will time out in 20 minutes of non-activity on a single screen. You may save your application, once started, by clicking on this "H" icon located at the top right of every page.

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[START REGISTRATION ▶](#)

6. If the drywell is located in a single-family home, you do not need to obtain a registration. Select No and click Continue

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REGISTER DRYWELL(S)

Is the dry well located on the property of a single-family home^② ?

Select one and click CONTINUE.

- Yes
 No

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7. The registration requires you to upload a copy of the site plan that shows all the drywell locations and drainage details. Select Yes and then click on Choose File. You should upload only PDF or ZIP file not exceeding 10 MB.

NOTE: You can save your application from this point and resume when needed.

REGISTER DRYWELL(S)

Do you have a facility site plan^(?) that shows your dry well locations and drainage details?
Select one, enter additional information (if needed) and click CONTINUE.

Yes
 No

Upload your site map
Choose file

PDF or ZIP only | 10 mb max

Open dialog box showing a file selection window with the following contents:

Name
AppV
cfgtoollogs
checkpoints
diag
Intel
ORA11G
PerfLogs
Program Files
Program Files (x86)
SD

No preview available.

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8. Select (or add) the facility location where the drywell will be located. Click Continue.

REGISTER DRY WELL(S)

Select the place you want for this permit or registration.
Please choose one place from the list below or choose to add a place not on the list and then click continue.

PLACE NAME	LOCATION	CITY	ZIP CODE
MYDEQ TEST PLACE	1110 W WASHINGTON ST	PHOENIX	85007

I need to add a place that is not listed above.

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9. You can choose to add the address or select from a map

SAVE APPLICATION & EXIT ▶

REGISTER DRY WELL(S)

Request to add a place.

Please enter the following information and then click continue.
 * Indicates required field.

Name of Place:

Where is this place located?

Choose one of the following and enter the information.
 * Indicates required field.

I have an address (preferred)

Address Line 1: * No P.O. boxes

Address Line 2: No P.O. boxes

City: *

Zip Code: *

Choose from map locator

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10. Verify the location entered by selecting on Yes. If not, choose the correct location on the map.

SAVE APPLICATION & EXIT ▶

REGISTER DRY WELL(S)

Address: 1110 W Washington St Ste 100 Phoenix, AZ, 85007 Latitude: 33.448189 Quadrant: A Range: 3
 County: MARICOPA Longitude: -112.087092 Township: 1 Section: 7

Is this the correct location

Yes
 No

Parcel number (optional)

Parcel number 1: ex. 123-11-123A*

Parcel number 2:

Parcel number 3:

Parcel number 4:

11. Select the nature of the business from the drop-down list and Click on SAVE PAGE & CONTINUE

my DEQ
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MYDEQ TEST PLACE **1110 W WASHINGTON ST PHOENIX AZ 85007** [SAVE APPLICATION & EXIT >](#)

REGISTER DRYWELL(S)

For your facility/project located at:
**1110 W WASHINGTON ST
PHOENIX, AZ 85007**
Lat: 33.448844 / Long: -112.086517

What is the nature of business conducted on the property?

Type of business conducted: **Offices & Retail Only**

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10. Select all the locations of the drywell on the map and then click on Close Map.

MYDEQ TEST PLACE 2 **1110 W Washington St Ste 100 Phoenix AZ 85007** [SAVE APPLICATION & EXIT >](#)

REGISTER DRYWELL(S)

Drywell Information

Please enter the following details for each drywell and click CONTINUE.

Dry well Name/Number	Lat	Long	Status	Verify on Map
	33.448364	-112.087602		Look-up on Map Delete

Clicked location 33.448668 / -112.086958

[Close Map](#) [Another Location](#)

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11. Add the Drywell name/number and the status of each well from the drop down list.

REGISTER DRYWELL(S)

Drywell Information
Please enter the following details for each drywell and click CONTINUE.

Dry well Name/Number	Lat	Long	Status	Verify on Map	
1	33.448341	-112.087543	PROPOSED		
2	33.448663	-112.087156	PROPOSED		
3	33.448449	-112.087028	PROPOSED		
4	33.448538	-112.087349	PROPOSED		
5	33.448574	-112.087564	PROPOSED		

+ Add Row

SELECT ONE
ACTIVE
PROPOSED (highlighted)
CLOSED/DECOMMISSIONED

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12. Select the drainage area for each drywell from the list provided.

MYDEQ TEST PLACE 2 1110 W Washington St Ste 100 Phoenix AZ 85007
REGISTER DRYWELL(S)

What is the drainage area for each drywell?

Dry well Name: 1

- Driveways or parking lots
- rooftops
- Streets or landscaped areas
- Loading docks (no hazardous materials handled)
- Loading docks (hazardous materials handled)
- Contained Chemical storage areas
- Chemical storage or treatment areas
- Livestock/agricultural activities
- Other

Dry well Name: 2

Dry well Name: 3

Dry well Name: 4

Dry well Name: 5

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13. Select if any of the drywells are located where hazardous substances are used, stored, loaded or treated. On the following page, select if any drywell receives fluids other than stormwater.

MYDEQ TEST PLACE 2 1110 W Washington St Ste 100 Phoenix AZ 85007

[SAVE APPLICATION & EXIT ▶](#)

REGISTER DRYWELL(S)

Which of your drywells drain where hazardous substances (such as gasoline, oil, solvents or pesticides) are used, stored, loaded or treated?

Please check all that apply and click CONTINUE.

1
 2
 3
 4
 5
 None

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MYDEQ TEST PLACE 2 1110 W Washington St Ste 100 Phoenix AZ 85007

[SAVE APPLICATION & EXIT ▶](#)

REGISTER DRYWELL(S)

Which of your drywells receive fluids other than stormwater?

Please check all that apply and click CONTINUE.

1
 2
 3
 4
 5
 None

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14. Enter the technical contact person's information.

MYDEQ TEST PLACE 2 1110 W Washington St Ste 100 Phoenix AZ 85007

REGISTER DRYWELL(S)

Who is your Technical Contact Person? 

Enter the following information and click CONTINUE.

First Name*: <input type="text"/>
Last Name*: <input type="text"/>
Address Line 1: * <input type="text"/>
Apt/Suite/Unit #: <input type="text"/> City*: <input type="text"/>
State*: <input type="text"/> Zip*: <input type="text"/>
Email*: <input type="text"/>
Phone*: <input type="text"/> Ext: <input type="text"/>

16. A summary of all the information entered is displayed. You may edit any portion of the information by clicking on the EDIT icon. If everything is correct, click on the CONTINUE button.

MYDEQ TEST PLACE 2 1110 W Washington St Ste 100 Phoenix AZ 85007

REGISTER DRYWELL(S)

Summary

Please review and click EDIT to modify. Then click CONTINUE.

Company Info:	MYDEQ TEST CUSTOMER		
Is the drywell located on the property of a single-family home?	NO <input type="button" value="EDIT"/>		
Do you have a facility site plan that shows your drywell locations and drainage details?	Help_phase1_revised.pdf <input type="button" value="EDIT"/>		
Place Info:	1110 W Washington St Ste 100 Phoenix AZ 85007		
Facility Name:	MYDEQ TEST PLACE 2		
What is the nature of business conducted on the property?	Offices & Retail Only <input type="button" value="EDIT"/>		
Dry well Information			
Dry well Name/Number	Lat	Long	Status
1	33.448341	-112.087543	PROPOSED
2	33.448663	-112.087156	PROPOSED
3	33.448449	-112.087028	PROPOSED
4	33.448538	-112.087349	PROPOSED
5	33.448574	-112.087564	PROPOSED
Which of your drywells drain where hazardous substances (such as gasoline, oil, solvents or pesticides) are used, stored, treated or treated?		1 <input type="button" value="EDIT"/>	

17. If you are the RCO/DRO, you can continue to certify the data or reject the information so the data entry person can revise the data and resubmit for your approval.

MYDEQ TEST PLACE 2 1110 W Washington St Ste 100 Phoenix AZ 85007 [SAVE APPLICATION & EXIT >](#)

REGISTE

ALERT: APPLICATION REVIEW CONFIRMATION

Certify your submission.

By checking this box I certify under penalty of law that this submittal was prepared by me, or under my direction or supervision of personnel appropriately qualified to properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I understand that all information submitted to ADEQ is public record unless otherwise identified by law as confidential. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Please verify your identity by answering the following security question.

* Indicates required field

Question: What is the name of the place your wedding reception was held?

Answer: [Redacted]

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17. If you are the RCO/DRO, you will certify the submission by answering one of the security questions you had selected during the account setup. If you do not recall this, you can close this application and go to mySetting portion of your account to reset your security questions.

MYDEQ TEST PLACE 2 1110 W Washington St Ste 100 Phoenix AZ 85007 [SAVE APPLICATION & EXIT >](#)

REGISTER DRYWELL(S)

Certify your submission.

By checking this box I certify under penalty of law that this submittal was prepared by me, or under my direction or supervision of personnel appropriately qualified to properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I understand that all information submitted to ADEQ is public record unless otherwise identified by law as confidential. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Please verify your identity by answering the following security question.

* Indicates required field

Question: What is the name of the place your wedding reception was held?

Answer: [Redacted]

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18. You can choose to make the payment or have another user complete the payment.

MYDEQ TEST PLACE 2 1110 W Washington St Ste 100 Phoenix AZ 85007

REGISTER DRYWELL(S)

You have successfully certified the information in your application. In order to submit your application, an application fee is required for this permit/registration.

Are you ready to continue with payment?

Yes, I'm ready to make payment.
 No, I'd like to save this certified application so that any user in my myDEQ account can make a payment and submit the certified application to ADEQ on my behalf.

* Your certified application cannot be submitted to ADEQ until payment has been received and processed.

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19. The fee amount is based on the number of dry wells registered. The amount is \$100 per dry well.

MYDEQ TEST PLACE 2 1110 W Washington St Ste 100 Phoenix AZ 85007

REGISTER DRYWELL(S)

The registration fee(s) for your request is/are as follows:

Fee Type	Company Name	Quantity*	Fee Amount
DRY	MYDEQ TEST CUSTOMER	5	\$500.00

Total Amount Due: \$500.00

* Any changes to your application/permit coverage may be subject to additional fees or changes to the terms of coverage.

CONTINUE >

20. The payment screen will appear on a new government website. Remember to click on the CONTINUE button after completing your payment so you can redirected to ADEQ site and receive your registration documents.



For any comments or suggestions, please contact the myDEQ Support at:

CONTACT INFO:

myDEQ information: (844) 827-4768

EMAIL: mydeq.support@azdeq.gov