



TIME EXTENSION REQUEST DRINKING WATER FACILITIES INSTRUCTIONS

INSTRUCTIONS

Please fill out and submit this time extension request form to obtain additional time with which to submit an Engineers Certificate of Completion for an Approval of Construction of the drinking water system in accordance with Arizona Administrative Code (A.A.C.) R18-5-505 (E). A time extension may be granted by the Department within 90 days after the passage of one of the following:

1. Construction does not begin within one year after the date the Approval to Construct (ATC) is issued, or
2. Construction is not completed within three years after the date construction begins.

GENERAL APPLICATION PROCESS

Please note: to qualify for a time extension you need to submit this application to ADEQ before your ATC permit expires.

1. Submit this Time Extension Request Form to the Arizona Department of Environmental Quality (ADEQ) at WQD_DWSER@azdeq.gov if you meet the time requirements noted above. ADEQ can give an extension for up to one year to begin or complete construction.
2. After your application is received, an invoice for payment will be emailed to you with a link to pay at <https://azdeq.gov/QuickPay/HelpCenter>.

Time extensions are 50% of the ATC fee paid. For information about fees, please visit the Design Review Fee web page at <https://azdeq.gov/DesignReviewFees>.

3. Receive the time extension and continue the project. ADEQ will only issue two extensions per project.
4. Begin construction or submit an Engineer's Certificate of Completion within the time frame specified in ADEQ's letter granting a time extension.

LICENSING TIME FRAMES

Licensing Time Frames are specified in A.A.C. R18-1-525, which limits the number of business days ADEQ can review your project without a penalty. They are:

License Type	Administrative Review	Substantive Review	Overall Time Frame
Time Extension Approval			
Standard	16 business days	16 business days	32 business days



TIME EXTENSION REQUEST DRINKING WATER FACILITIES

1 Project Information

Project Name: _____
Project Description: _____

ADEQ File # _____ ADEQ LTF # _____

Date ATC Issued: _____ Date Extension Requested: _____

If applicable, fill out construction start and stop dates:

Date Construction Started: _____ Date Construction Stopped: _____

2 Applicant (to whom the ATC was issued)

Name: _____ Phone: _____

Title: _____ Firm Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

3 Applicant's Agent (Engineer)

Name: _____ Phone: _____

Arizona BTR Registration Number: _____

Title: _____ Firm Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

4 Reason for this Request (select one)

- ☐ The construction on this project will not start within one year of the ATC approval date. We request an additional year to start construction.
- ☐ The construction was started within a year of the ATC approval date and construction has continued for 3 years. We request an additional year to complete construction.

5 Certification Statement (To be completed by the Applicant or Applicant's Agent in item 2 or 3 above)

I, _____, certify that the information provided on this form is based on the best available information. The drinking water facilities will be constructed according to the ADEQ Approval to Construct permit and the approved plan documents.

Signature of Applicant or Applicant's Agent
(Owner, Developer, Engineer or Consultant)

Date