



Approval to Construct a Public Water System Application

OCTOBER 2024

USER GUIDE

HOW DO I APPLY FOR APPROVAL TO CONSTRUCT A PUBLIC WATER SYSTEM?

Key items/information you will need:

- myDEQ Account
- Company Name
- Public Water System ID Number
- Project Information
- Components to be permitted
- Number of service connections
- Contaminants for treatment
- Treatment technology
- Payment method

If you don't have a myDEQ account, visit azdeq.gov/mydeq/register to request your account.

Step 1: Log into myDEQ | [Go Now >](#)

Step 2: Start application

- On your dashboard click the **myAPPLICATIONS** tab
- Click **GET NEW**



myDEQ - Approval to Construct a Public Water System

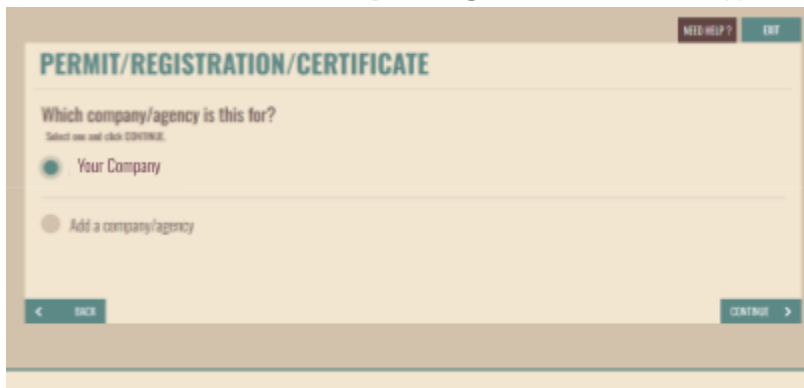
- Find the **Water Quality** heading and select **Drinking Water Facilities Permit**
- Under Drinking Water Facilities Permit, select **Approval to Construct (ATC) Application**



- Click **CONTINUE** to start the application process

Step 3: Select your company

- Select the company or agency for which you are applying
- If it's not listed, click **Add a Company/Agency** to add it to the application



- Click **CONTINUE** to proceed

Step 4: Complete each section of the application

- You must complete all the sections before you can proceed to the certification and payment steps.
- Click the pencil icon on the first line to start the first section.



The screenshot shows the 'APPROVAL TO CONSTRUCT APPLICATION' interface. At the top, it says 'Complete the following to submit this application.' Below this is a table with two sections: 'Approval to Construct Application' and 'Engineer's Certification'. Each section has a list of items with 'Status' and 'Edit' columns. A yellow arrow points to the pencil icon in the 'Edit' column of the first row in the 'Approval to Construct Application' section.

Section#/Name	Status	Edit
1 Eligibility Questions	Not Started	
2 Public Water System	Not Started	
3 Project Information	Not Started	
4 Engineer and Project Contact Information	Not Started	
5 Design Report	Not Started	
6 Construction Drawings	Not Started	
7 Manage Components	Not Started	
8 OPTIONAL Existing Related Permits	Not Started	

Section#/Name	Status	Edit
1 Engineer's Certification	Not Started	

CERTIFY AND PAY
To certify and pay, complete all the required sections. [CONTINUE TO CERTIFY >](#)

- In **Public Water System**, Enter your Public Water System ID number. If you don't have one, contact us to get one.



The screenshot shows the 'APPROVAL TO CONSTRUCT APPLICATION' interface with the question 'Do you have a Public Water System (PWS) ID?'. There are two radio buttons: 'Yes' (selected) and 'No'. Below the 'Yes' radio button is a dropdown menu labeled 'PWS ID#' with 'Select One' as the current selection.

- Click **SAVE & CONTINUE** to proceed.

APPROVAL TO CONSTRUCT APPLICATION

Project Information

Provide the requested information and click **SAVE & CONTINUE**.

Is this application a resubmission?

- Yes
- No

What is the review type?

- Standard Review
- Priority Review

Project Name:

Project Description:

4000 characters remaining

- In **Project Information**:

“Resubmission” applies when a previous Approval to Construct permit was granted but construction was not started, or not completed on time, and a new permit is needed in order to continue the process.

Priority Review is available based on our capacity, and you will only be charged the priority fee if you receive priority review.

- In **Manage Components**, select only components being permitted on this application. Do not include already-permitted components that simply relate to the components on this application.
- Note: Review fees will be added for each component selected.

APPROVAL TO CONSTRUCT APPLICATION

Provide all components to be permitted on this application.

Select all that apply and click **SAVE & CONTINUE**.

- Waterline
- Well
- Water Treatment
- Blending Plan
- Storage Tank
- Booster Pump
- Disinfection System

- Click **SAVE & CONTINUE** to proceed.

myDEQ - Approval to Construct a Public Water System

- Input the number of service connections being applied for on this application only.

APPROVAL TO CONSTRUCT APPLICATION

Waterline Information
Provide the requested information and click SAVE & CONTINUE.

Service Connections

Number of Residential Single-Family Service Connections:

Number of Residential Multi-Family Service Connections:

Number of Commercial Service Connections:

Total Number of Service Connections: 0

Total Population to be Served By the System:

- Click **SAVE & CONTINUE** to proceed.
- Treatment technology: If you're using disinfection or blending as the technology, the associated component needs to be selected on the previous pages to proceed. If you're treating with point of use/point of entry devices, no other treatment technologies can be used for this treatment application.

APPROVAL TO CONSTRUCT APPLICATION

Indicate the contaminant(s) for treatment.
Provide the requested information and click SAVE. If there are multiple contaminants, select ADD MORE. Use the trash icon to delete as needed.

Contaminant	Edit	Delete
Contaminant 1 <input type="button" value="↑"/>	<input type="button" value="✎"/>	<input type="button" value="🗑"/>
Contaminant: <input type="text" value="Select One"/>		
Lab Result: <input type="text"/>	Unit: <input type="text" value="Select One"/>	
Technology Used to Treat: <input type="text" value="Select All That Apply"/>		
Predicted Final Treatment Value: <input type="text"/>	Unit: <input type="text" value="Select One"/>	

Step 5: Certification by Professional Engineer

- The Professional Engineer associated with this project needs to certify with their name, signature and date before the application can proceed. If the water system owner is submitting the application, you may need to send the application summary to the Professional Engineer to certify before uploading and continuing.

NEED HELP? SAVE & EXIT

APPROVAL TO CONSTRUCT APPLICATION

Upload Engineer Certification.
Click SELECT FILE to choose a file from your computer, then click UPLOAD.

The Approval to Construct application requires an engineer certification. Download the following application summary and upload with the engineer certification.

[DOWNLOAD APPLICATION SUMMARY>](#)

Upload Engineer Certification.
Click SELECT FILE to choose a file from your computer, then click UPLOAD.

JPG, PDF, DOC, DOCX or ZIP files only | 40MB max SELECT FILE >

BACK SAVE & CONTINUE >

Step 6: Certify the application submission

- Only the water system's legally responsible officer can provide the final certification before moving on.

ALERT: APPLICATION REVIEW CONFIRMATION

Have you reviewed this information and are you ready to certify?

Yes - I have reviewed and am ready to certify the information.

No - I need to reject the information so that it can be revised.

BACK CONTINUE >

Step 7: Pay application fee

- Any delegated user on your company account has access to make a payment on behalf of the responsible officer.
- Payments are accepted by credit/debit card or electronic check.

The screenshot shows the 'PAYMENT INFORMATION' section of the 'State of Arizona Checkout Utility' website. The form is titled 'CHECKOUT - PAYMENT INFORMATION' and includes a red notice: 'NOTICE: Before submitting your payment information, please ensure that your address on file with your bank or credit card company is up to date with the address you are entering here. If your address does not match, your payment might be rejected.' The form fields are: First Name, Last Name, Billing Address, Billing Address 2, City, State (dropdown), Zip, Email, and Phone Number (with a note to 'Include area code'). Below these is a section for payment method, with 'Credit Card' selected. It lists logos for American Express, Discover, MasterCard, and VISA. A red note states: 'Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.' The form also includes fields for Credit Card Number, Expiration Month, Expiration Year, and CVV/CSV. At the bottom are 'Clear', 'Cancel', and 'Continue' buttons.