



LA PAZ COUNTY COMMUNITY DEVELOPMENT  
1112 Joshua Avenue, Suite 202, Parker, Arizona 85344  
(928) 669-6138, Fax (928) 669-5503

## **General Procedures for Installing Onsite Wastewater (Septic System)**

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The following items are required when submitting an application to install a septic system.

- ✓ Complete all relevant information on the Notice of Intent to Discharge Form.
  - The owner of the property must sign page 2 of the Notice of Intent Form.
- ✓ Complete all information on the Uniform Site Investigation Report Form.
  - Completed by a qualified investigator (R18-9-A310(H) Aquifer Protection Rule).
  - The owner of the property must sign page 1 of the Uniform Site Investigation Report Form.
- ✓ Submit a plot plan/site plan.
  - Showing the layout of the system and all setbacks to existing and future improvements on the property such as house, driveways, and storage buildings.
  - North arrow.
  - Drawn to scale, including parcel dimensions and boundaries.
  - Any features less than 200 feet from the septic system. ○ All other relevant data per R18-9-A309(B).

Upon receipt of a complete application, the Department will review the application and either issue an Approval to Construct or a Notice of Deficiencies letter that will be mailed and/or emailed to the contractor.

- ✓ Construction
  - Construction is not authorized until an Approval to Construct is given. See fee structure below for installing a septic system without a permit.
  - An inspection is required after the tank is set and the leach lines are installed.
  - Tank must be water tested and passed or repaired. R18-9-A314(5)
  - Submit the Request for Discharge Authorization and the Certificate of Water Tightness Test via email to [lallison@lapazcountyyaz.org](mailto:lallison@lapazcountyyaz.org)  
A verbal request is not valid and an inspection will not be conducted.
  - Upon inspection, a Green Card or a Red Card will be left. A Red Card will require a reinspection. See fee structure below.
- ✓ The system must be installed within two (2) years of the application and the Approval to Construct becomes void.

Fee Structure:

- Standard septic system for residential property—\$200
- Standard septic system for commercial properties—\$300
- Alternative system—\$450
- Abandonment—\$200
- Reinspection for Red Card—\$100
- Installing a standard septic system without a permit—\$1,000
- Installing an alternative septic system without a permit—\$1,500
- Owner Builder for residential properties—\$400

Note: Forms and the Aquifer Protection Rule can be obtained from Community Development's website at: [co.la-paz.az.us/590/SANITATION-SEPTIC](http://co.la-paz.az.us/590/SANITATION-SEPTIC) and [18-09.fm\(azsos.gov\)](http://18-09.fm(azsos.gov))