

**INSTRUCTIONS FOR RENEWING OR  
TRANSFERRING A TYPE 2 RECLAIMED  
WATER GENERAL PERMIT**

**INSTRUCTIONS**

This form allows a permittee to renew and/or transfer a Type 2 Reclaimed Water General Permit. The renewal period for coverage under a Type 2 General Permit begins on the date the Department receives the complete Renewal Form, including any necessary attachment(s). The permittee shall submit this application for renewal at least 90 days before the end of the renewal period. Type 2 general permits must be renewed in accordance with Arizona Administrative Code (A.A.C.) R18-9-709(A) or they will expire.

Type 2 general permits must be transferred in accordance with A.A.C. R18-9-709(B). This form must be submitted to the Department by certified mail within 15 days following the transfer of duties and obligations. Permit transfer does not automatically renew the permit. If you would also like to renew the permit at the same time of permit transfer, you must indicate this on the form and submit the fee for both the renewal and the transfer.

**AM I ELIGIBLE FOR PERMIT RENEWAL?**

In order to be eligible for permit renewal, there must be no substantial change to the reuse activity previously permitted. If there are changes to **any of the following**, you may not renew your existing permit and must re-apply for a new permit:

1. For all classes of reclaimed water (A+, A, B+, B, and C):
  - A change in the source or class of the reclaimed water
  - A change in the type of use of reclaimed water (see A.A.C. R18-11, Article 3, Appendix A)
2. For Class A, B, and C reclaimed water, all of the same criteria in #1 above, **plus** the following additional criteria:
  - A change in the volume of reclaimed water to be used at the reuse site
  - A change in the reuse location or the size of the reuse area
  - A change in the type of vegetation to be irrigated
  - A change in the nitrogen management (see A.A.C. R18-9-713(C))

**IS THERE A FEE?**

The renewal fee is **\$120.00**. The transfer fee is **\$50.00**. If the applicant is both renewing and transferring ownership at the same time, the total fee is **\$170.00**. Make the check payable to the Arizona Department of Environmental Quality and attach it to the renewal/transfer form.

**WHAT HAPPENS IF MY PERMIT HAS EXPIRED?**

If your permit has expired you may not renew the permit and will need to submit a new Type 2 NOI and supplemental documentation with the fee that is outlined in the NOI.

**HOW LONG DOES IT TAKE?**

As soon as you submit the complete renewal/transfer form and fee you are covered by this general permit. ADEQ will send you a notice confirming receipt of your renewal/transfer form.

**WHAT IF I ONLY WANT TO TRANSFER THE PERMIT TO A NEW PERMITTEE (END-USER)?**

Simply indicate this by checking the appropriate box in number 1 and provide any applicable information on the rest of the form. Please note that if you are only transferring the permit, it will expire in five years *from the original authorization date* - **not** from the date of permit transfer.

**WHO CAN I CONTACT IF I HAVE QUESTIONS?**

If you have questions, you may contact the ADEQ Reuse Program Coordinator:

Marcy Mullins  
Groundwater Section, APP and Reuse Unit  
locally at (602) 771-4464, or long distance at (800) 234-5677, extension 771-4464  
mmm@azdeq.gov

**RENEWAL AND TRANSFER FORM FOR A  
 TYPE 2 RECLAIMED WATER  
 GENERAL PERMIT**

**1 Check the Applicable Box for the Type 2 you are Renewing / Check Permit Transfer Box if Applicable**

- Class A+ Reclaimed Water General Permit Renewal [A.A.C. R18-9-712]
- Class A Reclaimed Water General Permit Renewal [A.A.C. R18-9-713]
- Class B+ Reclaimed Water General Permit Renewal [A.A.C. R18-9-714]
- Class B Reclaimed Water General Permit Renewal [A.A.C. R18-9-715]
- Class C Reclaimed Water General Permit Renewal [A.A.C. R18-9-716]
- Permit Transfer [A.A.C. R18-9-709B]

**2 Permit Number (Located on Notice of Recording - example: R102123)**

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**3 Permittee (End User)**

**Note: In cases where the permit is being transferred, only include information on the new permittee.**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Title \_\_\_\_\_  
 Name of Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**4 Name of Authorized Contact Person for the Applicant (if applicable)**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Title \_\_\_\_\_  
 Name of Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**5 Name or Description of Reuse Site**

**6 Provide any Information that has changed from the original Notice of Intent (provide attachments if necessary)**

**7 Certification of Compliance (to be signed by the Permittee)**

I, *(print name)* \_\_\_\_\_, certify that this document was prepared under my direction or supervision and all information is, to the best of my knowledge, true, accurate and complete. I am aware that there are significant penalties for submitting false information including permit revocation as well as the possibility of fines and imprisonment for knowing violations. I also certify that I have read and understand the requirements to use reclaimed water for beneficial purposes as stated in 18 A.A.C. 9, Articles 6 and 7, and 18 A.A.C. 11, Article 3, and that I shall abide by the terms of these rules.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date