



# COCONINO COUNTY ARIZONA

## COMMUNITY DEVELOPMENT DEPARTMENT

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## Hauler Licensing Information Sheet

*for Potable Water, Septic Tank & Sewage Pumper, or Solid Waste (Garbage)*

May 26, 2021

### APPLICABILITY

A license must be obtained from Coconino County Community Development Environmental Quality (CCCD EQ) to operate a water or waste hauling business.

Please note that one fee and license applies to the business as a whole, rather than per truck. CCCD EQ fee information can be viewed [here](#).

### WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Online Portal Tutorial** – Please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so.
- **Start Session** - Initiate a session using the online portal [here](#) by logging on with your name and password. The “sign in or sign up” link is in the upper right corner.
- **Start Application** - Select “Go” on My Portal, then “Apply”, then “Environmental Quality” in Category pull down, then “**Hauler Licensing for Potable Water, Septic Tank & Sewage Pumper, or Solid Waste (Garbage)**” in the Application pull-down menu.
  - **1. Doing Business As** – type your company name. Your name as applicant will automatically show as “licensee,” however technically you are obtaining licensing for your business, so please type the company name in the “Doing Business As” field.
  - **2. Site Location** – Complete the Address or Assessor Parcel Number to provide the physical address of your business. Type in the address slowly as the software is searching the database for the address in the format from the Assessor’s records. (No other format is acceptable.) You will need to select from the drop-down list of addresses that appears based on what you are typing.
  - **3. License Details** – Complete the entries in this section. All items with a **red \*** are required. The fee will be calculated based upon these entries. *Please contact staff if you have any questions prior to paying your fee.*
    - *You will be asked to acknowledge the requirement for ADEQ applications if hauling septage or solid waste, as well as acknowledge this license application.*
      - *ADEQ Solid Waste Program information can be found [here](#).*
      - *ADEQ Septage Hauler Application information can be found [here](#).*
      - *If you have questions, please contact CCCD EQ staff prior to submitting your application.*

- *You will be asked if this is a new license or a renewal. If it is a renewal, please provide your license number that you wish to renew. While the system will assign you a new license number for this request, please note that staff will be renewing the license number you provide in the Details.*
    - *You will be asked to provide the contact information for your company.*
    - *You will be asked to provide the number of units (trucks) for your operation for different types of haulers. Type “0” where not applicable to your operation.*
  - **4. Activities** - No action is required on this tab. Simply hit “Next.”
  - **5. Review** – One last chance to select “edit” and change the information. If changes are needed later, please contact staff to update any information in the system.
- **Submit** - Clicking “Save and Continue” will submit your application and create a permit.
- **Submittals Section** – if you wish to provide staff with supplemental information or documentation, you may upload it by clicking next to EQ-License Form where it says “0 Files” as a link. This is optional.
- **Pay** – fee payment is calculated based off of the Hauler Type you selected. You may pay online, by phone, or by mailing a check to the CCCD office.
  - Please note that the fee must be received in full prior to scheduling an inspection and having your license renewed/issued.
- **Inspection** – CCCD EQ inspectors will contact you to schedule an inspection of your truck(s)/equipment. The “EQ Project Lead” field will show in your portal and give you the name and contact information of your inspector.