



Subcontractor Registration Frequently Asked Questions

Arizona Revised Statutes (A.R.S.) 49-474.06 and Maricopa County Rule 200 (Permit Requirements) require subcontractors engaged in dust-generating operations at a site that is subject to a Maricopa County dust control permit to register with MCAQD and pay an annual fee of \$50.00.

1. Who is required to have a subcontractor registration number?

Any subcontractor who is engaged in dust-generating operations (e.g. land clearing, maintenance, and land cleanup, earthmoving, weed abatement, excavating, construction, demolition, bulk material handling, storage/transporting operations, etc.) at a site that is subject to a Maricopa County dust control permit is required to register and obtain a registration number.

2. What are dust-generating operations? Dust-generating operations are defined in Maricopa County Rule 310 as: Any activity capable of generating fugitive dust, including but not limited to, the following activities:

- Land clearing, maintenance, and land cleanup using mechanized equipment.
- Earthmoving.
- Weed abatement by discing or blading.
- Excavating.
- Construction.
- Demolition.
- Bulk material handling (e.g., bulk material hauling and/or transporting, bulk material stacking, loading, and unloading operations).
- Storage and/or transporting operations (e.g., open storage piles, bulk material hauling and/or transporting, bulk material stacking, loading, and unloading operations).
- Operation of any outdoor equipment.
- Operation of motorized machinery.
- Establishing and/or using staging areas, parking areas, material storage areas, or access routes to and from a site.
- Establishing and/or using unpaved haul/access roads to, from, and within a site.
- Disturbed surface areas associated with a site.
- Installing initial landscapes using mechanized equipment.

3. Who is NOT required to register with the MCAQD?

- Vendor/supplier delivery trucks (except import, export and stacking operations and operations using ancillary motorized equipment, such as a forklift)
- Lunch trucks or food vendor
- Waste management trucks

4. How/where do I apply for a subcontractor registration number?

Mail or drop off (1) a completed and signed subcontractor registration application and (2) \$50.00 to:

One Stop Shop
501 N. 44th Street, Ste. 200
Phoenix, AZ 85008.

The annual fee for a subcontractor registration is \$50.00. We accept the following methods of payment:

By mail: money order, cashier's check, personal check, and company check, payable to "MCAQD".

At the One Stop Shop: cash, credit card (MasterCard/Visa), money order, cashier's check, personal check, and company check.

We do not accept credit card payments over the phone or via the Internet.

**Maricopa County Air Quality Department
Subcontractor Registration FAQ**

5. To whom is the registration issued?

A registration may be issued to an individual, a partnership, Limited Liability Company or a corporation.

6. What if my business address changes?

You will need to notify MCAQD by mailing a completed and signed "Registration Name Change Request" to MCAQD at:

Dust Compliance Division
1001 N. Central Ave., Ste. 400
Phoenix, AZ 85004

7. What if the ownership of my business changes?

A subcontractor registration cannot be transferred. A completed and signed "Registration Cancellation Request" should be mailed to MCAQD voluntarily cancelling your registration number and the new owner, partnership, LLC, or corporation must apply for a new registration.

8. What happens if I don't register?

If you do not register, you are in violation of Maricopa County Rule 200 § 306. Maricopa County will allow a 60-day registration period from June 2 through July 31, 2008. Beginning August 1, 2008, if you are found to be in violation of Rule 200 § 306, you will be issued a Notice to Comply indicating a requirement to register with MCAQD within 30 days.

9. What is the penalty fee for late renewal of my subcontractor registration?

There is no penalty fee for late renewal; however, having an expired subcontractor registration may be a violation of Rule 200 § 306 and could result in a Notice of Violation and a monetary penalty.

10. When will I receive my registration number?

Your registration will be processed and mailed to you within five business days or you can call (602) 506-6010 to make arrangements to pick up your registration at:

Maricopa County Air Quality Department
1001 N. Central Ave., Ste. 400
Phoenix, AZ 85004

You can obtain the subcontractor registration application form online at:

<http://www.maricopa.gov/airquality/divisions/compliance/dust/Default.aspx>

You can also obtain the application form by visiting the One Stop Shop located at:

Maricopa County Planning & Development Dept.
501 N. 44th Street, Suite 200 (on 44th Street, north of Van Buren)
Phoenix, AZ 85008
Phone (602) 372-1071

11. When do I have to register?

Registration will begin on June 2, 2008, and you will have until July 31, 2008, to register.

12. How long is my registration valid?

A registration is issued for one year and must be renewed annually with the required \$50.00 on the anniversary month of original issuance. A renewal notice will be mailed to the address on our records which you have provided.

13. What hours is the Maricopa County One Stop Shop open?

8:00 a.m. – 4:30 p.m., Monday through Friday (excluding major holidays)

14. Can I e-mail or fax my completed registration application?

**Maricopa County Air Quality Department
Subcontractor Registration FAQ**

No. Fax and e-mail registrations are not accepted because registration applications must be submitted with an original signature and payment. Registration applications can be mailed to or dropped off at:

One Stop Shop
501 N. 44th St., Ste. 200
Phoenix, Arizona 85008

15. How do I get additional copies of the registration number for all my employees, vehicles, and pieces of equipment?

The registration number can be copied or reproduced in any format as long as the registration number is readily accessible on-site while conducting any dust generating operations and it is visible and readable by the public without having to be asked by the public.

Your registration number must be readily accessible on-site while you are conducting any dust-generating operations. The subcontractor's registration number must be visible and readable by the public without having to be asked by the public. The registration number may be posted in a sign that is visible on the subcontractor's vehicle or equipment, on a sign that is visible in the window of the subcontractor's vehicle or equipment, or posted on a sign where the subcontractor is working on the site.

You can paint or label your registration number on your vehicles or equipment so that it is visible and readable by the public.

16. Will my registration number change next year?

Your registration number will not change unless you request a new number or there is an unforeseen circumstance that prevents the MCAQD from issuing the same registration number.