



Maricopa County Air Quality Department

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Maricopa.gov/AQ

Dust Control Permit Revisions

**How to submit a revision to your Dust Control Permit
through the Dust and Miscellaneous Portal**

**Maricopa County Air Quality Department
October 2022**

Before you Begin

A revision to a dust control application does not extend the permit's expiration date. If you wish to reapply for a dust application, please see the instructions for submitting a reapplication on [Maricopa.gov/5560](https://maricopa.gov/5560).

A revision does not need to be completed by the same individual who created the original application, but your account does need to be connected to the company that holds the Dust Control Permit. Please contact the AQDImpact@maricopa.gov if you are unable to locate the permit you wish to revise.

Dust permit revisions may have a fee associated if the total disturbed acreage increases and reaches the next fee category. Other changes (changes in control measures, contact updates, etc.) do not incur a fee. Decreasing acreage will not result in a refund.

Once approved, you will receive an updated copy of your Dust Control Permit via email. This new version will have a new application number, but your Facility ID will remain the same.

Revising the Dust Control Application

Using Google Chrome, access the [Dust and Miscellaneous Portal](#). Review the disclaimer and select **Agree**. Log into your account, then select **My Dust Control Applications**.

[Maricopa County Air Quality Department](#)
[Dust and Miscellaneous Portal](#)

IMPACT
 Version 13.0 | Build ID: 28.48.0
 Welcome [redacted]
 Last Login: 02/07/2022 08:23 AM

Home | Dust Control | Open Burn | Subcontractor Registration

About

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Welcome, [redacted]

- [My Dust Control Applications](#)
- [My Open Burn Applications](#)
- [My Subcontractor Registrations](#)
- [My Tanker Truck Certification \(Vapor Decal\) Records](#)

Welcome to the Maricopa County Air Quality Department's Dust and Miscellaneous Portal. Please review the disclaimer and select **Agree** to proceed with invoice payments.

To complete tasks within the portal, you must first register as a new user or login to your existing account. Select 'Pay Invoice' from the upper right hand corner and enter your ID number. A search for existing application information does not require a user registration or login.

For best performance, use Google Chrome as your internet browser, and enable pop-up windows. Select the **Help** tab located in the upper right-hand corner of the screen.

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Select **New Application** under the Draft Dust Applications section.

Maricopa County Air Quality Department
Dust and Miscellaneous Portal

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Dust Application Search | **My Dust Control Applications** | Dust Application Detail

Dust Control >
My Dust Applications

▼ Draft Dust Applications

Dust Application ID	Project Name	Company ID	Company Name	Status	Submitted Date	Effective Date	Expiration Date	Closed Date	Previous Dust Application No.	Project Start Date	Project Completion Date	Project Address	Project City	Parcel No.	Block Permit?	Accelerated?
New Application Printable view Export to excel																

▼ Submitted Dust Applications

Dust Application ID	Project Name	Company ID	Company Name	Status	Submitted Date	Effective Date	Expiration Date	Closed Date	Previous Dust Application No.	Project Start Date	Project Completion Date	Project Address	Project City	Parcel No.	Block Permit?	Accelerated?	Invoice Number	Total Charge	Balance
D0023312	AQ Product Validation	CMP004063	AQ Production Validation	Rejected	08/04/2020					8/10/2020	8/14/2020	3601 N CENTRAL AVE	PHOENIX	118-33-141	No	No	IV010552	\$0.00	\$0.00

In the pop-up box, mark the checkbox asking, “Is this a revised application?”. A dropdown list will appear where you can select the application that you wish to revise. Note: you can only revise applications that are currently active. Select **Create** when you are finished.

New Dust Application

Click Create to start a new Dust application. During the submission process, you will have the option to choose accelerated processing of this application.

Is this a revised application?: A revision can be submitted only for currently active permits.

Revision of Application Number:

[Create](#) [Cancel](#)

Alternatively, find the application you wish to revise under the section labeled Submitted Dust Applications. Select the **Dust Application ID** of the application you wish to revise, scroll to the bottom of the page, and select **Revise Application**.

▼ Attachments (Use to attach any additional documentation, e.g. subcontractor lists, soil reports, additional dust control coordinators)

Status ID	Attachment Type	Description	Upload Date
✓ 11312	Permit Document	Generated Dust Permit Document	12/9/2021

[Printable view](#) | [Export to excel](#)

[Show Associated Invoices](#)

[Revise Application](#) | [Close Permit](#)

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Once you create the revised dust application, you will be able to navigate through and make changes as needed. These can include contact updates, changes to the map and disturbed acreage, and changes in control measures.

When you get to the second section (Project Location), select **Add Site Drawing**.

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Dust Application Search | My Dust Control Applications | Dust Application Detail

1. Applicant Info | 2. Project Location | 3. Project Details | 4. Dust Control Plan | 5. Submit Application

Dust Application Detail

Dust Application Number: D0032046 Company Name: AQ Production Validation Project Type:
Created Date: 2/9/2022 Issue Date: Revised Application: Yes
Dust Application Status: Created Expiration Date: Legacy Permit Number:
Project Name: DCC Test Revision Project Closed Date:

Dust Control Permit Application

Project Location
Project site drawing not found. Click on the Add Site Drawing button to bring up the map. You can search for a location using the site address. Once you are done adding site details to the map, close out of the popup.
Add Site Drawing

Dust Permit Fee
Permit fee is based on the disturbed area. A project site drawing with a disturbed area is required to calculate the permit fee.
Permit Fee :

▼ Attachments (Use to attach any additional documentation, e.g. subcontractor lists, soil reports, additional dust control coordinators)

Status ID	Attachment Type	Description	Upload Date
<input type="button" value="Add"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>			

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

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A pop-up window will appear, asking if you would like to copy the existing map. Mark this checkbox if you would like to use the current map, or if you plan on making changes but wish to use the current map as a starting point. Leave the checkbox blank only if you wish to start a new map without copying over any of the current data. Select **Create** to continue.

New Revision Site Drawing

Click Create to start a new Revised Dust Application site drawing.

Copy site drawing from D0032035

Next, you can choose to leave the map as it is or make the necessary edits. Select **Save and Close** when you are finished.

Note: if your disturbed acreage increases and causes an increase in fees, you will be prompted to pay the balance upon submittal.

Continue to navigate through the dust application, reviewing the information and making changes as needed. When you get to the last step you will see a summary of any additional fees. Review the information and select **Submit Application** to proceed.

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Dust Application Search | My Dust Control Applications | **Dust Application Detail**

1 Applicant Info | 2 Project Location | 3 Project Details | 4 **Dust Control Plan** | 5 Submit Application

Information
Application saved successfully.

Dust Application Detail

Dust Application Number: D0032046	Company Name: AQ Production Validation	Project Type:
Created Date: 2/9/2022	Issue Date:	Revised Application: Yes
Dust Application Status: Created	Expiration Date:	Legacy Permit Number:
Project Name: DCC Test Revision Project	Closed Date:	

Dust Control Permit Application

Submit Application

The calculated fee amount for this revision is \$0.00. Therefore, no fee payment is needed. Click the Submit Application button below to submit your application.

Permit Fee of the Original Application:	\$6,425.00
Permit Fee of the Revised Application:	\$6,425.00
Permit Fee To Be Paid:	\$0.00

Attachments (Use to attach any additional documentation, e.g. subcontractor lists, soil reports, additional dust control coordinators)

Status ID	Attachment Type	Description	Upload Date
<input type="button" value="Add"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>			

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

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If an additional fee is required, you will be redirected to the FIS payment portal. If not, you will be directed back to the dust control application and receive a notice at the top of the screen saying that that application has been submitted.

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Dust Application Search | My Dust Control Applications | **Dust Application Detail**

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Information
Successfully submitted the dust application.

Dust Application Detail

Dust Application Number: D0032046	Company Name: AQ Production Validation	Project Type:
Created Date: 2/9/2022	Issue Date:	Revised Application: Yes
Dust Application Status: Submitted	Expiration Date:	Legacy Permit Number:
Project Name: DCC Test Revision Project	Closed Date:	

Dust Control Permit Application

Important: Please note that email will be our primary means for routine communication with you, unless you do not have an email account. Please be sure that your email address is entered correctly.

Once MCAQD staff has reviewed the application, your updated Dust Control Permit will be sent to the email address specified.