



TOWN of CAVE CREEK
Building Permit Requirements
for a
SINGLE FAMILY DWELLING



ADOPTED CODES:

2009 INTERNATIONAL BUILDING CODE

2009 INTERNATIONAL MECHANICAL CODE

2009 INTERNATIONAL FIRE CODE

2009 INTERNATIONAL RESIDENTIAL CODE

2009 INTERNATIONAL EXISTING BUILDING CODE

2008 NATIONAL ELECTRIC CODE

2009 INTERNATIONAL ENERGY CONSERVATION CODE

2009 INTERNATIONAL PLUMBING CODE

2009 FUEL GAS CODE

IMPORTANT - MARICOPA COUNTY DUST CONTROL PERMIT IS REQUIRED PRIOR TO OBTAINING A BUILDING PERMIT FROM THE TOWN

**IMPORTANT - NO GRADING, GRUBBING, STOCK PILING OF DIRT OR
SITE PREPARATION BEFORE A BUILDING PERMIT IS ISSUED.**

TRUSS CALCULATIONS ARE REQUIRED WITH PERMIT APPLICATION

The Town Code requires owners of property make all building applications. This requirement will be waived if we receive a letter from the owner specifying that their authorized agent can act for the applicant.

Homeowner's Associations or Architectural Committees may require you to obtain their approval on additions, new homes or changes to your property in addition to a Town permit. Please contact them with questions.

A. PLAN REVIEW FEES ARE DUE WITH PERMIT APPLICATION

Up to 2000 sf, submittal fee = \$2425,	2001 to 2500 sf, submittal fee = \$2675
2501 to 3000sf, submittal fee = \$2925,	3001 to 3500 sf, submittal fee = \$3175
3501 to 4000sf, submittal fee = \$3425,	4001 to 4500 sf, submittal fee = \$3675
4501 to 5000sf, submittal fee = \$3925,	5001 to 6000 sf, submittal fee = \$4425
6001 to 7000sf, submittal fee = \$4925,	7001 to 8000sf, submittal fee = \$5425
over 8000sf, submittal = \$5925.	

B. COMPLETED BUILDING PERMIT APPLICATION FORM

**C. TWO SITE PLANS AND TWO (2) COMPLETE SETS OF BUILDING PLANS –
each building set contains:**

- i) Vicinity map to show where the site is and how to get there.
- ii) Site plan – dimensioned distances from building to property line & utilities.
24” x 36” maximum size, drawn to scale with a North arrow.
Show access, easements and topography.
- iii) Floor plan – label & dimension rooms and show “braced wall panel” locations.
- iv) Foundation plan – sections showing footing and stem sizes and rebar.
- v) Floor framing plan (if applicable).
- vi) Roof framing plan and truss specs (include door and window header sizes).
- vii) Elevations (showing building height).
- viii) Section & details as required to clarify construction (like vaulted ceiling areas).
- ix) Mechanical, Plumbing & Electrical drawings (may be indicated on floor plan).
- x) Evidence of compliance with the 2009 International Energy Code. Rescheck or Comcheck may be submitted.
- xi) Manual J & S calculations will be required for the sizing of the HVAC equipment.

2. MARICOPA COUNTY DEPARTMENT OF AIR QUALITY

Concurrently obtain DUST CONTROL permit & RECEIPT for INDIVIDUAL SEWAGE DISPOSAL SYSTEM from:

Maricopa County Environmental Services

1001 North Central, Suite 125 (NE corner of Central & Roosevelt)

Phoenix, AZ 85004 Telephone Septic (602) 506-0371

Dust Control (602) 506-6010

3. RURAL METRO

For projects with a fire suppression system, approval will need to be obtained from Rural Metro **PRIOR to ROUGH FRAME INSPECTION**. There will be a fee charged by Rural Metro for their review and approval.

For information call:

Rural Metro Fire Prevention

Dennis Rohrman

8455 N Pima Rd

Scottsdale, AZ 85258

Telephone (602) 677-4421



TOWN OF CAVE CREEK BUILDING DEPARTMENT
37622 N. Cave Creek Rd, Cave Creek, AZ 85331
HOURS: Monday-Thursday 7:00 am to 5:00 pm; CLOSED FRIDAYS
www.cavecreek.org

Michael Baxley, Building & Fire Official (480) 488-6637
Jane Layne, Building and Fire Safety Asst. (480) 488-6622
Randy Richards, Building Inspector (480) 251-9292
Alex Marincas, Plans Examiner (Mon & Tues.) (480) 351-6019

GENERAL INSTRUCTIONS

(ALL INFORMATION ON THIS APPLICATION IS PUBLIC INFORMATION)

The application is used for data entry and must be TYPED OR PRINTED IN **BLACK/BLUE INK**. Return the completed application to the Town of Cave Creek Town Clerks Office, 37622 N. Cave Creek Rd, Cave Creek, AZ 85331.

- Site Address:** Please verify the address is within the Town of Cave Creek boundaries.
- Assessor Parcel #:** This can be obtained from property documents or Maricopa County Assessor website at:
<http://mcaselector.maricopa.gov/Assessor/Default.aspx>
- Contract Value of Job:** If job is \$50,000 or more in value a notarized letter from the owner naming a contractor or applicant as their representative is needed.
- Owner Information:** Property Owner. This should be the same name on the Maricopa County Assessor's website. If not we will require proof of ownership.
- Applicant Information:** If not the owner a notarized letter from the owner naming the applicant as the authorized agent is required.
- Contractor Information:** Commercial permits are required to have a licensed contractor. Only Residential permits may have "Owner/Builder" in lieu of contractor.
- State Tax License #:** Contractors must have a current AZ State Tax #. We will verify this number is current. www.revenue.state.az.us 602-542-4656
- ROC #:** Registrar of Contractors #. We will verify the number and classification for scope of work. www.azroc.gov
- Town of Cave Creek BL#:** All companies doing business are required to obtain a Town of Cave Creek Business License. Permits will not be issued until the license is obtained and information verified.

Keep a copy of the current Town of Cave Creek Business License in all business vehicles.

PLAN ATTACHMENT - TOWN OF CAVE CREEK - STANDARD Residential REQUIREMENTS

Items indicated with an "**X**" are to be addressed and incorporated onto revised plans. A **checkmark** indicates O.K.

IMPORTANT: THIS CHECKLIST MUST ACCOMPANY THE REVISED/FINAL PLANS

ADDRESS	PARCEL NUMBER	DATE
Owner	PERMIT NUMBER	

EFFECTIVE CODE: 2009 International Residential Code.

GENERAL

<input type="checkbox"/> Sheet # _____	In areas likely to have expansive, compressible, shifting or other unknown soils characteristics, the building official shall require a soil test to determine the soil's characteristics at a particular location. The test shall be made by an approved agency using an approved method.	IRC Section: R401.4
<input type="checkbox"/> Sheet # _____	Provide 2 sets of Site Plans and two sets of Construction Plans, max. size of 30" x 42" . Structural calcs. and mfr's cut sheets may accompany plans. The building plans should be drawn to a scale of 1/4" = 1', however a scale of 3/16" = 1' may be accepted. Indicate the scale and the direction of North (site plan).	IRC Section: R106
<input type="checkbox"/> Sheet # _____	Indicate the location of any yard lines, including the water meter size or well location, water service supply size, sewer or septic system location with size of line and any gas lines.	IRC Sections: P2901, P3001, G2415
<input type="checkbox"/> Sheet # _____	Swimming pools, Spas are to be by separate permit.	TOCC Requiremen t
<input type="checkbox"/> Sheet # _____	Provide a square footage summary for each of the following: <i>livable, garage, covered patios and porches, accessory buildings, decks.</i>	IRC Section: R108.3
<input type="checkbox"/> Sheet # _____	Plans shall list the current adopted building codes in force as applicable to the project.	IRC Section: R106.1.1

FOUNDATION

<input type="checkbox"/> Sheet # _____	Footing details (interior and exterior) shall be located on the foundation sheet or the detail sheet and shall be cross-referenced to the foundation plans. Specify depth and size of all footings and pads. Show all reinforcing steel (vertical and horizontal).	IRC Section: R 401
<input type="checkbox"/> Sheet # _____	Foundation plates and sills shall be bolted to the foundation with minimum 1/2-inch bolts at 6 feet or less o.c. and embedded a minimum 7 inches into the foundation.	IRC Section: R403.1.6
<input type="checkbox"/> Sheet # _____	All plates (interior and exterior, load bearing and non-load bearing) shall be pressure treated or foundation grade redwood.	IRC Section: R403.1.6
<input type="checkbox"/> Sheet # _____	All wood columns shall be pressure treated unless supported on a 1" pedestal.	IRC Section: R317.1.4
<input type="checkbox"/> Sheet # _____	Footings shall be on undisturbed soil or approved fill.	IRC Section: R403

[] Sheet # _____	Concrete and masonry foundation walls shall extend above the adjacent, finished grade a minimum of 6 inches.	IRC Section: R404.1.6
[] Sheet # _____	Required holdowns, as specified on lateral design or as required for all <u>alternate</u> braced wall panels, shall be shown on the foundation plan.	IRC Section: R602.10
[] Sheet # _____	The area of the garage or carport floor used for parking shall be sloped toward a drain or the main vehicle entry door.	IRC Section: R309.1 R309.2

FLOOR PLAN

[] Sheet # _____	Label and dimension all rooms and spaces. Reference ceiling height of all rooms and areas. $\frac{5}{8}$ " gypsum board or $\frac{1}{2}$ " sag-resistant gypsum board is required on lids (ceilings) if support is 24" o.c. and water based treatment is used.	IRC Sections: R304 & 305 Table R702.3.D
[] Sheet # _____	There shall be a floor or landing on each side of each exterior door. The width of the landing shall not be less than the door served with a minimum dimension of 36" measured in the direction of travel. May be $7\frac{3}{4}$ " lower than threshold if the door does not swing over the landing.	IRC Section: R311.3
[] Sheet # _____	An attic access shall be provided to attic areas that exceed 30 sf and have a vertical height of 30" or greater. It shall not be less than 22" by 30" with 30" minimum unobstructed headroom in the attic space at some point above the access opening.	IRC Section: R807.1
[] Sheet # _____	Openings between the garage and residence shall be equipped with solid wood doors not less than 1 3/8-inch thick, or shall be 20-minute fire-rated doors and shall be maintained self-closing and self-latching.	IRC Section: R302.51
[] Sheet # _____	The garage shall be separated from the residence by not less than $\frac{1}{2}$ " gypsum board applied to the garage side. Garage beneath habitable rooms shall be separated from all habitable rooms above by not less than $5\frac{8}{8}$ " Type X gypsum board.	IRC Sections: R702.3 Table R302.6
[] Sheet # _____	Appliances having an ignition source shall be elevated such that the source of ignition is not less than 18" above the floor in garages. Exception: clothes dryers.	IRC Section: M1307.3
[] Sheet # _____	A gas or liquid fuel fireplace shall have dampers that remain permanently open. The installation of a permanent gas or electric log insert will be required; a gas or electrical stub out for future installation of a log will not be acceptable.	A.R.S. 9-500.16 G2432.2
[] Sheet # _____	All habitable rooms shall be provided with aggregate glazing area of not less than 8 percent of the floor area of such rooms. The minimum openable area to the outdoors shall be 4 percent of the floor area being ventilated.	IRC Section: R303.1
[] Sheet # _____	Every grade floor sleeping room with habitable space shall have a least one window (min. 5 sf clear opening), min. opening width of 20", min. opening height of 24" and a sill height shall not be more than 44"; or provide exterior door for emergency egress. 2 nd floor and above require 5.7 sq. ft. and basement window wells require 9 sq. ft.	IRC Section: R310.1 R310.2
[] Sheet # _____	There shall be a floor or landing at the top and bottom of each stairway. The width of each landing shall not be less than the stairway served. Every landing shall have a minimum dimension of 36 inches measured in the direction of travel.	IRC Section: R311.7.5
[] Sheet # _____	The maximum riser height shall be 7 3/4 inches and minimum tread depth shall be 10 inches. The min. headroom shall be not be less than 6 feet 8 inches measured vertically from the slope plane adjoining the tread nosing or from the floor surface of the landing or platform.	IRC Sections: R311.7.4
[] Sheet # _____	Four or more stair risers shall have at least one handrail continuous the full length of the stairs and have min. and max. heights of 34" and 38", respectively. The handgrip portion shall have a circular cross section of 1 1/4 inches minimum to 2 5/8 inches maximum inch.	IRC Section: R311.7.7.3
[] Sheet # _____	The min height of guards located more than 30" above the floor shall be not less than 36" except at the sides of stairs where the min. height is 34". Openings in guards shall have intermediate rails or ornamental closures that do not allow passage of a	IRC Section: R312

	sphere 4 3/8" in diameter.	
[] Sheet # _____	The following shall be considered specific hazardous locations for the purpose of safety glazing: <ul style="list-style-type: none"> ◆ Glazing in a wall enclosing a tub/shower/sauna compartment where the bottom edge of the glazing is less than 60" measured vertically above any standing walking surface. ◆ Glazing adjacent to a door where the nearest vertical edge is within a 24-inch arc of the door in a closed position and whose bottom edge is less than 60" above the floor. ◆ Glazing when all of the following exist; area of a pane is greater than 9 sf, bottom edge is less than 18" above the floor and top edge is greater than 36" above the floor. <p>Glazing in walls enclosing stairway landings or within 60" of the bottom and top of stairways where the bottom edge of the glass is less than 60" above a walking surface.</p>	IRC Section: R308.4 Item 5 Item 6 Item 7 Item 10

ELEVATIONS

[] Sheet # _____	Provide height dimensions for roofline, headers, top plate and finished floor.	IRC Section: R106
[] Sheet # _____	Surface drainage shall be diverted so as to not cause a hazard. Lots shall be graded so as to drain surface water away from foundation walls a minimum of 6" within the first 10'.	IRC Section: R401.3
[] Sheet # _____	Provide exterior wall covering including anchoring method and water resistant barrier (ICC-ES report, if applicable). Stucco systems may require a moisture barrier and a weep screed. (The word "weep" implies that the moisture leaves through the bottom of the screed.)	IRC Section: R703
[] Sheet # _____	Provide attic ventilation calcs for all concealed attic spaces; include required and provided net free ventilation area. Also, indicate the type and location of attic ventilation. The under-floor space between the joists and the earth shall be ventilated and one vent shall be w/in 3' of each corner. <i>Unvented attic assemblies</i> shall be permitted when the attic space is completely within the thermal envelope.	IRC Section: R806 R408.1
[] Sheet # _____	The chimney shall extend at least 2 feet higher (minimum 3 feet at roofline) than any portion of the roof within 10 feet'.	IRC Table R1003.9

STRUCTURAL

[] Sheet # _____	Specify type of design and construction of all walls and partitions. Wood stud walls shall comply with IRC Section R602, masonry and concrete basement walls shall comply with IRC Section R606 or shall be designed by an Arizona Registrant.	IRC Sections: R404, R602, R606
[] Sheet # _____ -	Indicate all braced wall Lines. Show all required braced wall panels. Specify the method of bracing to be used. <i>A sealed lateral analysis, prepared by an Arizona Registrant, will be required if the bracing does not comply with the conventional provisions.</i>	IRC Section: R602.10
[] Sheet # _____	Provide truss specifications (Town of Cave Creek administrative policy). Specify lumber grade, species, and size of members.	IRC Section: R602
[] Sheet # _____	Provide complete floor (if applicable) and roof framing plans. Specify size and spacing of all framing members. Indicate all post locations and sizes. Structural logs shall bear a grade stamp or have a certificate of grade.	IRC Section: R106, R802.1.5 R802.4

[] Sheet # _____	Specify all hangers used to hang trusses from girder trusses, walls, or other locations. Trusses and rafters need be connected to top plates to prevent uplift.	IRC Section: R802 Table R602.3(1)
[] Sheet # _____	Indicate the size and span of headers and lintels in all bearing and non-bearing walls. Provide manufacturer's span charts for pre-manufactured steel lintels.	IRC Sections: R602.7 R606.10, Table 502.5(1)(2)

PLUMBING

[] Sheet # _____	Provide a fixture unit calculation for the sizing of the water service line, water meter or equivalent well service based on the current adopted code.	IRC Section: P2903
[] Sheet # _____	Specify if appliances and equipment are natural gas, electric, propane or other (specify). Reference location of appliances and equipment.	IRC Sections: G2401, G2431 E3401
[] Sheet # _____	If gas is indicated, provide a schematic indicating BTU rating for each appliance, size, and length of main and all branch lines.	IRC Section: G2413
[] Sheet # _____	Water heaters shall be equipped with a temperature and pressure relief valve. Terminate 6" AFF.	IRC Sections: P2803 M1305
[] Sheet # _____	Indicate locations and size of roof drains and scuppers.	IRC Section: R903.4.1
[] Sheet # _____	Each hose bibb shall have a backflow preventer installed on the discharge side of a hose threaded outlet. (See also Section P2701.1)	IRC Section: R2902.2
[] Sheet # _____	Appliances located in a garage or carport shall be protected from impact by automobiles by a curb 4" high and 3' deep, a minimum 3" steel pipe bollard installed a minimum of 18" below and a minimum of 44" above the finished floor in front of the equipment or a wall.	IRC Section: M1307.3.1 & M.A.G. Interp.

MECHANICAL

[] Sheet # _____	Provide a <u>complete</u> mechanical plan showing the locations of all HVAC equipment.	IRC Section: R106
[] Sheet # _____	Provide exhaust fans to the outside from bathrooms, water closet compartments, and similar rooms if not supplied with natural ventilation.	IRC Section: R303.3
[] Sheet # _____	Provide combustion air for all liquid and solid fuel-burning appliances including size, type, and location of openings.	IRC Section: Chapter 17
[] Sheet # _____ _____	Attics containing appliances shall be provided with an opening and passageway large enough to remove the largest appliance and not more than 20' in length. A level service space at least 30" deep and 30" wide shall be present along the access sides of the appliance.	IRC Section: M1305.1.3
[] Sheet # _____	The clothes dryer exhaust duct shall be at least the diameter of the appliance outlet	IRC Sections:

_____	and shall terminate on the outside of the building. It shall not exceed 25 feet in length (35' for gas dryers) with reductions for bends. The duct shall terminate not less than 3 feet from a property line.	M1502
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ELECTRICAL

[] Sheet # _____	Provide a complete electrical plan. Include layout of all equipment, outlets and lighting	IRC Sections: R106.1
[] Sheet # _____	Indicate the size (rating) and location of the electric panel, including any sub panel(s).	IRC Sections: E3401
[] Sheet # _____	Provide an approved grounding electrode system. Bond all interior water and gas piping.	IRC Sections: E3607 E3509
[] Sheet # _____	All branch circuits that supply 125-volt, single-phase, 15- and 20-ampere receptacle outlets installed in <u>dwelling unit family rooms, living rooms, dining rooms, dens/offices, closets, hallways, sunrooms, and bedrooms</u> shall be protected by an arc-fault circuit interrupter(s).	IRC Section: E3902.11 NEC:210-12b
[] Sheet # _____	Receptacles shall be installed so that no point along the floor line in any wall space is more than 6 feet, measured horizontally, from an outlet in that space, including any wall space 2 feet or more in width.	IRC Section: E3901
[] Sheet # _____	In kitchen and dining rooms, at least one receptacle outlet shall be installed at each island or peninsular counter space with a long dimension of 24 inches or greater and a short dimension of 12 inches.	IRC Sections: E3901.4.2 E3901.4.3
[] Sheet # _____	In kitchen and dining rooms, a receptacle outlet shall be installed at each wall counter space 12 inches or wider so that no point along the wall is more than 24 inches from a receptacle outlet.	IRC Section: E3901.4.1
[] Sheet # _____	Provide at least one receptacle outlet on the wall within 36 inches of the outside edge of each lavatory basin in bathrooms. All receptacles located in bathrooms shall be GFCI protected.	IRC Sections: E3901.6 E3902.1
[] Sheet # _____	Provide at least one weatherproof receptacle outlet, not more than 6 feet 6 inches above grade and GFCI protected, at the front and back of each dwelling having direct access to grade. All 125-volt, single-phase, 15- and 20-ampere receptacle outlets installed outdoors shall be GFCI protected for personnel.	IRC Sections: E3901.7 E3902.3
[] Sheet # _____	Provide at least one receptacle outlet on all patios, balconies, decks and porches that are greater than 20 sq. ft. and are accessible from inside the house.	IRC Sections: E3901.7
[] Sheet # _____	Provide a receptacle outlet in hallways 10 feet or more in length.	IRC Section: E3901.10
[] Sheet # _____	All 125-volt, single-phase, 15- and 20-ampere outlets shall be listed tamper-resistant.	IRC Section: E4002.14
[] Sheet # _____	Provide a convenience receptacle outlet for the servicing of appliances (HVAC) within 25 feet of the appliance.	IRC Section: 3901.11
[] Sheet # _____	All 125-volt, single-phase, 15- and 20-ampere receptacles that serve countertop surfaces in kitchens or are located within 6 feet of the outside edge of a bar sink shall be GFCI protected.	IRC Section: E3902.6 E3902.7
[] Sheet # _____	All 125-volt, single-phase, 15- and 20-ampere receptacles installed in garages and grade level portions of unfinished accessory buildings used for storage or work areas shall be GFCI protected. At least one receptacle is required in the garage and basement.	IRC Section: E3902.2 E3901.9

[] Sheet # _____	Provide a lighting outlet on the exterior side of all exits/entrances.	IRC Section E3903.3 E3903.2 E3903.4
[] Sheet # _____	Provide a lighting outlet in all stairways, switched at each floor level, and in storage and equipment spaces.	IRC Section E3903.3 E3903.2 E3903.4
[] Sheet # _____	Provide a wall switch controlled lighting outlet in every habitable room. In other than bathrooms and kitchens a switched wall receptacle may be used.	IRC Section: E3903.2
[] Sheet # _____	Provide interconnected smoke alarms in each sleeping room, outside each sleeping room, on each story, in the hall or adjacent room where the ceiling height of a room open to the hall exceeds the hall by 24". Smoke alarms shall be hard wired with battery backup.	IRC Section: R314.3 R314.4
[] Sheet # _____	Provide Carbon Monoxide alarms outside each separate sleeping area/bedroom when there is an attached garage or any fuel fired appliances in the dwelling.	IRC Section: R315

ENERGY CODE

[] Sheet # _____	Plans shall include: <ul style="list-style-type: none"> <input type="checkbox"/> R value and type of insulation (min R-30 Ceiling & R-13 Walls) <input type="checkbox"/> Fenestration U-factor (minimum of 0.65) <input type="checkbox"/> SHGC calculation (Solar Heat Gain Coefficient, Minimum of 0.30) <input type="checkbox"/> Air Duct insulation R-value <input type="checkbox"/> Types and efficiencies of heating, cooling and water heating equipment. 	IECC Section: 103.2 401
[] Sheet # _____	Circulating hot water systems shall be insulated to a minimum value of R-2	IECC Section: 403.4
[] Sheet # _____	Heating and cooling systems are properly sized. Provide Manual J and Manual S calculations to determine the size of equipment. Place equipment size on plans.	IECC Section: 403.6
[] Sheet # _____	Show on Cross Sections where the insulation occurs and that the Building Thermal Envelope must be durably sealed to limit infiltration or leakage	IECC Section: 402.4
[] Sheet # _____	Place a notation on the plans that a pressure test of all ducts, air handlers, and filter boxes must be completed by a 3 rd party inspector <i>unless the air handler and the entire duct system is located within the conditioned space</i> . Building framing cavities shall not be used as supply ducts	IECC Section: 403.2.2 403.2.3
[] Sheet # _____	At least 1 thermostat shall be provided for each separate heating and cooling system	IECC Section: 403.1
[] Sheet # _____	Outdoor intake and exhaust shall have either gravity or automatic dampers that close when the system is not running	IECC Section: 403.5