



# Town of Cave Creek

37622 N. Cave Creek Rd

Cave Creek, AZ 85331

480-488-1400 [www.cavecreek.org](http://www.cavecreek.org)

## Single Family Residential Building Permit Application & Instructions

The Town of Cave Creek has adopted the 2018 family of I-Codes and the 2017 National Electric Code. For the list of adopted codes visit <http://www.cavecreek.org/index.aspx?nid=178>

### **BEFORE YOU SUBMIT FOR PERMIT YOU MUST ADDRESS THE FOLLOWING:**

- Maricopa county dust control permit is required prior to obtaining a building permit from the town.
- No grading, grubbing, stock piling of dirt or site preparation before a building permit has been issued.
- Truss calculations are required to be submitted with the permit application – no deferred submittals accepted.
- The town code requires owners of property to make all building permit 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.

### **PLAN REVIEW FEES ARE DUE AT TIME OF SUBMITTAL WITH PERMIT APPLICATION AND BASED ON LIVABLE SQ. FT.**

<i><b>SQUARE FOOT</b></i>	<i><b>AMOUNT DUE</b></i>	<i><b>SQUARE FOOT</b></i>	<i><b>AMOUNT DUE</b></i>
Up to 2000	<b>\$2425.00</b>	4001 to 4500	<b>\$3675.00</b>
2001 to 2500	<b>\$2675.00</b>	4501 to 5000	<b>\$3925.00</b>
2501 to 3000	<b>\$2925.00</b>	5001 to 6000	<b>\$4425.00</b>
3001 to 3500	<b>\$3175.00</b>	6001 to 7000	<b>\$4925.00</b>
3501 to 4000	<b>\$3425.00</b>	7001 to 8000	<b>\$5425.00</b>
		over 8000	<b>\$5925.00</b>

1) COMPLETED BUILDING PERMIT APPLICATION FORM ( See application instructions contained in this packet)

2) TWO SITE PLANS AND TWO (2) SETS OF BUILDING PLANS –

#### **Each Building Plan Set Should Contain:**

1. Floor plan – label & dimension rooms and show “braced wall panel” locations.
2. Foundation plan – sections showing footing and stem sizes and rebar.
3. Floor framing plan (if applicable).

4. Roof framing plan and truss specs (include door and window header sizes).
5. Elevations (showing building height).
6. Section & details as required to clarify construction (like vaulted ceiling areas).
7. Mechanical, Plumbing & Electrical drawings (may be indicated on floor plan).
8. Evidence of compliance with the 2009 International Energy Code. ResCheck or ComCheck may be submitted.
9. Manual J & S calculations will be required for the sizing of the HVAC equipment.
10. Will Serve letter from Town of Cave Creek Utilities Department. Requests for Will Serve must be made through this link.  
<http://www.cavecreek.org/index.aspx?NID=452>

**FIRE SPRINKLER REQUIREMENTS – Cave Creek Town Code Chapter 151, Section 151.06**

3) **RURAL METRO**

\* Fire Sprinklers are required in the Town of Cave Creek per Town Code referenced above.

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**

**DUST CONTROL AND SEPTIC PERMITS**

4) Applicants must 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**



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](http://www.cavecreek.org)

**Michael Baxley, Building & Fire Official (480) 488-6637**  
**Jessica Rolnick, Permit Technician (480) 488-6622**  
**Randy Richards, Building Inspector (480) 251-9292**  
**Alex Marincas, Plans Examiner (480) 351-6019**  
(Part Time - Mon. Tues)

## GENERAL INSTRUCTIONS

*(ALL INFORMATION ENTERED ON THE APPLICATION BECOMES 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 Cave Creek Town Hall, 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://mcassessor.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](http://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](http://www.azroc.gov)
- Town of Cave Creek Business License #:** 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.**



TOWN OF CAVE CREEK  
37622 N CAVE CREEK RD  
CAVE CREEK, AZ 85331  
PHONE: (480) 488-1400 FAX: (480) 488-0579  
[www.cavecreek.org](http://www.cavecreek.org)

INTAKE DATE  
PERMIT #:  
PNF#

**APPLICATION FOR PLAN REVIEW, BUILDING PERMIT, AND ZONING CLEARANCE**

SITE ADDRESS:

ASSESSOR PARCEL NUMBER:

SUITE # :

BUILDING # :

SUBDIVISION:

LEGAL LOT #:

PROJECT DESCRIPTION (PLEASE BE DETAILED):

FENCE INCLUDED: YES  NO  **CONTRACT VALUE OF JOB:**

NEW CONSTRUCTION  REMODEL  ADDITION  OTHER

**OWNER INFORMATION**

NAME:

ADDRESS:

CITY: STATE: ZIP CODE:

E-MAIL: PHONE #:

**APPLICANT CONTACT INFORMATION**

PROJECT CONTACT:

ADDRESS:

CITY: STATE: ZIP CODE:

E-MAIL: PHONE #:

**CONTRACTOR INFORMATION**

COMPANY NAME:

CONTACT NAME:

ADDRESS:

CITY: STATE: ZIP CODE:

E-MAIL: PHONE #:

TOWN OF CAVE CREEK BUSINESS LICENSE NUMBER:

STATE TAX #: ROC #:

I ATTEST THAT THE INFORMATION GIVEN ABOVE IS TRUE & CORRECT:

DATE: SIGNATURE:

PRINTED NAME: