



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**  
**Jane Layne, Building and Fire Safety Asst. (480) 488-6622**  
**Richard Esposito, Building Inspector (480) 488-6632**

## 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://mcaassessor.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 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 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.**