Town of Cave Creek

37622 N. Cave Creek Rd
Cave Creek, AZ 85331
480-488-1400 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.

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

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 2018 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

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 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 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	INTAKE DATE PERMIT #: PNF#

APPLICATION FOR PLAN REVIEW, BUILDING PERMIT, AND ZONING CLEARANCE

SITE ADDRESS:		
ASSESOR 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:

**** FOR REFERENCE ONLY, DO NOT COMPLETE****

Town of Cave Creek
Residential Code Plan Review Check List

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: 2018 International Residential Code.

Special Inspection Required	[ ] Geotechnical – Soil [ ] Structural – Masonry, Post Concrete A.B.

GENERAL

[ ] 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
[ ] 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
[ ] 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
[ ] Sheet # _____	Swimming pools, Spas are to be by separate permit.	TOCC Requirement
[ ] Sheet # _____	Provide a square footage summary for each of the following: *livable, garage, covered patios and porches, accessory buildings, decks*.	IRC Section: 106.1
[ ] Sheet # _____	Plans shall list the current adopted building codes in force as applicable to the project.	IRC Section: R106.1.1
[ ] Sheet # _____	Driveway shall meet the TOCC driveway standards	TOCC Requirement
[ ] Sheet # _____	For properties on Town water supply, is a fire hydrant located within 600 feet of the property?	2018 IFC Section: C102

FOUNDATION

[ ] 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
[ ] 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
[ ] 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
[ ] Sheet # _____	All wood columns shall be pressure treated unless supported on a 1" pedestal.	IRC Section: R317.1.4
[ ] 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 alternate 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. $^{5}/_{8}$" gypsum board or ½" 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 R702.3.5
[ ] 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 7¾" 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 solid or honeycomb steel doors not less than 1 3/8" 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 ½" gypsum board applied to the garage side. Garage beneath habitable rooms shall be separated from all habitable rooms above by not less than 5/8" 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: Listed flammable Vapor ignition resistant appliances.**	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 not be less than 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. 2nd 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: R311.7.6
[ ] 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: R311.7.2 R311.7.5
[ ] 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 sphere 4 3/8" in diameter on open sides of stairs and 4" at all other locations.	IRC Section: R312
[ ] Sheet # _____	The following shall be considered specific hazardous locations for the purpose of safety glazing: Glazing shall be suitable for hazardous locations.	IRC Section: R308.4

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. *Unvented attic assemblies* shall be permitted when the attic space is completely within the thermal envelope.	IRC Section: R806 R408.1
[ ] Sheet # _____	A masonry chimney shall extend at least 2 feet higher (minimum 3 feet at roofline) than any portion of the roof within 10 feet'. Factory built chimneys shall be listed and labeled and installed per manufactures installation instructions.	IRC Table R1005

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. *A sealed lateral analysis, prepared by an Arizona Registrant, will be required if the bracing does not comply with the conventional provisions.*	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
[ ] 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, Tables R602.7(1)(2)(3)

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 Appendix P
[ ] 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: P2804 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 complete 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 unobstructed 22" wide passageway large enough to remove the largest appliance, 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 and shall terminate on the outside of the building. It shall not exceed 35 feet in length (35' for gas dryers) with reductions for bends. The duct shall terminate not less than 3 feet from a property line.	IRC Sections: M1502
[ ] Sheet # _____	Exhaust hood system capable of exhausting in excess of 400CFM shall be provided with make-up air rate approx. equal to the exhausting rate.	IRC Section: M1503.6

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 E3609
[ ] Sheet # _____	All branch circuits that supply 125-volt, single-phase, 15- and 20-ampere receptacle outlets installed in kitchens, family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sun rooms, recreations rooms, closets, hallways, laundry areas and similar rooms or areas shall be protected by an arc-fault circuit interrupter(s).	IRC Section: E3902.16 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
[ ] 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
[ ] 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-ampre receptacle outlets installed outdoors shall be GFCI protected for personnel.	IRC Sections: E3901.7 E3902.3
[ ] Sheet # _____	Balconies, decks and porches that are accessible from the inside shall have 1 outlet installed within its perimeter.	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-ampre 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: 3901.12
[ ] 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, in addition to any required for equipment.	IRC Section: E3902.2 E3901.9
[ ] Sheet # _____	At least one wall switched lighting outlet shall be in each habitable room, kitchen and bathroom, hallways, stairways, attached garages and detached garages with electric power.	IRC Section E3903.3 E3903.2
[ ] 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 filed appliances in the dwelling and be interconnected.	IRC Section: R315
[ ] Sheet # _____	Water heater unit to have a disconnect per NEC 440.14 with working clearance per 620.5 & 110.26(A) and overcurrent protection per 440.21 and article 240 NEC	NEC Sections: 620.5, 110.26(A), 440.21 Article 240
[ ] Sheet # _____	Main bonding jumper shall not be installed in the subpanels	NEC Sections: 250-122

ENERGY CODE Per 2018 IECC

[ ] Sheet # _____	Plans shall include: □ R value and type of insulation (min R-38 Ceiling & R-13 Walls) □ Fenestration U-factor (minimum of 0.40) □ SHGC calculation (Solar Heat Gain Coefficient, Minimum of 0.25) □ Air Duct insulation R-value □ 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-3	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 3rd party inspector *unless the air handler and the entire duct system is located within the conditioned space.* Building framing cavities shall not be used as supply ducts	IECC Section: 403.3.2 403.3.3 403.3.4
[ ] Sheet # _____	At least 1 thermostat shall be provided for each separate heating and cooling system	IECC Section: 403.4.1
[ ] Sheet #	Outdoor intake and exhaust shall have either gravity or automatic dampers that close when the system is not running	IECC Section: 403.6
[ ] Sheet # _____	Provide full RESCheck Report per 2018 IECC signed by the applicant	

SETTLED 1870 · INCORPORATED 1986

RESIDENTIAL REVIEW
Planning Department

(Rev 1/12)

If necessary to be returned to applicant: _____Redlined Site Plan / Other_____
Reviewed by: _____Phone #: _____ Review Date:_____
Building Permit Application Submittal Date: _____ Building Permit No.: **BP-**_____
Assessor's Parcel No.: _____ **Zoning District:** _____
Project Description: _____
Project Location (Nearest Cross Streets): _____
Parcel Address (if assigned): _____
Is The Subject Parcel A Hillside Lot (Slopes Of 15% Or Greater)?: □ **Yes** □ **No**

Is The Subject Parcel Located within a Platted Subdivision? □ **Yes** □ **No**
Name of Subdivision: _____Subdivision Lot Number: _____
Is The Parcel Subject To Plat Stipulated Development Envelope? □ **Yes** □ **No**
The Size of the Development Envelope As a percentage (%) of the Gross Lot Area is: _____
The Required Setback Lines For The Plat Stipulated Development Envelope Are Indicated On The Site Plan As Follows:
Front Yard _____ Rear Yard _____ Interior Side Yard _____ Street Side Yard _____

Was The Subject Parcel Created By A Lot Split/Lot Line Adjustment? □ **Yes** □ **No**
Lot Split/Lot Line Adjustment Number: **L -**_____ / **LLA-**_____

SECTION A. ***RESIDENTIAL ZONING DISTRICTS BULK REGULATIONS CHART:***

ZONE	MAXIMUM BUILDING HEIGHT		MINIMUM YARD (FEET)		INTENSITY OF USE			
ZONING DISTIRICT CLASSIFICATION	STORIES	FEET	FRONT & REAR	SIDE	MIN. LOT AREA IN SQ. FT.	MIN. LOT WIDTH IN FT.	MAX. LOT COVERAGE	MAX. LOT DISTURBANCE
DR-190	2	25	60	30	190,000	300	10%	75%
DR-89	2	25	60	30	89,000	250	10%	75%
DR-70	2	25	60	30	70,000	250	10%	75%
DR-43	2	25	40	20	43,000	145	15%	75%
R-35	2	25	40	20	35,000	145	20%	75%
R-18	2	25	30	INTERIOR= 10 STREET=20	18,000	120	25%	75%

SECTION B. ***LAND USE TABLE REQUIREMENTS:***

Complies Yes	No	**Requirement**
___	___	**A *Land Use Table* is provided *on the Site Plan* which includes, at a minimum, the following information:**

_____ The Parcel Owner of Record
_____ Assessor Parcel Number (APN)
_____ Lot Area in Square Feet
_____ Lot Width
_____ Maximum Coverage Allowable
_____ Existing Coverage (s.f. & %)
_____ Proposed Coverage (s.f. & %)
_____ Total Coverage (s.f. & %)
_____ Address of the Subject Property
_____ Underlying Zoning District
_____ Hillside Designation
_____ Maximum Disturbance Allowable
_____ Existing Disturbance (s.f. & % of lot)
_____ Proposed Disturbance (s.f. & % of lot)
_____ Total Disturbance (s.f. & % of lot)

SECTION C. RESIDENTIAL SITE PLAN MINIMUM REQUIREMENTS:

Complies Yes	No	**No.**	**Requirement**
___	___	1.	A *maximum sheet size* for the *site plan* Is *24" x 36"*
___	___	2.	A *north arrow* and drawing scale is indicated *on the site plan*
___	___	3.	The *date t*he *site plan was drawn including any revisions is on the site plan*
___	___	4.	A *drawing legend* – if needed- is shown *on the site plan*
___	___	5.	A *vicinity map* is shown *on the site plan*
___	___	6.	A *legal description* of the *subject parcel* is indicated *on the site plan*
___	___	7.	The *dimensions* of all *property boundaries* are indicated *on the site plan*
___	___	8.	The *twelve (12') foot native habitat corridor* Is CLEARLY Indicated *on the site plan* for all parcels located within the *desert rural (DR) zoning districts*
___	___	9.	A *cross section drawing* of the *proposed structure* showing the *maximum height* from *natural grade* is provided
___	___	10.	*As-Built Sign-Off Certification* is provided *on the site plan* for those structures more than *twenty (20') feet in height*.
___	___	11.	The *distances* of all structures from all property lines are indicated *on the site plan*
___	___	12.	The required yard setbacks are indicated on the site plan as follows: *Front Yard* _____ *Rear Yard* _____ *Interior Side Yard* ____ *Street Side Yard* _____
___	___	13.	All *washes* located on the parcel are shown *on the site plan*
___	___	14.	The *general direction of drainage* on the site is indicated *on the site plan*
___	___	15.	All *driveway entrance & exit points* are indicated *on the site plan*
___	___	16.	*Plan profiles*, showing the slope and *length* of the *steepest slope* of the *driveway(s)* are indicated *on the site plan*
___	___	17.	The location & size of the proposed water meter, location, description and *size of all utility service lines* are indicated *on the site plan*
___	___	18.	The *location, height, and description* of existing and proposed *fences* and *walls*, by type, are shown *on the site plan*
___	___	19.	*Continuous legal access*, with a minimum width of twenty (20') feet, from the parcel to dedicated public road is indicated *on the site plan*
___	___	20.	The depiction, dimensions & Maricopa County Recorder's Docket & Page Number for all *easements* providing access are shown *on the site plan*
___	___	21.	The proposed *outdoor lighting* is indicated on*:* ____ The *Site Plan* ____ *Electrical Plan*
___	___	22.	A *native plant preservation, salvage and landscape plan* has been provided
___	___	23.	If Ranch Uses are proposed the following requirements apply: _____ The site contains a *minimum of two (2) contiguous acres* _____ The *corral fencing* is located at least *twelve (12') feet* from the property line, as not to encroach upon the Native Habitat Corridor
___	___	24.	If the subject parcel is *over one (1) acre*, provide a *detailed plan* which includes the following: ____ A *topographic map* with *contour intervals* at *two (2') feet* for all *areas,* which are to be *disturbed*

SECTION D. ACCESSORY LIVING QUARTERS REQUIREMENTS:

___ ___ ***Accessory Living Quarters* shall conform to the following:**

___ The *Underlying Zoning District* is *Desert Rural.*

___ The *Accessory Living Quarters* is *located within the buildable area*.

___ Common utility service meters serve both the principal and accessory living quarters.

___ A single driveway serves both the principal and accessory living quarters

___ The *maximum gross floor area* of the accessory living quarters (inclusive of all areas under a solid roof) *does not exceed fifty (50%) of the gross floor area of*

the principal residence

SECTION E. ***HILLSIDE REQUIREMENTS*** *(if applicable)*:

Complies Yes	No	**Requirement**
___	___	**If the parcel has *any portions* with a *natural slope of fifteen (15%) or greater* the following must be included *on the site plan* or as an attachment thereto:**
	___	*Cross-Hatching* has been provided for all portions of the parcel that exceed a *natural slope of fifteen percent (15%)*
	___	An *existing & proposed topographic map* with *two-foot contour intervals* showing the entire parcel has been provided *on the site plan*
	___	The *maximum height* of *each building from original natural grade* is shown along a cross section through each building *on the site plan*
	___	A *detailed grading plan* showing all *cut and fill slopes* has been provided included
	___	The *location* of the *proposed sewage disposal system* is indicated *on the plan*
	___	The *location* of all *utility service lines* are indicated *on the site plan*
	___	The *utility service lines* have been located within the *driveway graded area*
	___	The *existing & proposed exit points* of all *natural drainage channels* are indicated *On the site plan (Note that these features shall be preserved)*
	___	All *proposed retaining walls* have been shown *on the site plan*
	___	The *height* of the *proposed retaining walls* is indicated *on the site plan*
	___	A *Note* has been provided *on the site plan* indicating that: *"The finished surfaces of any retaining walls shall be stucco or other material to match the building finish and to blend into the natural setting"*
	___	A *Note* has been provided *on the site plan* indicating that: *"Driveways exceeding a slope of fifteen (15%) percent shall be no more than sixteen feet wide and shall be paved with asphalt tinted to blend in with the surrounding terrain"*
	___	A *Note* has been provided *on the site plan* indicating that: *"Vegetation shall be re-established on all exposed fill slopes, cut slopes and graded areas with a mixture of shrubs, trees or cacti to provide a basic groundcover, which will prevent erosion and allow for natural re-vegetation free of invasive species of weeds"*
	___	In lieu of the above noted requirement, A *Notation* shall be included on the site plan to the effect that: *"All exposed cut slopes shall be rip-rapped with stone or chemically treated to blend into the natural terrain"*
	___	Provision for the *sign-off certification of As-Built Driveways*, which are within slopes of *fifteen percent (15%) or greater* has been provided *on the site plan (Note that approval is required to be obtained by emergency services)*

SECTION F. ***ADDITIONAL COMMENTS / NOTES:***

_____

_____

_____

_____

1. ***Discussion between Town Staff and an applicant/contractor does not bind the Town. An applicant should expect that additional issues may likely be raised by the Town throughout the planning and site development process.***

PLANNING DEPARTMENT
TOWN OF CAVE CREEK
37622 NORTH CAVE CREEK ROAD
CAVE CREEK, AZ 85331
480-595-1930
www.cavecreek.org

TOWN OF CAVE CREEK
ENGINEERING DEPARTMENT
37622 North Cave Creek Road
Cave Creek, Arizona 85331
(480) 488-6600 (Office)
(480) 488-6627 (Fax)

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ENGINEERING PLAN SUBMITTAL REQUIREMENTS

Please check your plan against the listed items for compliance. The following checklist should be used as a guideline. Additional data may be required based upon complexity of the design and location.

Two (2) site plans, including the grading and drainage plan must be submitted to start the review process.

Cover Sheet

__1. Parcel number, legal description and site location map
__2. Site location map
__3. Project engineer's and owner's name, address, phone number, fax number & email address
__4. Buildings permit number
__5. Benchmark/on-site temporary benchmark (TBM)
__6. General notes/legend
__7. Arizona registered professional civil engineer's seal & signature

Site Plan Sheet

__1. North direction arrow & engineering scale
__2. Property lines/dimensions
__3. Building envelope/tracts/easements/floodplain boundaries
__4. Finished floor elevation & statement, "all finished floors shown on this plan are free from inundation during a 100-year peak runoff event."
__5. Contour lines/spot elevations
__6. Drainage patterns/arrows/grade breaks
__7. Quantify 100-year peak runoff event & delineate floodplains for all washes of 50 cfs or greater.
__8. Perpendicular cross-sections through site.
__9. Erosion protection should be provided for structures 20 feet or less from the nearest wash bank. Erosion protection for proposed structures must meet Arizona State Standards 5-96.
__10. Roadway and driveway locations and profiles. Significant cuts may require stabilization details. Any portions of the structure greater than 150 feet from the nearest improved road or Town of Cave Creek Right of Way will be required to develop a road with a minimum width of 20 feet with a minimum 95 % compacted 4-inch aggregate base course that must be stabilized.
__11. Culvert cross-section & profile. The minimum allowable culvert diameter is 24-inch. Culverts must be designed with headwalls at the inlet and outlet to Maricopa Association of Governments (MAG) or Arizona Department of Transportation (ADOT) Standards.
__12. Fences/block walls with type & location of drainage openings.
__13. Cut and fill slopes must not exceed 3:1 and 4:1 (horizontal to vertical), respectively and must be re-vegetated with native plants for erosion control. Steeper slopes can be stabilized with rock cover at 2:1 or certified to be stable by an Arizona Registered Geotechnical Engineer.
__14. Detail riprap pads or equivalent below all roof drains.
__15. Septic tank location or detail sewer line connection.
__16. On-site temporary benchmark near the proposed structure (TBM)
__17. Arizona registered professional civil engineer's seal & signature
__18. Add note "The area around the structure must be graded to drain 6" down for the first 10' from the structure."

Drainage Report

__1. USGS drainage area map
__2. Hydrologic analysis
__3. Culvert analysis
__4. Channel/wash hydraulic analysis
__5. Arizona registered professional civil engineer's seal & signature

ENGINEERING PLAN REQUIREMENTS FOR REVIEW OF

SINGLE FAMILY RESIDENCE

A complete site plan including a grading and drainage plan, drawn to scale must be submitted for engineering review and approval.

The Site Plan must include:

1. A title block (name, address, phone/fax number, and email address for the applicant and project engineer).
2. A location map (How do we get to your property for inspection purposes?).
3. A North direction arrow and engineering scale no more than 1:40.
4. The proposed structures included on the permit application and existing structures if any, on site.
5. Detail roadway access. Approval of driveway or private roadway access and connection to public roadway. May include drainage improvements within public right-of-way to be paid by the applicant.
6. Right-Of-Way. Determination of additional required roadway rights-of-ways and public utility easements.
7. Wastewater treatment facility connection. Details and plans for sewer connection. An application for approval to connect to the sewage system is required if the parcel is within 300 feet of the sewer system.
8. The dimensions of the property, set back dimensions of side, front and rear yards, and locations of easements, if applicable or building envelopes.
9. Any washes, drainage tracts, or drainage channels located on site, or bordering the site, that may involve or affect the drainage of the site to be developed.

The Grading and Drainage Plan must include the following items as apply to the plan:

1. Location of streets on the plan and include the name of all streets that border the property.
2. Show all finished floor elevation and the applicant's engineer must include a note that all finished floor elevations shown will be free from inundation during a 100-year peak runoff event. Prior to final inspection the original engineer will be required to submit as-built finished floor elevations.
3. Proposed contours, including existing contours or spot elevations.
4. Flow arrows indicating there is positive conveyance of runoff away from the structure.
5. Means of conveyance of runoff on-site (indicate swales, dips or pipes). Also provide a cross-section of these areas. If culvert pipes are proposed, indicate the size, type, and inlet and outlet elevations. All culverts must be designed by a civil engineer.
6. Indicate direction of flows and on-site and any off-site flows entering the site (include any grade breaks).
7. All proposed or existing fences or concrete masonry unit (CMU) walls on-site, including any gate openings. (If a CMU wall, indicate where the present or proposed drainage openings are or will be). Include total linear footage of retaining walls on the plan.
8. Cross-sections through both axis of the proposed structure from 50 feet outside of the property line.

In order to help expedite the review process, it is important that all inclusions be made prior to submittal of plans for review and approval.

If you have any questions, please contact Hal Marron, Town Engineer/Public Works Director at (480) 488-6625.