



PLEASE READ
IMPORTANT PERMITTING INFORMATION

NO GRADING, GRUBBING, EXCAVATION, STOCK PILING OF DIRT, SITE PREPARATION OR START-UP OF PROJECT BEFORE A BUILDING PERMIT IS ISSUED.

UP TO 500 SQ FT OR

100 SQ FT ON HILLSIDE LOTS MAY BE DISTURBED FOR SEPTIC TEST HOLES. AFTER PERMIT ISSUANCE, THE FIRST REQUIRED INSPECTION IS FOR A SITE LAYOUT FOR ALL CONSTRUCTION AND GRADING PROJECTS, BEFORE EXCAVATION.

***FOR MORE INFORMATION REGARDING THIS REQUIREMENT PLEASE CONTACT PLANNING & ZONING AT 480-488-6633.**

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.

Provide two (2) Site Plans and two (2) sets of Construction Plans, max. size of 24" x 36" 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).

ALL COMPANIES DOING BUSINESS IN THE TOWN OF CAVE CREEK ARE REQUIRED TO OBTAIN A BUSINESS LICENSE. PLEASE CONTACT THE TOWN CLERK WITH QUESTIONS OR APPLY AT <https://app.civicreview.com/application/5a3be8528d90d9000fd506d2>



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
Tracie Wilgus, Permit Technician (480) 488-6622
Ben Carr, Building Inspector (480) 359-8259
Jessica Rolnick, Plans Examiner/Building Inspector (480) 488-6631

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 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://mcaessor.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

For Office Use Only

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):

PERMIT TYPE: NEW BUILDING REMODEL ADDITION OTHER LIVABLE SQ. FT.

FENCE INCLUDED: YES NO

PROJECT VALUATION: \$

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:

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Deposit Amt: _____

Method of Pymt: _____ Ck #: _____

Rcvd By: _____

TOWN OF CAVE CREEK

Permit & Inspection Guidelines for Small-Scale Photovoltaic & Collector Type Solar Systems

- Two sets of site plans and two sets of construction plans shall be submitted for review.
- Basic site plans shall identify the location of all major components.
- Construction plans shall include the location of all new and existing components including the roof plan and elevations. Section details shall depict natural grade, top of roof and top of solar panels.
- Photovoltaic and collector panel mounting details shall be included in the construction plans.
- Provide information on roof structure(s) construction (truss or rafter size and spacing) and roofing material.
 - Is the combined weight distribution greater than 5 lbs per sq ft? If yes, engineering calculations will be required.
 - Is the roof structure older than 30 years old? If yes, engineering calculations will be required.
- The electrical diagrams shall include one-line and three-line diagrams.
- For direct current to alternating current conversions, the cut sheets and listings for inverters shall be included in the plans.
- Construction plan notes shall include a requirement that solar water heating equipment be installed in compliance with applicable plumbing codes and as prescribed by manufacturer.
- Plans shall depict; for residential installations a 3' wide clear pathway around the array. For commercial installations a 6' pathway is required

ABSOLUTELY NO WORK SHALL BEGIN PRIOR TO THE ISSUANCE OF A BUILDING PERMIT

Inspection Guidelines

1. Rough framing: Mounting attachment to the roof framing members and method of sealing all roof penetrations will be inspected at this time and prior to installation of cells.
2. Final Inspection:
 - a. Equipment, conduit and wiring installed according to approved plans.
 - b. PV and collector modules match plans.
 - c. PV modules and rails are properly grounded.
 - d. Cable and conduit are properly mounted.
 - e. Roof vents are unobstructed.
 - f. Contractor shall leave site clean and free of debris upon completion.
 - Ground mounted systems will follow all appropriate inspection guidelines for new construction.
 - Contractors or permit holder is required to provide a safe access for all rooftop inspections.

After The Town has approved your final inspection, APS notification is the permit holder's responsibility

SITE PLAN MINIMUM REQUIREMENTS

(For Solar Applications Only):

1. A maximum sheet size for the site plan is 24" x 36"
2. A north arrow and drawing scale
3. The date the site plan was drawn including any revisions is on the site plan
4. A drawing legend – if needed
5. The dimensions of all property boundaries
6. Any proposed outdoor lighting
7. A cross section detail which depicts the height of the structure that the array will go on and the proposed array height.

FOR GROUND MOUNTED ARRAYS THE ADDITIONAL INFORMATION MUST ALSO BE INCLUDED.

1. The twelve (12) foot native habitat corridor CLEARLY indicated on the site plan for all parcels located within the desert rural (DR) zoning districts.
2. The distances of structures to property lines
3. The required yard setbacks
4. All washes located on the parcel
5. The general direction of drainage
6. All driveway entrance & exit points
7. The location of all utility service lines
8. The location, height, and description of existing fences and walls
9. The depiction, dimensions & Maricopa County Recorder's Docket & Page Number for all easements providing access
10. A native plant preservation, salvage and landscape plan for areas proposed to be disturbed including access.
11. If the subject parcel is over one (1) acre, provide a detailed plan which includes a topographic map with contour intervals at two (2') feet for all areas proposed to be disturbed
12. A cross section detail which shows natural grade and the height of the proposed array.

Town of Cave Creek

Solar Plan Review Check List

Permit # _____ Parcel # _____ Date _____

Address _____

General

[] Sheet # _____ **Provide 2 sets of Site Plans and 2 sets of Construction Plans, max size of 24" x 36"** Structural Calculations and manufacture's cut sheets should accompany plans. Indicate scale and direction of North (site plan). IRC Section: R106.2

[] Sheet # _____ Plans shall list the current adopted building codes in force. 2018 IRC/IBC/IFC 2017 NEC IBC Section: 107.2.1

[] Sheet # _____ Fences, retaining walls are to be by separate permit.

Photovoltaic

[] Sheet # _____ The location of the photovoltaic system installation shall be indicated on the construction plans, including the roof plan and the elevations. All skylight locations must be indicated and access to shall be shown ARS 9-468 1(a)

[] Sheet# _____ Photovoltaic mounting details shall be included in the installation plans. Provide details for the manufacturers racking system. A design from a structural engineer may still be required. ARS 9-468 1(b)

[] Sheet# _____ The electrical diagrams shall include one-line and three-line diagrams ARS 9-468 1(c)

[] Sheet# _____ For direct current to alternating current conversions, the cut sheet and listings for inverters shall be included in the plans. ARS 9-468 1(d)

[] Sheet # _____ Calculations for the weight imposed on the roof shall be included on the plans IBC Section: 1603

[] Sheet # _____ For residential installations a 3' wide clear pathway must be maintained around the array. For commercial installations a 6' pathway is required. (Add note on plans for indication)

[] Sheet # _____ On every continuous 1000 sq ft of modules a 4' wide pathway must equally bisect the array.

[] Sheet# _____ An approval from a licensed structural engineer is required when the building is more than 30 years old or the combined additional weight exceeds 5lbs per foot. ARS 9-468 1(e)

Foundation

[] Sheet # _____ Footing details shall be located on the foundation sheet or the detail sheet and shall be cross referenced to the foundation plan. Specify the depth and size of all footings and pads. Show all reinforcing steel (vertical and horizontal) IRC Section: R 401/IBC Chapter 18

[] Sheet # _____ Footings shall be on undisturbed soil or approved fill. IRC Section: R 401/IBC Chapter 18