



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.cavecreekaz.gov

Adam Hicks, Chief Building & Fire Official 480-488-6631
Tracie Wilgus, Permit Technician 480-488-6622
Jenifer Lombardo, Plans Examiner 480-488-6631
Matt Breidel, Building Inspector 480-359-8259

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**.
Submittals must be sent to permits@cavecreekaz.gov

- 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:** Fair market value including labor and materials for permitted work or the contract price
- Owner Information:** This should be the same name on the Maricopa County Assessor's website. If not, we will require proof of ownership (copy of the deed).
- Applicant Information:** If the applicant is not the owner, an owner authorization 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 license number. We will verify the number and classification for the 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) 488-6622
www.cavecreekaz.gov

Date Received _____

Permit # _____

FOR OFFICE USE ONLY	
Deposit amount \$	_____
Method of payment	_____
Ck #	_____
Paid by	_____
Received by	_____

DEVELOPMENT SERVICES APPLICATION FOR CONSTRUCTION
SUBMITTALS MUST BE SENT TO PERMITS@CAVECREEKAZ.GOV

An incomplete application will not be accepted

PERMIT TYPE: COMMERCIAL BUILDING REMODEL ADDITION ELECTRICAL / PLUMBING / HVAC / SOLAR FENCE / WALL POOL SINGLE FAMILY RESIDENCE
 FIRE SPRINKLERS / FIRE ALARMS ACCESSORY BUILDING ZONING CLEARANCE OTHER _____

SITE ADDRESS: _____ PARCEL #: _____ LOT #: _____

SUITE #: _____ BUILDING #: _____ SUBDIVISION: _____ VALUATION: _____ LIVABLE SF: _____

PROJECT DESCRIPTION (PLEASE BE DETAILED): _____

OWNER INFORMATION

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL: _____ PHONE # _____

APPLICANT CONTACT INFORMATION

PROJECT CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL: _____ PHONE # _____

CONTRACTOR INFORMATION – IF OWNER BUILDER (residential only) check this box

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL: _____ PHONE # _____

TOWN OF CAVE CREEK BUSINESS LICENSE NUMBER: _____

STATE TAX #: _____ ROC #: _____

I HEREBY CERTIFY THAT I AM THE OWNER OR DULLY AUTHORIZED OWNER'S AGENT, I HAVE READ THIS APPLICATION AND THAT ALL INFORMATION IS CORRECT. I FURTHER CERTIFY THAT I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH ALL THE PROVISIONS OUTLINED HERON. SUBMITTAL OF THIS APPLICATION IS NOT AUTHORIZATION TO START CONSTRUCTION PRIOR TO ISSUANCE OF A PERMIT. DEPOSITS ARE NON-REFUNDABLE AFTER FIRST REVIEW HAS BEEN COMPLETED.

PRINT NAME: _____

SIGNATURE: _____ DATE _____



PROPERTY OWNER / AGENT AUTHORIZATION FORM

I (property owner) _____

Hereby authorize (owner's agent) _____

to make application to the Town of Cave Creek for the following (description of work) _____

Assessor Parcel Number _____

Physical Address _____

By signing this form, I hereby certify that I am the legal owner. I acknowledge and agree that I am ultimately responsible for all fees and work associated with the issuance of this permit.

Property owner (print) _____ Phone number _____

Property owner (signature) _____ Date _____

Email _____