



**TOWN OF CAVE CREEK**  
 Building & Fire Safety Department  
 37622 N Cave Creek Rd  
 Cave Creek, AZ 85331

Date: \_\_\_\_\_  
 Permit #: \_\_\_\_\_  
**For OFFICE Use Only**

Fee: \_\_\_\_\_  
 Paid: \_\_\_\_\_

## FIRE CODE PERMIT APPLICATION

OPERATIONAL PERMIT

APPLICATION DATE: \_\_\_\_\_

\* Each permit type requires a separate application

Please indicate which type of Fire Code Operational Permit, choose only one:

- Fire Sprinklers
- Carbon Dioxide Systems Used in Beverage
  - Dispensing Carnivals and Fairs
  - Combustible dust-producing operations
  - Combustible Fibers
  - Compressed Gases
  - Cutting and Welding
  - Dry Cleaning
  - Exhibits and Trade Shows
  - Explosives, Fireworks displays
  - Flammable and Combustible Liquids
  - Floor Finishing
  - Fumigation and Insecticidal Fogging
  - General Inspection
  - Hazardous Materials (above exempt amounts)
  - High-Piled Storage
  - Hot Work Operations (spark generating activities)
  - LP-Gas
  - Lumber Yards and Woodworking Plants
  - Miscellaneous Combustible Storage
  - Mobile Food Preparation Vehicle
  - Open Burning
  - Open Flames, Torches and Candles
  - Places of Assembly, Occ-Load \_\_\_\_\_ Private
  - Fire Hydrants
  - Pyrotechnic Special Effects Material
  - Repair Garage and Motor Fuel-dispensing Fac.
  - Special Event \_\_\_\_\_ Non-Profit \_\_\_\_\_

- Fire Alarms
- Spraying or Dipping Operations
  - State Licensed Facility-**Annual Inspection**  
Number of Beds \_\_\_\_\_
  - State Licensed Facility- **Day Care/Preschool**  
Number of Persons \_\_\_\_\_
  - State Licensed Facility Inspection- **Other Type**  
\_\_\_\_\_
  - Storage of Scrap Tires and Tire Byproducts
  - Tents** and Temporary Membrane Structures  
# of Tents requiring permit \_\_\_\_\_  
**Set-up Date:** \_\_\_\_\_  
Private Residential Party  YES  NO
  - Wood Products
  - Waste Handling
  - Other \_\_\_\_\_

**Firework/Pyrotechnic Company Information (if applicable)**

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Project/Event Address: \_\_\_\_\_ Business Name: \_\_\_\_\_

Description of Work/Event: \_\_\_\_\_  
Date of Event: \_\_\_\_\_

**Applicant Information (MUST BE COMPLETED)**

Applicant Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Event Information (when applicable)**

Event Address: \_\_\_\_\_  
 Set up Date \_\_\_\_\_ Set up Time \_\_\_\_\_  
 Discharge Date \_\_\_\_\_ Discharge Time \_\_\_\_\_  
 Head Pyro Name \_\_\_\_\_  
 Cell # \_\_\_\_\_  
 Email: \_\_\_\_\_

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## Fire Code Operational Permit Submittal Criteria

To better serve you and to expedite the permit application and review process please provide a complete permit package at the time of submittal. Permit Applications and Plans may be submitted electronically (see below), or via Mail to: Town of Cave Creek Building & Fire Safety Department, Attn: Permit Technician, 37622 N Cave Creek Rd, Cave Creek, AZ 85331 480-488-6622

**Electronic Submittal:** Once you have filled out the application, save to your computer and email (along with any other required items, (such as site plan, certificate of insurance, pyrotechnic certification, etc.) to: [twilgus@cavecreekaz.gov](mailto:twilgus@cavecreekaz.gov). Once reviewed, the Permit Technician will provide you with a Permit Number and the required fees via email. You may pay with a Credit Card(VISA/MasterCard Only), Check or Cash when you pick up the approved permit. To receive your permit via email you must pay with a credit card.

- **A fully completed permit application** - All applicable areas need to be filled in *including* the “**Description of Work/Event**” field.
- A completed HMIS (Hazardous Materials Inventory Statement) is required for all Flammable or Combustible Liquids permits, **and hazardous materials permits**.
- Site Plans and Floor/Seating Plans are required for Places of Assembly permits (Events), Carnivals and Fairs, and Exhibition and Trade Shows.
- For CO2 Systems, provide two sets of shop drawings and all cut sheets for the entire system.
- Plans shall show intended use of all rooms. Name of project, job address, and the name of the person who is designing the system must be on all sheets.
- Storage plans and associated fire sprinkler density calculations are required for High-Piled or Miscellaneous Storage Permits.
- Tents and Temporary Membrane Structures require a Site Plan (to scale). A Seating/Floor Plan is also required when the occupant load is 50 or more.
- Additional items may be required by Town of Cave Creek Building & Fire Safety during review.

### **FOR FIREWORKS/PYROTECHNICS DISPLAY PERMITS, THE FOLLOWING DOCUMENTS ARE REQUIRED WITH SUBMITTAL:**

- The firework company/provider is responsible for obtaining the permit and scheduling the inspection. Applications must be submitted at least 20 days prior to event.
- A plan establishing procedures to follow and actions to be taken in the event that a shell fails to ignite in, or discharge from, a mortar or fails to function over the fallout area or other malfunctions shall be included with the permit application.
- Outdoor fireworks displays shall include a diagram of the location at which the fireworks display will be conducted, including the site from which fireworks will be discharged; the location of buildings, highways, overhead obstructions and utilities; and the lines behind which the audience will be restrained shall be included with the permit application
- Pyrotechnics before a proximate audience shall include plans indicating the required clearances for spectators and combustibles, crowd control measures, smoke control measures and requirements for standby personnel and equipment shall be included with the permit application.
- Approved fireworks and pyrotechnic articles shall be handled by an approved, competent operator. A copy of an approved certificate of fitness shall be included with the permit application.
- A CERTIFICATE OF INSURANCE OF ONE MILLION DOLALRS (\$1,000,000) GENERAL LIABILITY PLUS FIVE MILLION DOLLARS (\$5,000,000.00) IN EXCESS LIABILITY NAMING THE TOWN OF CAVE CREEK AS AN ADDITIONAL INSURED MUST ACCOMPANY THIS APPLICATION.
- Evidence that a Fire Department has been contracted with, or has agreed, to provide ONSITE equipment & personnel in the event of a fire or emergency during the shoot. The Fire Inspector may immediately discontinue the firework or pyrotechnic display if a hazardous condition exists.

\*Permits shall be obtained prior to any work commencing or inspection occurring.

If the work begins prior a permit is issued, a double fee will be charged and a Citation may be issued.\*