



Town of Apex  
Building Inspection Division

# COMMERCIAL EXPRESS PLAN CHECK REQUEST APPLICATION & SCHEDULING CONFIRMATION

**OFFICE USE:** An Express Plan Check Session has been scheduled:

		P.M.
Date	Day	Time

Project Name \_\_\_\_\_  
 Project Address \_\_\_\_\_  
 Contact Person Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Application Date \_\_\_\_\_  
 Lot Number: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Mobile Number: \_\_\_\_\_

**Project Designers of Record, Owner and Project Contact Person to be in attendance at the plan check session. The individual who seals the plan must be in attendance.**

<u>Profession</u>	<u>Name</u>	<u>This individual will attend</u>	
		<u>Yes</u>	<u>No</u>
Architectural	_____		
Structural	_____		
Electrical	_____		
Plumbing	_____		
Mechanical	_____		
Fire Suppression	_____		
Fire Alarm	_____		
Owner	_____		
Design Coordinator	_____		

Building Occupancy Classification:  Primary  Secondary  Incidental  Accessory

**Note: Storage occupancy requires: MSDS sheets, quantities, storage height and type (i.e. rack, bin, pile) with plan review package.**

Nature of Business:  Business Office  Medical Office  Restaurant  \_\_\_\_\_

Additional Description of Business Activities: \_\_\_\_\_

A completed Commercial Projects Plan Checklist has been provided with the application

No. of stories \_\_\_\_\_ Construction Type \_\_\_\_\_ Total Bldg SF \_\_\_\_\_ SF to be Reviewed \_\_\_\_\_

<u>Yes</u>	<u>No</u>	
Is the building equipped with an automatic sprinkler system?		Type of System:
Does the building have a standpipe?		Does the Building have a fire alarm? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the building have a fire pump?		If yes, is the pump new or existing? <input type="checkbox"/> New <input type="checkbox"/> Existing
Have plumbing fixture calculations been provided?		
Does the building have a grease trap or separator?		If yes, contact David Hardin, Pretreatment and Operations
Does the building require approval from Wake Co.?		Supervisor to confirm size and type (249-3366)
Description of proposed work:		

Special Conditions:

Alternate materials or methods  
included in design:

**Staff Use:**

This application has been approved with the conditions listed below  This application has been denied with the conditions listed below

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Start Time: \_\_\_\_\_ P.M. End Time: \_\_\_\_\_ P.M. Total Time: \_\_\_\_\_ Hours Amount paid with application: \$ \_\_\_\_\_ Amount due: \$ \_\_\_\_\_ Approved By \_\_\_\_\_



# Commercial / Residential Express Plan Check Procedures

Town of Apex  
Building Inspections Division  
Phone 919-249-3418 Fax 919-249-3407

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## General Provisions

- Scope:** All construction projects will be considered but due to the limited size of our staff it is not feasible for us to undertake large or complex projects that will exceed 8 man hours per session.
- When:** Express Plan Check takes place on Wednesday evenings, twice a month.
- Scheduling:** The project design coordinator may contact the express coordinator to identify available dates and times. The project design coordinator must be a licensed design professional except for small tenant improvements and alterations less than 1,500 square feet of total tenant area for which the owner may coordinate. The express plan check application shall be forwarded to the express coordinator for processing and booking. An application fee of \$600 must accompany the application. Please refer to the application and this package for all required documentation to complete your booking. Express Review Application must be submitted within 48 hours of the initial scheduling to confirm your time and date.
- Booking:** The applicant will be contacted after the application and documentation is reviewed and the proposed project is determined to be appropriate for express plan check. A confirmation by fax or email will be sent identifying the date and time.
- Cancellation/  
Rescheduling:** Cancellation must be made three (3) business days prior to the scheduled meeting time. A first time \$200 cancellation/rescheduling fee will be charged if made before the deadline. A second time \$400 cancellation/rescheduling fee will be charged if made before the deadline. A third time cancellation/rescheduling will eliminate the project from the express plan check program. If the project is cancelled after the deadline, a minimum one-hour fee will be charged. The person or firm scheduling the review will be the party responsible for the fees.
- Cost:** \$600 for the first hour and \$150 per additional 15 minute increment. This charge is not credited toward the cost of the permit. Town staff will determine the number of plans examiners to provide for each project based upon size and complexity.
- Plans:** Plans shall be available at the scheduled time and all plans must be assembled and ready for review. Sealed plans must be included in the package when the design involves trusses, precast products, etc.
- Commercial/Residential Projects:**
- Three (3) copies are required, four (4) if Wake County Environmental Health Department approval is required. If more copies of the plans are required due to an increase in the number of plans examiners a request for these additional plans will accompany the confirmation. The applicant is responsible for the coordination of Health Department plans examiner and any required express plan check fees required by Wake County.
- Prior Approvals:** A North Carolina licensed design professional must seal all plans.
- Projects that require any type of approval (Site Plan, Planning Department, Town Council, Special Use, etc.) must have these approvals in place prior to the Express Plan Check (unless approved by the Plans and Permits Supervisor). A Certificate of Zoning Compliance approved by the Planning Department must accompany all projects which include a new tenant or a change of tenant, even if there is no change of use.
- Special  
Conditions:** Any special conditions or exceptions to the code that the designer contends are allowable must be verified to be acceptable prior to the express review.
- Attendees:** The owner, project coordinator, project contact person and all individuals whose professional seal is on the project plans (engineer, architect, and sprinkler designer) must be in attendance. Failure of one of the required parties to attend will result in the immediate rejection of the application without review. All fees will be forfeited.
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**Permit Issuance:** Permit applications are normally processed within 24 hours of approval. The permit will be issued upon payment of the permit fees. If permits are not picked up within 30 days of the review, they will be cancelled and the project must be submitted through the regular plan review process.

**Payment:** A \$600 plan check fee must be presented with the initial application with the remainder due at permit issuance. If services are rendered and a permit is not issued, payment must be made within 10 working days. Failure to pay may result in discontinuance of all future services. A bill will be sent to the person or firm who schedules the review.

#### **Express**

**Coordinator:** Samantha Ewens                      919-249-3383                      [samantha.ewens@apexnc.org](mailto:samantha.ewens@apexnc.org)

**Delivery Location:**    **By Mail:**

Town of Apex  
Inspection Division  
Attn: Express Coordinator  
P.O. Box 250  
Apex, NC 27502

**In Person:**

Town of Apex  
Inspection Division  
Attn: Express Coordinator  
Town Hall Campus  
73 Hunter Street

- Action Steps:**
1. Contact the Express Coordinator to determine an available date and time and schedule a tentative review time. Request an application and the Express Information Package.
  2. Complete and return the express review application via mail, fax, or email (PDF format) directly to the Inspection Division for review within 48 hours after scheduling the tentative review time. Failure to respond within 48 hours may result in a rescheduling or loss of review time.
  3. After receiving the express review application, staff will evaluate your request. If the application is complete and the project is suitable for Express Plan Check, a confirmation by fax or email will be sent and may include specific conditions.
  4. Submit a completed Commercial Projects Permit Application or One and Two Family Permit Application at least one (1) week prior to Express Review Date.
  5. Time of Review: All required attendees must be present at the scheduled time. Plans shall be complete, and shall be separated into the required number of sets and ready for review. Insufficient number of plans, layers not printed, improperly bound sets, and designer of record not present are all reasons for immediate rejection. PLEASE BE PREPARED.

Plans should rarely be denied if all the requested information is present at the time of review. However, if the Express Plan Check results in a rejected set of plans, then the permits cannot be issued until the all outstanding issues have been resolved. If the plans are denied, then the applicant may choose to have the plans re-reviewed at another express review or submit the plans into the regular review process, which would then have regular review times for completion. Re-review fees are charged as for first-time reviews (see COST above).

#### **Application Requirements**

1. In addition to the Express Plan Check Application, a Commercial Projects Permit Application or One and Two Family Permit Application is required at least one (1) week prior to the scheduled express review.
2. Describe the proposed work (be complete, specific, and accurate). Be sure to include any specialized design components or features. The more information you supply, the higher the probability of a successful review.
3. Provide the correct street address of the building and suite number (if applicable). This allows us to set up the project in our database and identify any potential conflicts (i.e. zoning, floodplain, etc.) prior to the scheduled review session. If an address has not been assigned contact Will Brown with the Planning Department at 919-249-3336.
4. Provide the contact person's name, telephone number, fax number, mobile number, etc. in case we need to communicate any additional information prior to the review session. It is noteworthy to point out that the contact person must be completely knowledgeable about the project and have the ability to make administrative changes.
5. Provide names, addresses and NC license number of all applicable contractors. This information must be added to the application prior to the release of the permit.

**Any questions or comments regarding this service may be directed to Samantha Ewens, Plan Review Supervisor at (919) 249-3383 or by email at [Samantha.ewens@apexnc.org](mailto:Samantha.ewens@apexnc.org).**

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