

Instructions for Registering and Uploading a New Project using IDT Plans

If you have any questions, please call Jean Weatherman at (919) 249-3394.

First time users must register before uploading plans.

The screenshot shows the Town of Apex Contractors Plan Room website. The browser address bar displays <http://townofapex.contractorsplanroom.com/secure/>. The website header includes the Town of Apex logo and navigation links: Home, Site, Projects, Plan Review, Directory, Support, and Contact Us. A search bar for projects is also present. A yellow warning banner indicates that Internet Explorer 7 is no longer supported. The main content area is divided into three columns:

- Forms and Checklists:** Includes links for Planned Unit Development Conditional Zoning, Residential Master Subdivision, Non-Residential Master Subdivision, Major Site Plan, Minor Site Plan, Construction Plan, and Plat Review.
- Submit a New Project:** Describes the submission process and includes a [Submit a Project for Review](#) button.
- View Submitted Projects:** Explains the submittal overview page and includes a [Submittal Overview](#) button.

The footer contains three sections: 'Help us improve!' with links for 'Make a suggestion' and 'Report a problem'; 'Contact' with links for 'Support' and 'Contact Us'; and 'Site' with links for 'Privacy Policy' and 'User Agreement'.

Internet Explorer 7 is no longer supported. For best results, Upgrade to IE 9. Why was support dropped?

Town of Apex Electronic Plan Review

Forms and Checklists

- Planned Unit Development Conditional Zoning
- Residential Master Subdivision
- Non-Residential Master Subdivision
- Major Site Plan
- Minor Site Plan
- Construction Plan
- Plat Review

Submit a New Project

Submitting a project for plan review is easy, just click the button below to get started and follow the on screen instructions.

[Submit a Project for Review](#)

View Submitted Projects

The submittal overview page displays all of your submitted projects, their current status, and also allows you to begin the resubmittal process.

[Submittal Overview](#)

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Site: Town of Apex | Jean Weatherman | Log Out

Home | Site | Projects | Plan Review | Directory | Support | Contact Us

Search Projects

Click to submit a new project for review

Plan Review Submittal

Step 1: Application | Step 2: Upload Files | Step 3: Confirm And Submit

Electronic Plans Submittal

Fields in bold are required.

General Project Information

Project or Subdivision Name: required

State: NC required

County: Wake required

Jurisdiction: Town of Apex required

Application Type: Select [Help me choose an application type.](#) required

[Save and Continue](#)

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Search Projects

Fill in all information and click "Save and Continue"

http://townofapex.contractorsplanroom.com/secure/project/permits/3step=checklistdat Permit Application

File Edit View Favorites Tools Help

Convert Select

Staples Advantage Internet Explorer 9 - Micro... Internet Explorer 9 - Micro... Suggested Sites Home Feeds () Read mail Print Page Safety Tools Help

 **TOWN OF APEX** Site: Town of Apex Jean Weatherman Log Out

Home Site Projects Plan Review Directory Support Contact Us Search Projects

Plan Review Submittal

Step 1: Application Step 2: Upload Files Step 3: Confirm And Submit

Electronic Plans Submittal

Fields in bold are required.

Contact Information - Owner / Developer

Please select the appropriate contact from the drop down menu.
If the appropriate contact is not listed in the drop down menu select the "Add A New Contact" option.

Owner / Developer:

Select contact information and click "Save and Continue"

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http://townofapex.contractorsplanroom.com/secure/project/permits/index.cfm Permit Application

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Home Site Projects Plan Review Directory Support Contact Us Search Projects

Plan Review Submittal

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Electronic Plans Submittal

Fields in bold are required.

Contact Information - Plans Prepared By

Please select the appropriate contact from the drop down menu.
If the appropriate contact is not listed in the drop down menu select the "Add A New Contact" option.

Plans Prepared By:

Select information and click "Save and Continue"

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http://townofapex.contractorsplanroom.com/secure/project/permits/?step=parceldata&... Permit Application

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Home Site Projects Plan Review Directory Support Contact Us Search Projects

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Electronic Plans Submittal

Fields in bold are required.

Project Data

Nearest Major Intersection:

Location:

Project Address:

Project Description / Revisions Being Made:

All plans shall be prepared by a professional engineer, land surveyor, architect or landscape architect registered in the state of North Carolina.

Plans Prepared By:

Save and Continue

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Enter information and click "Save and Continue"

http://townofapex.contractorsplanroom.com/secure/project/permits/index.cfm?step=cc... Permit Application

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Fields in bold are required.

Project Data

Please enter all of the Parcel Numbers associated with this project

Assessor Parcel Number(s): [Add A Parcel No.](#)

Save and Continue

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Click "Add a Parcel No." and add information

Enter information and click "Save and Continue"

http://townofapex.contractorsplanroom.com/secure/project/permits/index.cfm?step=ct

Permit Application

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Applicant: Jean Weatherman **Phone:** (919)2493394
Address: P.O. Box 250 Apex, NC, 27502 **Fax:** (919)2493416 **Email:** jean.weatherman@apexnc.org

Property Owner(s): To Be Determined

All plans shall be prepared by a professional engineer, land surveyor, architect or landscape architect registered in the state of North Carolina.

Plan Prepared By: Engineer
Firm: To Be Determined

OWNERS STATEMENT:
I, _____, acting as agent for the owner/developer hereby submit the attached site plan for review. I understand that failure to address any item listed above shall result in the plan not meeting the minimum submission requirements and said plan shall be returned to me for revision and resubmission prior to review.

X _____ / / /
Signature

I, acting as agent for the owner/developer hereby submit the above application for review. I understand that failure to address any item listed above shall result in the plan not meeting the minimum submission requirements and said plan shall be returned to me for revision and resubmission prior to review.

Confirm Edit

Click button and click "Confirm"

http://townofapex.contractorsplanroom.com/secure/project/step=uploadconfdata&pn

www.contractorsplanroom...

File Edit View Favorites Tools Help

Convert Select

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Electronic Plans Submittal
*Fields in **bold** are required.*

Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

Mt. Zion Church Road Improvements - Application Submittal 001

No files have been uploaded.

Upload files Delete selected files Save and continue uploading later Invite a consultant to upload Help

Save and Continue

Help us improve! Contact Site

Click "Upload files"

http://townofapex.contractorsplanroom.com/secure/project/plan_review/?step=subcon

Plan Review

TOWN OF APEX

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Plan Review Submittal

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*Fields in **bold** are required.*

Confirm and Submit

Please confirm your submittal package by clicking the "Submit For Review" button below. Once you confirm your submittal, an automatic notification email will be sent to the review agency and the review process will begin.

Confirm and Submit for Review

Click "Confirm and Submit for Review"

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Plan Review

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Confirm and Submit for Review

Message from webpage

Are you sure that you want to submit for review at this time?
You will be unable to upload documents or edit your application once you confirm.

OK Cancel

Click "OK"

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