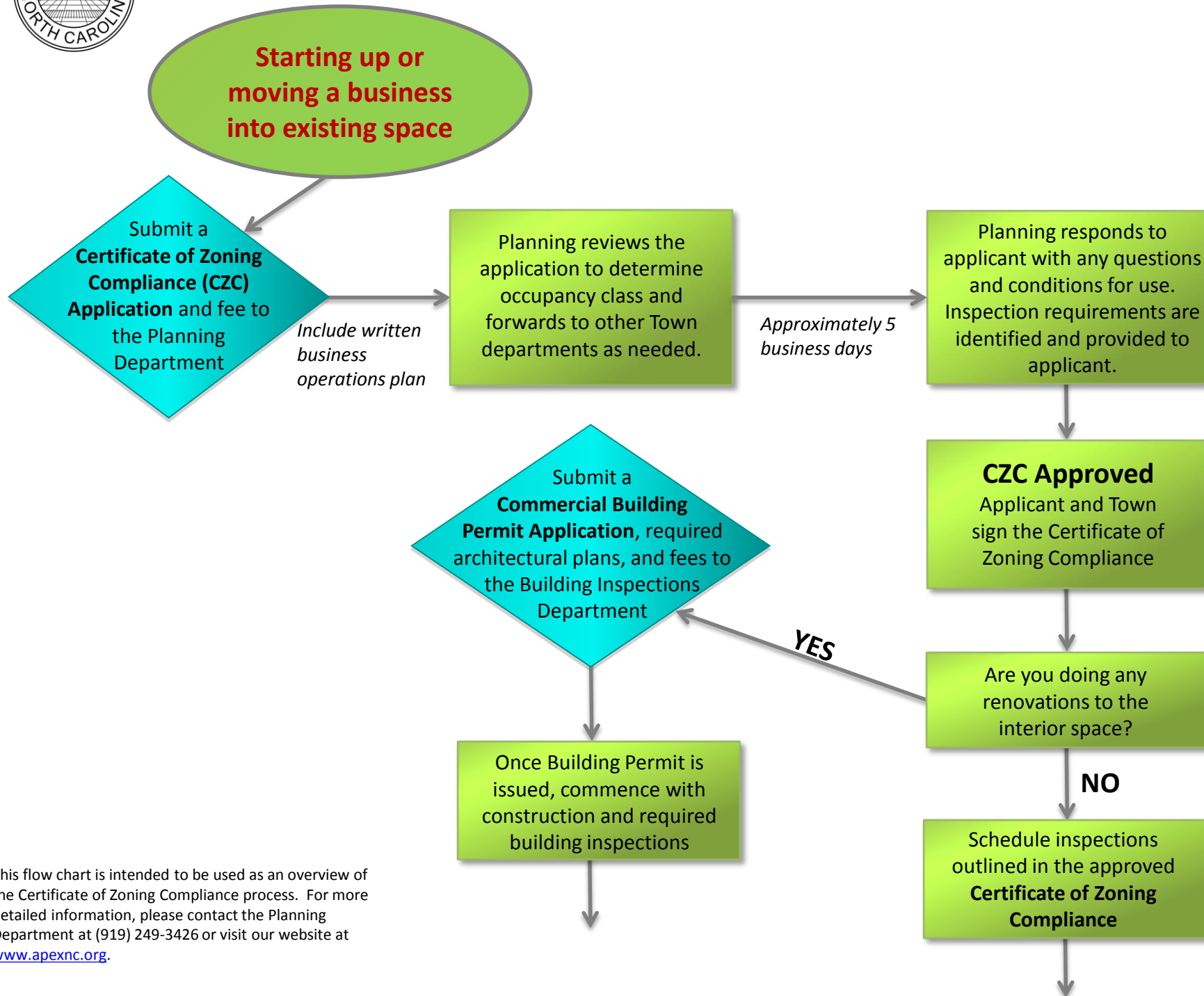
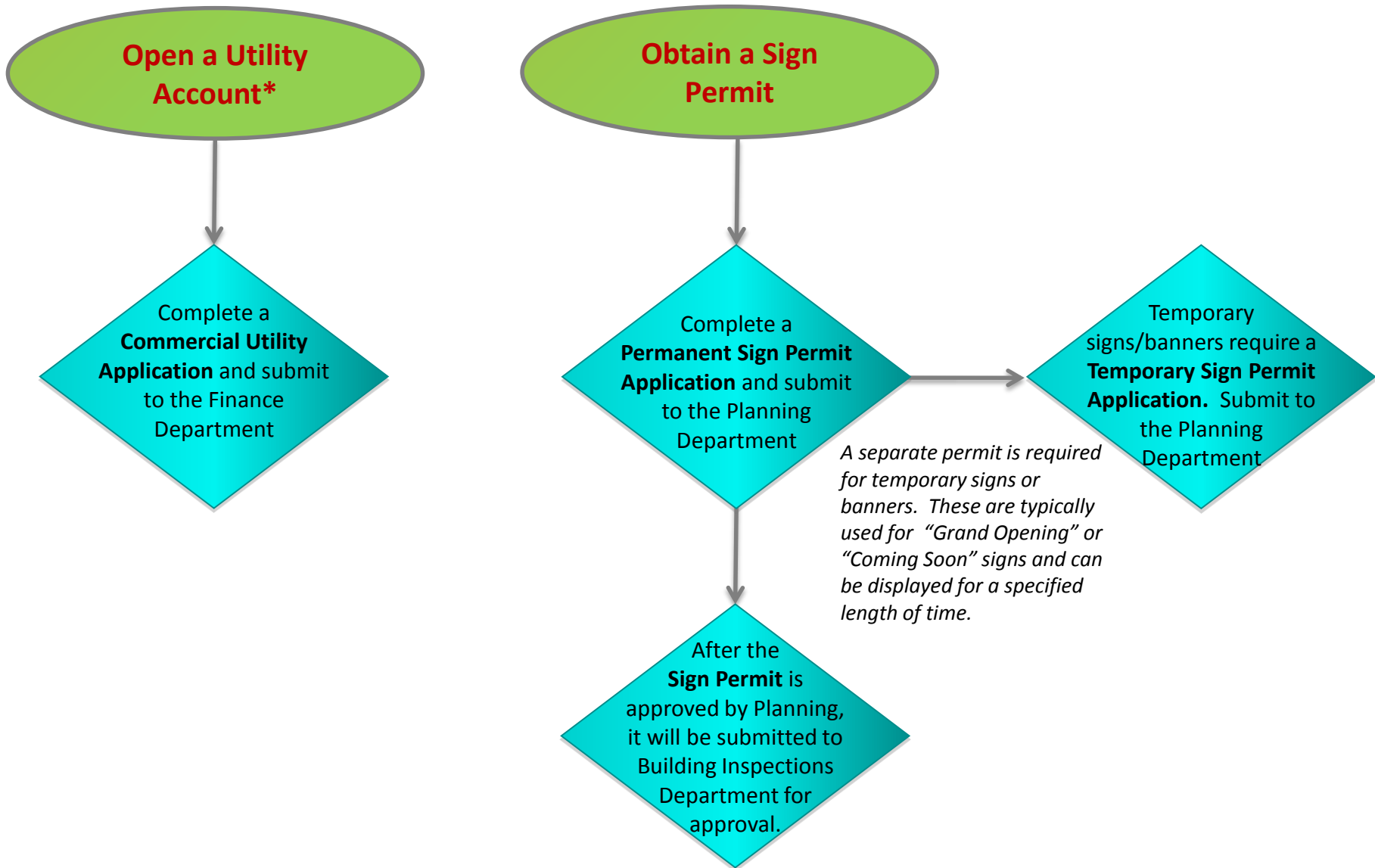




# Town of Apex Business Development Process Flow Chart (Existing Buildings)



This flow chart is intended to be used as an overview of the Certificate of Zoning Compliance process. For more detailed information, please contact the Planning Department at (919) 249-3426 or visit our website at [www.apexnc.org](http://www.apexnc.org).



**\* Requests for Commercial Utility Services**

Accounts established for commercial service will require a Federal Tax ID number and the signature of an authorized representative. Accounts established for non-incorporated business' will require the Social Security number and signature of the individual operating the business. Deposits for commercial accounts are based on two month's average bill for the location.



## Town of Apex Business Development Contacts

**Our seasoned municipal professionals can assist you in site selection, zoning compliance, permitting, engineering, building codes, and inspections. Talk to us - we're here to help!**

### **Rezoning, Site Plans, and Special Use Permits**

*(for new building locations)*

[Brendie Vega](#), (919) 249-3339: Principal Planner

[Amanda Bunce](#), (919) 249-3529: Senior Planner

### **Small Town Character Overlay District**

*(for businesses located in downtown Apex)*

[Mike Clark](#), (919) 249-3331: Senior Planner

### **Certificates of Zoning Compliance and Sign Permits**

*(for existing building locations, existing shopping centers, etc.)*

[Brenda Culbertson](#), (919) 249-3437: Planning Technician

### **Zoning Compliance**

[Steve Yates](#), (919) 249-3333: Zoning Compliance and Landscape Supervisor

### **Transportation Engineering**

[Russell Dalton](#), (919) 249-3358: Transportation Engineer

### **Development Plans/Site Civil Construction Plans, Water and Sewer Permitting, Infrastructure Bonding**

[Jean Weatherman](#), (919) 249-3394: Development Services Supervisor

[Jessica Sloan](#), (919) 372-7467: Administrative Specialist

### **Standard Specifications and Standard Details**

[Adam Stephenson](#), (919) 249-3417: Senior Engineer

### **Utility and Roadway Construction Inspections**

[Eric Battle](#), (919) 249-3510: Infrastructure Inspections Manager

### **GIS (Geographic Information Services)**

[Steve Nelson](#), (919) 249-3311: GIS Analyst

### **Building Permits and Fees**

[Anne Brock](#), (919) 249-3384: Senior Permit Specialist

### **Building Plan Review**

[Samantha Ewens](#), (919) 249-3383: Plans and Permits Supervisor

### **Building Inspections**

[Rudy Baker](#), (919) 249-3381: Code Enforcement Supervisor