



# ELECTRONIC RECORD DRAWING REVIEW SUBMITTAL

The Record Drawing Certification (see below) must be included on each record drawing sheet submitted for review prior to upload to IDT.

Enter the following address in your web browser to access IDT: <https://townofapex.idtplans.com/secure/>

## RECORD DRAWING CERTIFICATION

This record drawing has been reviewed by the Town of Apex Water Resources Infrastructure Inspections Division. To the best of my knowledge and belief, the record drawing conforms to the requirements established in the Standard Specifications and Details of the Town of Apex, the approved Construction Drawings, and the Record Plat.

By: \_\_\_\_\_ By: \_\_\_\_\_  
Infrastructure Inspections Manager Infrastructure Inspector

In addition, to the Electronic Record Drawing Submittal in IDT (see Electronic Record Drawing Submittal Process on next page), one (1) hard copy (**bond paper only**) signed/sealed Record Drawing set shall be delivered to Development Services, 73 Hunter Street, 3<sup>rd</sup> floor for review by Inspector and Manager. Subsequent hard copies will not be required after the first review submittal.

The AutoCAD drawing submittal will be requested for upload to IDT after the Record Drawings have been approved by the Inspector and Manager. The GIS Technician will be allowed up to 3 business days to review and approve or reject the AutoCAD drawing submitted. Please see the AutoCAD Record Drawing Supplement at the end of the Record Drawing Checklist for CAD requirements.



## ELECTRONIC RECORD DRAWING SUBMITTAL PROCESS

### Step 1

Upload Record Drawing Submittal to [IDT](#) (See Slides 3 – 8 for Help on Submitting a New Project).

In addition to the Record Drawings include the following items in the electronic upload to IDT:

- ◆ [Record Drawing Checklist](#)
- ◆ Water Certification
- ◆ Sewer Certification
- ◆ Bond Estimates



### Step 2

Record Drawing Submittal is accepted and routed for review by Inspector and Manager. Allow up to 3 days for review.

If no comments Inspector and Manager approves Record Drawings...project proceeds to Step 4.



### Step 3

Engineer makes any necessary revisions to Record Drawings based on comments provided by Inspector and Manager and uploads all the files again for final review and signature.

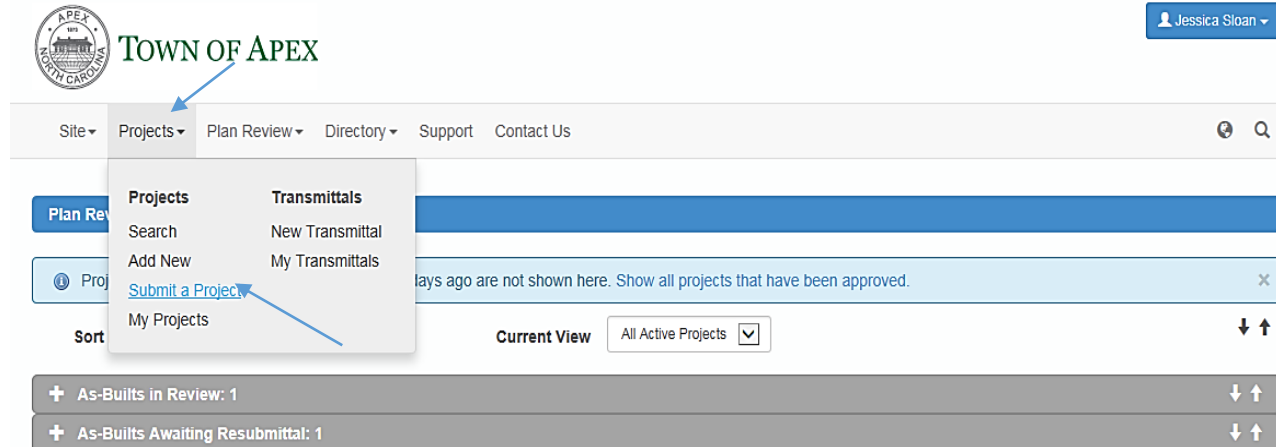


### Step 4

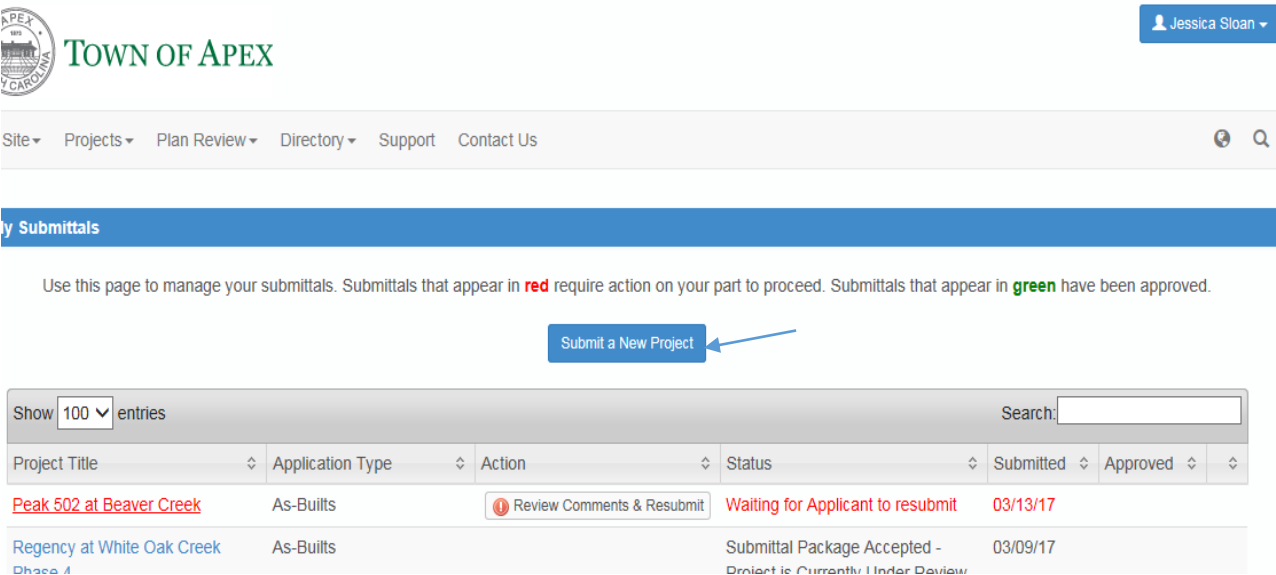
Engineer uploads AutoCAD drawing to IDT for review. Allow up to 3 days for review.

Continue Step 4 until AutoCAD drawing is approved by GIS Technician.

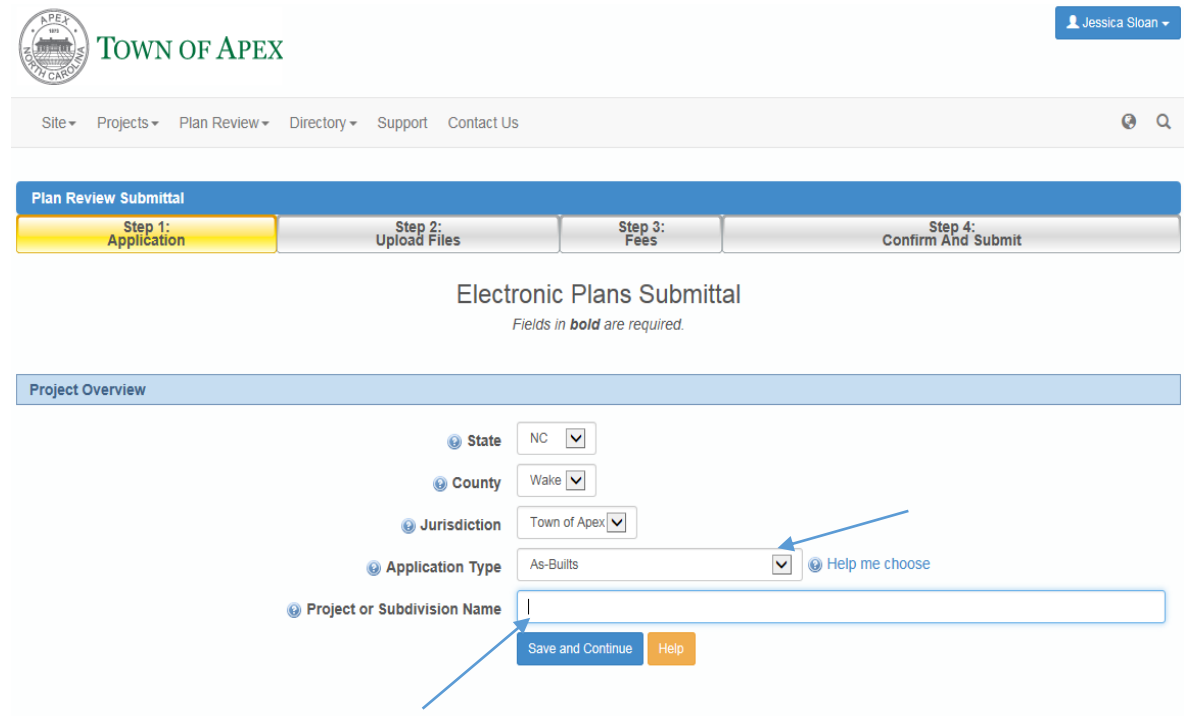
# GUIDE TO SUBMITTING A NEW RECORD DRAWING SUBMITTAL IN IDT



STEP 1: Select Projects from the Menu Toolbar and then Select “Submit a Project” from the drop down menu.



STEP 2: Select “Submit a New Project”



STEP 3: For Application Type - select “Record Drawing” from the drop down menu and then Enter the Project or Subdivision Name

# GUIDE TO SUBMITTING A NEW RECORD DRAWING SUBMITTAL IN IDT

**TOWN OF APEX**

Site ▾ Projects ▾ Plan Review ▾ Directory ▾ Support Contact Us

Plan Review Submittal

Step 1: Application Step 2: Upload Files Step 3: Fees Step 4: Confirm And Submit

Electronic Plans Submittal

Fields in **bold** are required.

Engineer **To Be Determined - N/A**

Save and Continue Help

STEP 4: Engineer: Select the Engineer from the drop down list and then click Save and Continue

Electronic Plans Submittal

Fields in **bold** are required.

Confirm Your Application

Please review your application below for accuracy and use the edit button to make corrections if necessary.

**TOWN OF APEX**

As-Built  
Town of Apex North Carolina  
P.O. Box 250 | Apex, NC 27502  
P: (919)2493400 | F: (000)0000000 | E: jean.weatherman@apexnc.org

**Project Overview**

<b>Project Title:</b> Salem Pointe	<b>Jurisdiction:</b> Town of Apex
<b>Application Type:</b> As-Built	<b>State:</b> NC
<b>Workflow:</b> As-Built Review	<b>County:</b> Wake

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

Confirm Edit

STEP 5: Check the box next to the Certification Statement and then click Confirm

# GUIDE TO SUBMITTING A NEW RECORD DRAWING SUBMITTAL IN IDT

Plan Review Submittal

Step 1: Application    Step 2: Upload Files    Step 3: Fees    Step 4: Confirm And Submit

## 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.


Salem Pointe - 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








STEP 6: Click upload files. A browser window will appear for you to select your files. Click Save and Continue.

This page will allow you to upload your project documents. Use the  button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (.pdf,.dwg).

Select files

Add files to the upload queue and click the start button.

Filename	Size	Status
004 Salem Pointe-C200 Utility.pdf	3.6 mb	0% 
005 Salem Pointe-C201 P&P.pdf	2.7 mb	0% 
006 Salem Pointe-C202 P&P.pdf	2.3 mb	0% 
007 Salem Pointe-C203 P&P.pdf	3.4 mb	0% 
008 Salem Pointe-C204 P&P.pdf	2.8 mb	0% 
 Add Files	 Start Upload	14.9 mb   0%

Back   Help

STEP 7: Add more files or if you are finished adding files click the Start Upload button

### Submittal Guidelines

Following these guidelines as closely as possible will enable the review team to process your submittal as quickly as possible. Files that are not named appropriately are difficult to navigate and will result in extended review times.

#### Standardized Drawing File Naming Convention Example

- 001. C-1 - Cover Sheet
- 002. A-1 - Floor Plan
- 003. S-101 - Foundation Plan

your drawing files should match the index of drawings typically found on the cover sheet.

# GUIDE TO SUBMITTING A NEW RECORD DRAWING SUBMITTAL IN IDT

Plan Review Submittal

Step 1: Application    Step 2: Upload Files    Step 3: Fees    Step 4: Confirm And Submit

## 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.

Salem Pointe - Application Submittal 001	
<input type="checkbox"/> Documents Uploaded	Uploaded On
<input type="checkbox"/> 004 Salem Pointe-C200 Utility.pdf	3/15/17 1:08 PM
<input type="checkbox"/> 005 Salem Pointe-C201 P&P.pdf	3/15/17 1:08 PM
<input type="checkbox"/> 006 Salem Pointe-C202 P&P.pdf	3/15/17 1:08 PM
<input type="checkbox"/> 007 Salem Pointe-C203 P&P.pdf	3/15/17 1:08 PM
<input type="checkbox"/> 008 Salem Pointe-C204 P&P.pdf	3/15/17 1:08 PM

[Upload files](#) [Delete selected files](#) [Save and continue uploading later](#) [Invite a consultant to upload](#) [Help](#)

Save and Continue

Step 8: Click Save and Continue



TOWN OF APEX

Jessica Sloan

- Site
- Projects
- Plan Review
- Directory
- Support
- Contact Us

Plan Review Submittal

Step 1: Application    Step 2: Upload Files    Step 3: Fees    Step 4: Confirm And Submit

## Electronic Plans Submittal

Fields in **bold** are required.

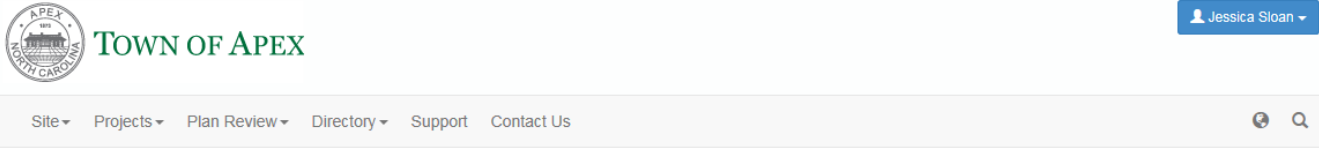
### Plan Review Fees

No project fees are due at this time.

Save and Continue

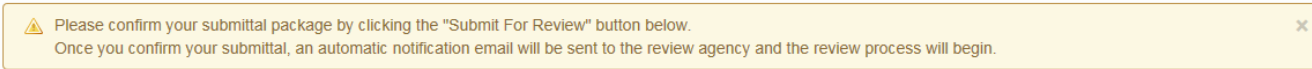
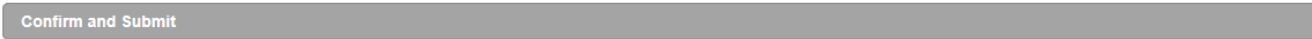
Step 9: No fees – not applicable: Click Save and Continue

# GUIDE TO SUBMITTING A NEW RECORD DRAWING SUBMITTAL IN IDT

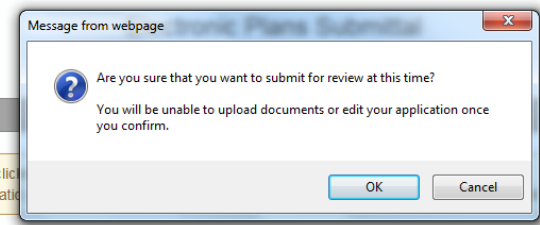
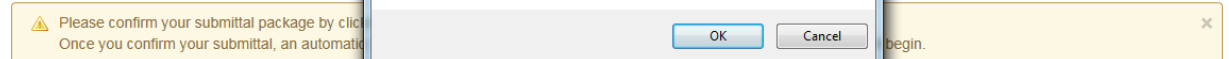
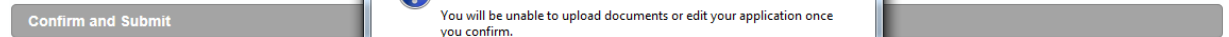
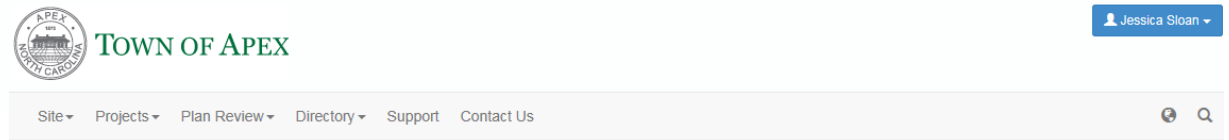


## Electronic Plans Submittal

Fields in **bold** are required.



## STEP 10: Click Confirm and Submit to Review



## STEP 11: Click Confirm and Submit to Review

# GUIDE TO SUBMITTING A NEW RECORD DRAWING SUBMITTAL IN IDT

The screenshot displays the Town of Apex website interface. At the top left is the Town of Apex logo, and at the top right is a user profile for Jessica Sloan. A navigation menu includes links for Site, Projects, Plan Review, Directory, Support, and Contact Us. A progress bar for 'Plan Review Submittal' shows four steps: Step 1: Application, Step 2: Upload Files, Step 3: Fees, and Step 4: Confirm And Submit. The main heading is 'Electronic Plans Submittal' with a note that fields in bold are required. A 'Submittal Confirmation' section contains a green message box stating 'Your project has been submitted successfully.' Below this, a thank-you message is followed by two more green checkmark messages: 'Your project is now under review.' and 'A confirmation email has been sent to you for your records.' At the bottom, three buttons are provided: 'Return to the Submittal Overview', 'Submit Another Project', and 'View The Project'.

**TOWN OF APEX**

Jessica Sloan

Site Projects Plan Review Directory Support Contact Us

Plan Review Submittal

Step 1: Application Step 2: Upload Files Step 3: Fees Step 4: Confirm And Submit

Electronic Plans Submittal

Fields in **bold** are required.

Submittal Confirmation

✔ Your project has been submitted successfully.

Thank you for submitting your project.

✔ Your project is now under review.

✔ A confirmation email has been sent to you for your records.

Return to the Submittal Overview Submit Another Project View The Project

You have successfully uploaded your as-built submittal to IDT.