

**Permit Application**  
**ONE & TWO FAMILY**



**Town of Apex**

Permit # \_\_\_\_\_ - \_\_\_\_\_

Received Date: \_\_\_\_\_

File Close Date: \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**Project Address** \_\_\_\_\_

Subdivision or Project Name \_\_\_\_\_ Lot Number (New construction only) \_\_\_\_\_

Project Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Contact preference:  Phone  Email

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Description of Work \_\_\_\_\_

Moving a house from location (enter address) \_\_\_\_\_

**Prior to moving the house, a "Demo" inspection must be done to inspect that all utilities have been disconnected.**

Building Use:  Single Family Dwelling  Duplex  Townhome **Total area of the new work (SF)** \_\_\_\_\_

Permit Type:  New Building (see next section)  Addition to existing building  Alteration to existing building  Accessory structure

**Total Construction Cost \$** \_\_\_\_\_ **For Addition/Alteration/Accessory Structure: provide checklist**

**NEW DWELLINGS ONLY**

	Yes	No	Finished	Unfinished	
Walk-up Attic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Height of Building: _____
Basement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of stories: _____
Accessory Structures Included?*	<input type="checkbox"/>	<input type="checkbox"/>			Garage – Number of cars: _____

\*If yes, complete the Accessory Structure Supplemental (Page 3).

**Impervious area (SF):** \_\_\_\_\_

**WAKE COUNTY APPROVAL**

Well  Septic system  Waste hauling  Wake County approval is not required.  Wake County permits have been provided with this application.

Provide Wake Co. Permit Numbers: \_\_\_\_\_

**UTILITIES**

Water  Apex  Private\* (well)  **Water meter requested**  New water meter size \_\_\_\_\_

Sewer  Public  Private\* (septic)

**Electric**  Apex  **Duke Progress**  **Temporary board requested\*\***  **Temp board is not requested**

\*Wake County Health Department permit(s) are a prerequisite for accepting this application.  
\*\*First time customers MUST apply with the Apex Finance Dept. for water and electric service

**ENERGY CODE COMPLIANCE**

Full Compliance of 2018 Energy Code  
 Applicant will utilize a Building Summary Report computed by a Home Energy Rating System Provider and/or Rater to meet the energy requirements of Chapter 4 of the 2018 NC Energy Conservation Code in the construction of the property that is the subject of this application. \*\*\*  
 \*\*\*By checking this box Applicant hereby certifies, guarantees, and warrants that all information, details, and building characteristics used to create, or described in, the Building Summary Report shall be an accurate reflection of the materials and building characteristics used in the construction of the property subject to this application. Applicant pledges and guarantees that if any construction or material deviates from the information provided to the Home Energy Rating System Provider or from information contained in the Building Summary Report, Applicant shall notify the Town Building Code Official and the construction will be removed and replaced with construction that accurately reflects the building characteristics reflected in the Building Summary Report.

**APPLICANT STATEMENT**

I hereby certify that I have the authority to make the necessary application; that all information in this application is correct and all work will comply with the State Building code and all other applicable State and local laws and ordinances and regulations or private building restrictions, if any, which may be imposed by deed. The Inspection Department will be notified of any changes in the approved plans and specifications for the project herein.

**Check one:**  This is new work.  
 This permit is to legalize work performed without a permit, inspections or approvals. I understand that all work must be uncovered and inspected before an approval can be granted and that I cannot self-perform work subject to the NC Plumbing, Mechanical or Electrical codes if I do not intend to live in this house for twelve (12) months from the date of permit final inspection approval.

Applicants Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Project Address \_\_\_\_\_

**PLANS DESIGNER**

Name \_\_\_\_\_ NC Registration # \_\_\_\_\_

Address (if not listed elsewhere) \_\_\_\_\_

Architect  Engineer  Homeowner  Other \_\_\_\_\_

**GENERAL CONSTRUCTION (BUILDING)**  Check here if this trade is not required.

Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

License Number \_\_\_\_\_ Classification:  Residential  Building  Limited  Intermediate  Unlimited

Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_

I am a general contractor duly licensed by the NC Licensing Board of General Contractors. I am permitted by my license to contract on projects on one property at one time not to exceed the following dollar value \$ \_\_\_\_\_. The following contractors are considered subcontractors.

I am an unlicensed contractor. I am permitted to contract on projects on one property at one time not to exceed \$30,000. I am not permitted to perform or subcontract plumbing, mechanical or electrical work so all of the following contractors are considered prime contractors.

I am the property owner acting as the General Contractor. I have provided the following form entitled: Applicant Questionnaire for Homeowner Acting as a General Contractor. If I have listed myself as a contractor below I do so knowing that I intend to live in this house for a period of 12 months and have presented an affidavit to the Building Official stating the same.

\*\*Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Authorized Agent is employee, officer or member of the corporation**

**TRADE SIGNATURES NOT REQUIRED IF APPLICATION IS SIGNED BY GENERAL CONTRACTOR**

**\*\*Authorized Agent signature is required for single trade permit issuance.**

**ELECTRICAL PERMIT**  Check here if this trade is not required.

Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

License Number \_\_\_\_\_ Classification:  Limited  Intermediate  Unlimited  Owner  Other  
Voltage:  50 or less  600 or less  600 or more

Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_

\*\*Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**MECHANICAL PERMIT\***  Check here if this trade is not required. **\*Outdoor unit must meet screening per UDO**

Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

License Number \_\_\_\_\_ Classification:  H-1  H2  H-3  Owner  Class I  Class II  N/A

Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_

\*\*Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Effective July 19, 2016: all new backflow preventers installed on Apex water system are required to be lead free. Backflow preventers installed must be per the USC manual and Town of Apex Cross Connection Control Ordinance. Approved lead free backflow preventers can be found at <http://www.usc.edu/dept/fcchr/list.html>

**PLUMBING PERMIT**  Check here if this trade is not required.

Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

License Number \_\_\_\_\_ Classification:  Class I  Class II  Owner  N/A

Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_

\*\*Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**SPRINKLER (PLUMBING/FIRE)**  Check here if this trade is not required.

Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

License Number \_\_\_\_\_ Classification:  Fire Sprinkler (only)

Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_

\*\*Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACCESSORY STRUCTURES (to be completed only for items listed below)**

Accessory Structure (enter appropriate descriptor below – EX: "Carport, attached" enter (A))	Dimensions		Area (SF)
	Length	Width	
<b>Total</b>			

**Please check the appropriate descriptor(s) below:**

- (A)  Carport, attached  
 (B)  Carport, detached  
 (C)  Deck, wood (abutting main dwelling structure)  
 (D)  Deck, wood (not abutting main structure, remote)  
 (E)  Deck, wood (supporting spa or hot tub)\*  
 (F)  Garage, detached  
 (G)  Porch with roof (screened or open)  
 (H)  Roof over existing deck (screened or open)  
 (I)  Storage building or structure  
 (J)  Trellis (supported by an existing structure)  
 (K)  Gazebo (any size)  
 (L)  Sunroom (\*\* See Note 3)

- Notes:**
1. An electrical permit is required for all sunrooms and may be required for decks and some porches.
  2. \*Requires footing design by a NC Licensed PE or Architect (provide with application).
  3. \*\*Sunroom is defined as a one-story structure attached to a dwelling with glazing area in excess of 40% of the gross area of the structure's exterior walls and roof. If it does not meet these requirements it will be considered an addition, which is required to be heated.

**SWIMMING POOLS, SPAS AND HOT TUBS**

- Spa or hot tub supported by deck  
 Spa or hot tub supported by slab on grade  
 Swimming pool\*, outdoor  
 Swimming pool\*, indoor  
 Decorative fountain or reflective pool with electric

**I affirm that I am aware of the following conditions and/or requirements (all boxes must be checked).**

- I have provided one plot plan as required (see section below). Fence will be noted with X or some other clarifying indicator.  
 I am aware of the regulations outlined in the NC Residential Building Code Appendix G (Swimming Pools, Spas and Hot Tubs) and that a copy of this document will be provided by the Inspection Division upon request.  
 I understand that a fence must be installed prior to a final inspection as required by the NCRC Appendix G.

Other Permits required:  Building (fence is required) \$160       Electrical required \$75       Plumbing (if connected to system) \$75

**\*Swimming Pool Definition:** Any structure intended for swimming or recreational bathing that contains water over 24 inches deep. This includes in-ground and above ground swimming pools, spas or hot tubs.

**PLOT PLANS (required for all projects except interior alterations)**

The plot plan must be drawn in ink showing the entire lot with the outline of all structures and building(s) to include, decks, porches, driveways, retaining walls, cantilevers, mechanical equipment, easements, buffers, and setbacks. Dimensions must be provided for all building and structures and the dimensions must be consistent with the plans provided for review. Indicate the distance from each property line to the structure at the nearest point. Include only the lot for which the permit applies – townhomes are single-family homes and so the plot plan should reflect that (do not include the complete multi-unit building). All plot plans must be to a designated scale (preferable 1":20'). Plot plans for swimming pools, spas or hot tubs must include the required barrier fencing. **Impervious surface SF must be shown on plot plan.**

- 2 copies of plot plan provided for NEW SINGLE FAMILY DWELLINGS.**