

# ONE & TWO FAMILY PLAN CHECKLIST

## New Single Family Homes Only

Town of Apex



Inspections Division  
919-249-3418  
Planning Department  
919-249-3426

### ALL permit submittals must include:

- One & Two Family Application (docu-signed or hand-signed)
- Completed One & Two Family Plan Checklist
- 1 Copy of Workers Compensation Compliance Verification
- 1 Copy NC Lien Agent Designation Form
- 1 Copy of Soil & Sedimentation Control (pg 1-2 only)
- Certificate of Liability Insurance with Workers Comp coverage
- \*\*Include all above documents in (1) file named "Application.pdf"**
- 1 Copy of Building Plan
- 1 Copy of Trusses if applicable
- 1 Plot Plan (8 1/2" x 11" or 8 1/2" x 14") to include HVAC, Gas & Electric Locations; and impervious surface (SF)

Contractor's Name: \_\_\_\_\_ Plan Name / Elevation: \_\_\_\_\_

Lot / Subdivision: \_\_\_\_\_

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

### INSTRUCTIONS

Checking a box indicates that this item has been provided in the manner requested. A re-review fee may be assessed to incomplete or incorrectly prepared application packages.

### PLOT PLAN (REQUIRED)

Plot Plan Provided: The plot plan must be drawn in ink showing the entire lot with the outline of the buildings(s), 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 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'). Provide impervious surface SF.

### BUILDING PLANS

Scale Drawings: The plans have been drawn to scale (minimum 1/8" = 1') in ink.

Elevations: Elevation drawings include the front, rear, left side and right side.

Foundation Drawings: Identify all necessary structural details including but not limited to the following: Footing sizes (thickness and width) and location, foundation type (thickness and width) and location, pier sizes and locations, girder size and material species, floor joist size, material species, spacing and direction of span. Locate the structural information at the specific location utilized unless the information is typical. Choose one foundation type below:

- Slab / mono       Crawl / raised       Basement       Slab / Stem

Floor Plans: Provide a plan for each floor (and attic if planned to be finished). Identify all necessary structural details including but not limited to the following: Beam and header sizes at each location, the number of beam and header studs supports, ceiling joist/floor joists/rafter size, type of material, on center spacing, and direction of span. Provide layouts if engineered systems are specified "by others".

Roof Plan: Provide a plan view indicating structural members and the location of bearing. Identify which type of roof construction will be utilized (choose one only):

- Conventional (stick-framed) Roof: Identify size, type of material, rafter spacing and direction of span.
- Truss Roof: Include manufacturer's layout sheet and signed and sealed truss detail sheet (profile) sheets for each type truss utilized in the design. Provide any additional details specified on the sheets of the individual trusses. Include hanger specifications if utilized for uplift connections.

### QUICK PERMIT (for contractors utilizing the same plan to build another dwelling):

For quick permits complete all of this form starting at the top of this page through and ending with the portion on Plot Plans. By completing this section you are declaring that you have a valid Town of Apex approved plan that matches the new plot. The original plan must have been associated with a permit issued in your company's name and be in compliance with the NC Residential Building Code currently in effect. Revised plans do not qualify for a "Quick Permit". To use this service it is also necessary for the Town to be in possession of the original "file copy" plan which is normally retained only until a Certificate of Occupancy is issued.

Originally permitted lot and subdivision: \_\_\_\_\_

Originally permitted address: \_\_\_\_\_

### APPLICANT'S SIGNATURE

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