

PROCEDURAL BULLETIN



TOWN OF APEX INSPECTION DIVISION

Effective Date: 2/22/2005

Subject: Residential Sales Offices or Sales Trailers on Residential Lots

Application Requirements:

1. An approved Temporary Use Permit issued by the Planning Department.
2. A completed Commercial Project Application.
3. Plan Review Fee of \$105.
4. Two (2) Plot Plans signed by the Planning Department showing the location of the office trailer, accessible ramps, accessible parking spaces, accessible parking signage, accessible route from the accessible parking spaces to the accessible ramp, and accessible route between buildings (if applicable).
5. Two (2) sets of building plans for the modular building complete with the NC approved third-party agency.
6. Two (2) sets of building plans for the accessible ramp/deck construction.
7. One (1) copy of Workers Compensation Compliance Verification for the General Contractor.

Plan Check Requirements:

1. This occupancy is considered a Business occupancy by the NC Building Code and therefore must meet the requirements for Accessibility.
 - a. Provide an accessible route from the public sidewalk to the building entrance identifying the Maximum slope in the direction of travel and the maximum cross slope. Handrails are required if the slope exceeds 1:20 in the direction of travel.
 - b. Provide accessible restrooms.
2. If the bathroom in a house or garage will be utilized as the accessible restroom, then the bathroom size and fixture type must meet the requirements for Accessibility. Portable accessible restrooms located on an accessible path and in an approved location will be an acceptable alternative assuming that this will be the only grade level accessible restroom on the site to be used.
3. If delineated parking is provided, then accessible parking must be provided with the proper parking signage. Provide spot elevations at the four corners of the accessible parking space and accessible aisle to ensure the slope does not exceed 1:48 in any direction.
4. Provide a detail of the curb cut if one is proposed.
5. If the sales center is located in a dwelling and the dwelling is a model home used for display, then the house must also be accessible, although an accessible path through the house is not required.
6. The path of travel between models is required to be accessible.
7. Exterior walls framed in garage door openings must be installed on a raised foundation or constructed of decay resistant materials.
8. Lifts or elevators utilized on site must be permitted and inspected by NC Department of Labor prior to issuance of the certificate of occupancy.