Town of Apex
Pre-Construction Process Flow Chart

Construction Plan Approval

Construction Plans Approved and Nine (9) Signed Copies Returned to Engineering for Distribution

Tree Protection Fencing

Fill Out Tree/Protection Fencing Installation Permit Application (Obtain from Planning Department)

Have a surveyor flag the property line adjacent to buffers and other protection areas and flag the protection limits.

Contact Planning Department at 249-3426 at least 24 hours in advance to schedule an on-site meeting between Planning staff and owner or representative. Staff inspects flagging and recommends field changes, if necessary.

Once limits are approved by the Planning office, install approved protection fencing and/or any other protection measures that may be required.

Contact Planning office for a final inspection of protection measures. Planning will forward their approval to Public Works staff.

S & E Measures

Request Letter of Plan Approval from Public Works.

Through the Engineering Field Services Supervisor at 249-3510, schedule a pre-construction meeting with engineering inspectors and other Town staff.

Install gravel construction entrance, temporary diversions, silt fencing, sediment basins, bypass channels and/or other measures as shown on the approved plans. Clear only as necessary to install these devices.

Call Public Works at 249-3427 for an on-site inspection and to request a Certificate of Compliance.

Grading Permit

Complete Grading Permit Application (Obtain from Building Inspections Division)

Grading Permit reviewed and issued by Building Inspections.

Contact Building Inspections to arrange a pre-construction meeting prior to any grading activities.

**This meeting is separate from a pre-construction meeting prior to building construction activities.*

Begin Site Construction

Last updated: 8/17/2010