



## Town of Apex Inspections Department

### Policy/Procedure

#### Re: Permit Boxes

**Effective Date: 11/01/2017** (ver. 1.0)

Permit boxes must be posted on each individual lot.

The permit box should have the **lot number, address, and permit number posted** on the front of the box.

Each permit box shall have the permit card, proposed plot plan, and Town approved plans for each inspection.

Permit boxes should be posted on a post within 3' of the back of the curb facing the street. **Do not** place the permit box in the garages. If the permit box is mounted on a movable stand it must be within 3' of the back of the curb facing the street when an inspection is scheduled.

**Townhomes** may put all the permit boxes on either end of the building or can split the permit boxes between each end. You can put up to two permits in one box. The permit boxes should be placed in the same order as the houses are left to right. If you put the permit boxes at the ends then the lot numbers should be posted on the house or in the window of each unit.

If the permit box is not in the correct location or any of the above-mentioned documentation is missing out of the box, this is terms for the inspection not to be done and considered not ready.