



**Town of Apex Building Inspections and Permitting**  
Phone: 919-249-3418 Email: ePermit.Notify@ApexNC.org

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Project Address \_\_\_\_\_ Suite \_\_\_\_\_ Apex, NC ZIP \_\_\_\_\_  
Subdivision or Project Name \_\_\_\_\_ Lot Number \_\_\_\_\_  
Project Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Contact preference:  Phone  Email  
Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Developer \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Description of Work \_\_\_\_\_

Total land disturbance is over 1/2 acre (20,000 SF)

Proposed Use \_\_\_\_\_

Bldg. Type:  New  Existing Addition Multi-family # of units: \_\_\_\_\_ Total bldg. area (SF) \_\_\_\_\_ Bldg. no. of stories \_\_\_\_\_

Total project area (SF) \_\_\_\_\_ Project no. of stories \_\_\_\_\_ Total Construction Cost \$ \_\_\_\_\_ (sum of Trades costs from pp 2-3)

**PLANNING DEPARTMENT APPROVAL**

Planning approval date: \_\_\_\_\_ Approval Type:  Site Const. Drawings  Administrative App  Cert Zoning Compliance

Site Plan expiration date: \_\_\_\_\_ Site Plan requirements satisfied (10%) per \_\_\_\_\_ Checked by \_\_\_\_\_

Flood Plain Lot:  No  Yes If Yes, Type:  FEMA  Calculated FFE (finished floor elevation): \_\_\_\_\_

**OCCUPANCY**

- Shell Building  Pre-tenant Improvement (occupancy classification has not been determined)
- A-1  A-2  A-3  A-4  A-5  B  E  F-1  F-2  H-1  H-2  H-3  H-4  H-5  I-1  I-2
- I-3  I-4  M  R-1  R-2  R-4  S-1  U  Mixed (check all)

**CONSTRUCTION TYPE**

- I-A  I-B  II-A  II-B  III-A  III-B  IV-A  IV-B  V-A  V-B

**WAKE COUNTY APPROVALS (required for the following)**

- Food preparation  Waste hauling  Lodging facilities  Institutional  Daycare  Pool or pool house
- Well and/or septic permit, provide Wake Co. permit number(s) \_\_\_\_\_
- Wake Co Permit application [http://www.wakegov.com/food/healthinspections/resources/Pages/new\\_food\\_rules.aspx](http://www.wakegov.com/food/healthinspections/resources/Pages/new_food_rules.aspx)  Approval not required

**UTILITIES**

- Water  Apex  Private (well)  Water meter requested New water meter size \_\_\_\_\_
- Sewer  Public  Private (septic)
- Electric  Apex  Progress Energy  Temporary board requested  Temp board is not requested

*First time customers MUST apply with the Apex Finance Dept. for water and electric service*

**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.

Applicants Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Signature must be hand-sign or docu-sign.

Project Address \_\_\_\_\_ Suite \_\_\_\_\_ Apex, NC ZIP \_\_\_\_\_

**Instructions for completing the remainder of the application:**

- A) Lines 1 – 4: Complete contractor information for each contractor performing the work for this project.
- B) Construction Cost: The combined construction costs of each trade should match the total construction cost on page 1 of the application.

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

- 1) Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_
  - 2) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
  - 3) License Number \_\_\_\_\_ Classification:  Commercial  Limited  Intermediate  Unlimited
  - 4) 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 project 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 \$40,000. I am not permitted to perform or subcontract plumbing, mechanical or electrical work so all of the following contractors are considered prime contractors.
- I acknowledge I will obtain the Certificate of Occupancy or Compliance after Final Building Inspection is passed.
- 5) **\*\*Authorized Agent (print)** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**\*\*Authorized Agent is employee, officer or member of the corporation** Signature must be hand-sign or docu-sign.

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

- 1) Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_
- 2) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
- 3) License Number \_\_\_\_\_ Classification:  Limited  Intermediate  Unlimited  Owner  Other  
Voltage:  50 or less  600 or less  600 or more
- 4) Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_
- 5) Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**HVAC (Mechanical)  Check here if this trade is not required.**

- 1) Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_
- 2) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
- 3) License Number \_\_\_\_\_ Classification:  H-1  H-2  H-3  Owner  Class I  Class II  N/A
- 4) Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_
- 5) **\*\*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 <https://fccchr.usc.edu/list.html>**

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

- 1) Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_
- 2) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
- 3) License Number \_\_\_\_\_ Classification:  Class I  Class II  Owner  N/A
- 4) Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_
- 5) **\*\*Authorized Agent (print)** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

- 1) Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_
- 2) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
- 3) License Number \_\_\_\_\_ Classification:  Fire Sprinkler (only)
- 4) Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_
- 5) **\*\*Authorized Agent (print)** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**REFRIGERATION (MECHANICAL)**  Check here if this trade is not required. **Additional fee per schedule**

1) Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_  
2) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
3) License Number \_\_\_\_\_ Classification:  H-1  H-2  H-3  Owner  Class I  Class II  N/A  
4) Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_  
5) \*\*Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**HOOD SUPPRESSION (MECHANICAL)**  Check here if this trade is not required. **Additional fee per schedule**

1) Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_  
2) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
3) License Number \_\_\_\_\_ Classification:  H-1  H-2  H-3  Owner  Class I  Class II  N/A  
4) Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_  
5) \*\*Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**ALARM SYSTEM (ELECTRICAL/FIRE)**  Check here if this trade is not required. **Additional fee per schedule**

1) Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_  
2) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
3) License Number \_\_\_\_\_ Classification (Electrical only):  Limited  Intermediate  Unlimited  Low Voltage  
4) Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_  
5) Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARKING OR SITE LIGHTING (ELECTRICAL)**  Check here if this trade is not required. **Additional fee per schedule**

1) Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_  
2) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
3) License Number \_\_\_\_\_ Classification:  Limited  Intermediate  Unlimited  Owner  Other  
Voltage:  50 or less  600 or less  600 or more  
4) Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_  
5) \*\*Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**UNDERGROUND TANKS (FIRE)**  Check here if this trade is not required. **Additional fee per schedule**

1) Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_  
2) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
3) License Number \_\_\_\_\_ Classification: \_\_\_\_\_  
4) Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_  
5) \*\*Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**IRRIGATION**

Irrigation permits are issued separately. Please see the [irrigation system application on our website](http://www.apexnc.org).