

# PROCEDURAL BULLETIN

<b>Town of Apex North Carolina</b>		INSPECTIONS DIVISION RESIDENTIAL INSPECTION PROCEDURES	
SUBJECT  <b>Certified Foundation Plot Plan Surveys</b>	SECTION	EFFECTIVE DATE <b>6/1/2006*</b>	
Procedural Requirements	PREPARED BY <b>J. Allen</b>	APPROVED BY <b>K. Jackson</b>	

Requirements for Certified Foundation Plot Plan Surveys (CFPP) are as follows:

- 1) For all one or two-family detached dwellings and associated accessory structures located within five (5) feet of a required setback line, easement, or buffer an as-built survey signed and sealed by a registered professional land surveyor (PLS) must be submitted to the Inspection Division at the time of the foundation inspection.
- 2) For all one or two-family detached dwellings and associated accessory structures located more than five (5) feet of a required setback line, easement, or buffer an as-built survey signed and sealed by a registered professional land surveyor (PLS) must be submitted to the Inspection Division prior to scheduling a rough-in inspection (the foundation inspection will remain failed until the document is presented and approved by the inspector).
- 3) For all townhouse dwellings and associated accessory structures an as-built survey signed and sealed by a registered professional land surveyor (PLS) must be submitted to the Inspection Division prior to scheduling a rough-in inspection.
- 4) At the final inspection, one additional survey shall be presented to the code enforcement officer so that it can be verified that all improvements on the premises have been duly recorded on the survey. This survey will be initialed by the code enforcement officer as the final survey and filed with the Certificate of Occupancy.
- 5) The above requirements shall not apply to the following
  - a) Any structures that do not require a building permit (although the setback requirements may still apply).
  - b) Where an existing survey sealed by a PLS is provided such that the code enforcement officer can confirm the field location of the existing and proposed structures using the existing survey document along with field located property markers as required by the code enforcement officer.

Survey document requirements:\*\*

- 1) The document size must be 8½" x 11" or 8½" x 14" and drawn to scale. The scale should be as large as possible within the limitations of the document size given herein.
- 2) Surveys must show the outline of the building structure including decks, porches, cantilevers, fireplaces, fences, stoops, stairs and retaining walls with the distance from each property line to the closest point of the aforementioned elements. Indicate the location of all mechanical equipment and electrical panels/service equipment, setbacks, buffers, easements, wetlands, flood lines, minimum flood elevations, any existing structures and any other encumbrances associated with the property by deed.
- 3) Townhouse surveys shall be specific to the individual lot (not complete buildings).

\*This procedure is applicable to any inspection scheduled on or after the effective date

\*\*Revised 10/13/2006