

Town of Apex
Inspection Division

**ADDITION/ALTERATION/ACCESSORY
STRUCTURE SUBMITTAL CHECKLIST
(Decks, screen porches, attics and
basements have separate checklists)**

ALL permit submittals must include:

- Plan Check fee of \$100
- One & Two Family Application (signed in ink)
- 1 Copy of Building Plan
- 1 Plot Plan (8 1/2" x 11" or 8 1/2" x 14") showing location of addition/accessory structure and impervious surface SF.
- Homeowner-Exemption-Questionnaire (projects over \$30,000)
- 1 Copy of Workers Compensation Compliance Verification (over \$30,000)
- 2 Copies NC Lien Agent Designation Forms (over \$30,000)
- Certificate of Liability Insurance showing Workers Comp Coverage (over \$30,000)

Contractor's Name: _____ Plan Name / Elevation _____

Lot / Subdivision: _____ Project Address: _____

INSTRUCTIONS

Checking a box indicates that this item has been provided in the manner requested. A re-review fee may be assessed to incomplete or incorrectly prepared application packages.

PLOT PLAN (REQUIRED)

Plot Plan Provided: The plot plan must be drawn in ink showing the entire lot with the outline of the buildings(s), decks, porches, driveways, mechanical equipment, easements, buffers, and setbacks. Dimensions must be provided for all building and structures and the dimensions must be consistent with the plans provided for review. Indicate the distance from each property line to the structure at the nearest point. All plot plans must be to a designated scale (preferable 1":20'). Impervious surface (SF) must also be provided.

BUILDING PLANS

Scale Drawings: The plans have been drawn to scale (minimum 1/8" = 1') in ink.

APPLICANT'S SIGNATURE

Applicant Name (print) _____ Applicant Signature _____ Date _____