

Commercial / Residential Express Plan Reviews

Town of Apex, Inspections and Permits Division
Phone 919-249-3418 Fax 919-249-3407

General Provisions

- Prior Approvals:** A North Carolina licensed design professional must seal all plans.
- Projects that require any type of approval (Site Plan, Planning Department, Town Council, Special Use, etc.) must have these approvals in place prior to the Express Plan Check (unless approved by the Plans and Permits Supervisor). A Certificate of Zoning Compliance approved by the Planning Department must accompany all projects which include a new tenant or a change of tenant, even if there is no change of use. Please contact the Planning Department to determine if an Exempt Site Plan approval is required **prior** to scheduling an Express Review (i.e. add/remove doors/windows, HVAC, parking, dumpster, façade changes, enlarging an existing structure, adding a structure on site, adding or changing a site or building lighting, etc).
- Scope:** All construction projects will be considered but due to the limited size of our staff it is not feasible for us to undertake large or complex projects that will exceed 8 man hours per session.
- When:** Commercial Express Plan Check takes place on Wednesday evenings.
Residential Express Plan Check takes place throughout the week at 5:00 per reviewer availability
- Scheduling:** The project design coordinator may contact the express coordinator to identify available dates and times. For commercial projects, the project design coordinator must be a licensed design professional except for small tenant improvements and alterations less than 1,500 square feet of total tenant area for which the owner may coordinate. The express plan check application shall be forwarded to the express coordinator for processing and booking. **An application fee of \$1000 (Commercial) or \$600 (Residential) must accompany the application.** Please refer to the application and this package for all required documentation to complete your booking. **Express Review Application must be submitted within 48 hours of the initial scheduling to confirm your time and date.**
- Booking:** The applicant will be contacted after the application and documentation is reviewed and the proposed project is determined to be appropriate for express plan check. A confirmation by fax or email will be sent identifying the date and time.
- Cancellation/Rescheduling:** **Cancellation must be made three (3) business days prior to the scheduled meeting time. If the project is cancelled after the deadline, a minimum one-hour fee will be charged.** The person or firm scheduling the review will be the party responsible for the fees.
- Cost:** **Commercial:** \$1000 for the first hour and \$250 per additional 15 minute increment.
Residential: \$600 for the first hour and \$150 per additional 15 minute increment.
This charge is not credited toward the cost of the permit. Town staff will determine the number of plans examiners to provide for each project based upon size and complexity.
- Plans:** **Standard project application must be submitted at least 24 hours before the scheduled review. [SE1]Plans shall be available at the scheduled time and all plans must be assembled and ready for review. Sealed plans must be included in the package when the design involves trusses, precast products, etc.**
- Commercial Projects:**
- Two (2) copies are required, three (3) if Wake County Environmental Health Department approval is required. If more copies of the plans are required due to an increase in the number of plans examiners a request for these additional plans will accompany the confirmation. The applicant is responsible for the coordination of Health Department plans examiner and any required express plan check fees required by Wake County.
- Special Conditions:** Any special conditions or exceptions to the code that the designer contends are allowable must be verified to be acceptable prior to the express review.
- Attendees:** The owner, project coordinator, project contact person and all individuals whose professional seal is on the project plans (engineer, architect, and sprinkler designer) must be in attendance. Failure of one of the required parties to attend will result in the immediate rejection of the application without review. All fees will be forfeited.

Permit Issuance: Permit applications are normally processed within 24 hours of approval. The permit will be issued upon payment of the permit fees. If permits are not picked up within 30 days of the review, they will be cancelled and the project must be submitted through the regular plan review process.

Payment: Commercial express review fee must be paid with the initial application with the remainder due at permit issuance. Residential express review fee MUST BE PAID BY 4:30 PM the day of the review. If services are rendered and a permit is not issued, payment must be made within 10 working days. Failure to pay may result in discontinuance of all future services. A bill will be sent to the person or firm who schedules the review.

Commercial Express Coordinator:	Samantha Ewens	919-249-3383	samantha.ewens@apexnc.org
Residential Express Coordinator:	Julie Adams	919-249-3382	julie.adams@apexnc.org

Delivery Location:	By Mail:	In Person:
	Town of Apex	Town of Apex
	Inspection Division	Inspection Division
	Attn: Express Coordinator	Attn: Express Coordinator
	P.O. Box 250	Town Hall Campus
	Apex, NC 27502	73 Hunter Street

- Action Steps:**
1. Contact the Express Coordinator to determine an available date and time and schedule a tentative review time. Request an application and the Express Information Package.
 2. Complete and return the express review application via mail, fax, or email (PDF format) directly to the Inspection Division for review within 48 hours after scheduling the tentative review time. Failure to respond within 48 hours may result in a rescheduling or loss of review time.
 3. After receiving the express review application, staff will evaluate your request. If the application is complete and the project is suitable for Express Plan Check, a confirmation by fax or email will be sent and may include specific conditions.
 4. Submit a completed Commercial Projects Permit Application or One and Two Family Permit Application at least 24 hours prior to scheduled express review.
 5. Time of Review: All required attendees must be present at the scheduled time. Plans shall be complete, and shall be separated into the required number of sets and ready for review. Insufficient number of plans, layers not printed, improperly bound sets, and designer of record not present are all reasons for immediate rejection. PLEASE BE PREPARED.

Plans should rarely be denied if all the requested information is present at the time of review. However, if the Express Plan Check results in a rejected set of plans, then the permits cannot be issued until the all outstanding issues have been resolved. If the plans are denied, then the applicant may choose to have the plans re-reviewed at another express review or submit the plans into the regular review process, which would then have regular review times for completion. Re-review fees are charged as for first-time reviews (see COST above).

Application Requirements

1. In addition to the Express Plan Check Application, a Commercial Projects Permit Application or One and Two Family Permit Application is required at least 24 hours prior to the scheduled express review.
2. In the event you are taking a Cancellation review spot, please notify the Express Coordinator which lot you will be reviewing; and submit your application/fee by 4:30 pm AT THE LATEST for processing.
3. Describe the proposed work (be complete, specific, and accurate). Be sure to include any specialized design components or features. The more information you supply, the higher the probability of a successful review.
4. Provide the correct street address of the building and suite number (if applicable). This allows us to set up the project in our database and identify any potential conflicts (i.e. zoning, floodplain, etc.) prior to the scheduled review session. If an address has not been assigned contact Will Brown with the Planning Department at 919-249-3336.
5. Provide the contact person's name, telephone number, fax number, mobile number, etc. in case we need to communicate any additional information prior to the review session. It is noteworthy to point out that the contact person must be completely knowledgeable about the project and have the ability to make administrative changes.
6. Provide names, addresses and NC license number of all applicable contractors. This information must be added to the application prior to the release of the permit.

Any questions or comments regarding this service may be directed to Samantha Ewens, Plan Review Supervisor at (919) 249-3383 or by email at Samantha.ewens@apexnc.org; or Julie Adams, Permit Specialist at (919) 249-3382 or by email at julie.adams@apexnc.org