This flow chart is intended to be used as an overview of the Certificate of Zoning Compliance process. For more detailed information, please contact the Planning Department at (919) 249-3426 or visit our website at www.apexnc.org.
* Requests for Commercial Utility Services

Accounts established for commercial service will require a Federal Tax ID number and the signature of an authorized representative. Accounts established for non-incorporated businesses will require the Social Security number and signature of the individual operating the business. Deposits for commercial accounts are based on two month's average bill for the location.
Town of Apex Business Development Contacts

Our seasoned municipal professionals can assist you in site selection, zoning compliance, permitting, engineering, building codes, and inspections. Talk to us - we're here to help!

Rezonings, Site Plans, and Special Use Permits
(for new building locations)
  Brendie Vega, (919) 249-3339: Principal Planner
  Amanda Bunce, (919) 249-3529: Senior Planner

Small Town Character Overlay District
(for businesses located in downtown Apex)
  Mike Clark, (919) 249-3331: Senior Planner

Certificates of Zoning Compliance and Sign Permits
(for existing building locations, existing shopping centers, etc.)
  Brenda Culbertson, (919) 249-3437: Planning Technician

Zoning Compliance
  Steve Yates, (919) 249-3333: Zoning Compliance and Landscape Supervisor

GIS (Geographic Information Services)
  Steve Nelson, (919) 249-3311: GIS Analyst

Building Permits and Fees
  Anne Brock, (919) 249-3384: Senior Permit Specialist

Building Plan Review
  Samantha Ewens, (919) 249-3383: Plans and Permits Supervisor

Building Inspections
  Rudy Baker, (919) 249-3381: Code Enforcement Supervisor

Transportation Engineering
  Russell Dalton, (919) 249-3358: Transportation Engineer

Development Plans/Site Civil Construction Plans, Water and Sewer Permitting, Infrastructure Bonding
  Jean Weatherman, (919) 249-3394: Development Services Supervisor
  Jessica Sloan, (919) 372-7467: Administrative Specialist

Standard Specifications and Standard Details
  Adam Stephenson, (919) 249-3417: Senior Engineer

Utility and Roadway Construction Inspections
  Eric Battle, (919) 249-3510: Infrastructure Inspections Manager