The Record Drawing Certification (see below) must be included on each record drawing sheet submitted for review prior to upload to IDT.

Enter the following address in your web browser to access IDT: https://townofapex.idtplans.com/secure/

In addition, to the Electronic Record Drawing Submittal in IDT (see Electronic Record Drawing Submittal Process on next page), one (1) hard copy (bond paper only) signed/sealed Record Drawing set shall be delivered to Development Services, 73 Hunter Street, 3rd floor for review by Inspector and Manager. Subsequent hard copies will not be required after the first review submittal.

The AutoCAD drawing submittal will be requested for upload to IDT after the Record Drawings have been approved by the Inspector and Manager. The GIS Technician will be allowed up to 3 business days to review and approve or reject the AutoCAD drawing submitted. Please see the AutoCAD Record Drawing Supplement at the end of the Record Drawing Checklist for CAD requirements.

**RECORD DRAWING CERTIFICATION**

This record drawing has been reviewed by the Town of Apex Water Resources Infrastructure Inspections Division. To the best of my knowledge and belief, the record drawing conforms to the requirements established in the Standard Specifications and Details of the Town of Apex, the approved Construction Drawings, and the Record Plat.

By: ____________________________ By: ____________________________

Infrastructure Inspections Manager Infrastructure Inspector
**ELECTRONIC RECORD DRAWING SUBMITTAL PROCESS**

**Step 1**
Upload Record Drawing Submittal to IDT (See Slides 3 – 8 for Help on Submitting a New Project.

In addition to the Record Drawings include the following items in the electronic upload to IDT:
- Record Drawing Checklist
- Water Certification
- Sewer Certification
- Bond Estimates

**Step 2**
Record Drawing Submittal is accepted and routed for review by Inspector and Manager. Allow up to 3 days for review.

If no comments Inspector and Manager approves Record Drawings…project proceeds to Step 4.

**Step 3**
Engineer makes any necessary revisions to Record Drawings based on comments provided by Inspector and Manager and uploads all the files again for final review and signature.

**Step 4**
Engineer uploads AutoCAD drawing to IDT for review. Allow up to 3 days for review.

Continue Step 4 until AutoCAD drawing is approved by GIS Technician.
STEP 1: Select Projects from the Menu Toolbar and then Select “Submit a Project” from the drop down menu.

STEP 2: Select “Submit a New Project”

STEP 3: For Application Type - select “Record Drawing” from the drop down menu and then Enter the Project or Subdivision Name
GUIDE TO SUBMITTING A NEW RECORD DRAWING SUBMITTAL IN IDT

STEP 4: Engineer: Select the Engineer from the drop down list and then click Save and Continue

STEP 5: Check the box next to the Certification Statement and then click Confirm
GUIDE TO SUBMITTING A NEW RECORD DRAWING SUBMITTAL IN IDT

STEP 6: Click upload files. A browser window will appear for you to select your files. Click Save and Continue.

STEP 7: Add more files or if you are finished adding files click the Start Upload button.
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Step 8: Click Save and Continue

Step 9: No fees – not applicable: Click Save and Continue
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STEP 10: Click Confirm and Submit to Review

STEP 11: Click Confirm and Submit to Review
GUIDE TO SUBMITTING A NEW RECORD DRAWING SUBMITTAL IN IDT

You have successfully uploaded your as-built submittal to IDT.