

Permit Application  
**COMMERCIAL**

Phone 919-249-3418  
Fax 919-249-3407



Permit # \_\_\_\_\_ - \_\_\_\_\_  
Received Date: \_\_\_\_\_  
File Close Date: \_\_\_\_\_

**Town of Apex  
2010**

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
**Project Address** \_\_\_\_\_ **Suite** \_\_\_\_\_ **Apex, NC** ZIP \_\_\_\_\_  
Subdivision or Project Name \_\_\_\_\_ Lot Number \_\_\_\_\_  
Project Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ Contact preference:  Phone  Fax  Email  
Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Developer \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Description of Work \_\_\_\_\_

Proposed Use \_\_\_\_\_  
Bldg. Type:  New  Existing  Addition Total bldg area (sf) \_\_\_\_\_ Bldg no. of stories \_\_\_\_\_  
Total project area (sf) \_\_\_\_\_ Project no. of stories \_\_\_\_\_ Total Construction Cost \$ \_\_\_\_\_

**Planning Department Approvals (to be completed by plans examiner)**

Planning approval date: \_\_\_\_\_ Approval Type:  Site Const Drawings  Administrative App  Cert Zoning Compliance  
Site Plan expiration date: \_\_\_\_\_ Site Plan reqmnts satisfied (10%) per \_\_\_\_\_ Checked by \_\_\_\_\_  
Flood Plain Lot:  No  Yes If Yes, Type:  FEMA  Calculated FFE (finished floor elevation): \_\_\_\_\_

**Occupancy**

- Shell building  Pre-tenant Improvement (occupancy classification has not been determined)
- A-1  A-2  A-3  A-4  A-5  B  E  F-1  F-2
- H-1  H-2  H-3  H-4  H-5  I-1  I-2  I-3  I-4
- M  R-1  R-2  R-4  S-1  S-2  U  Mixed (check all)

**Construction Type**

- I-A  I-B  II-A  II-B  III-A  III-B  IV-A  IV-B  V-A  V-B

**Lead-Based Paint Renovation Activities (GS: 130A-453 effective January 1, 2010)**

Was this structure built prior to 1978?  No  If Yes, answer next question below for Child-occupied facility.  
Is it a Child-occupied facility as defined per GS 130A-453.22  No  If Yes, a Certified Renovator Certificate is required to perform work or a determination of no lead paint present from a certified inspector or risk assessor.

**Wake County Approvals (required for the following)**

- Food preparation  Waste hauling  Lodging facilities  Institutional  Daycare  Pool or Pool house
- Well and/or septic permit, provide Wake Co. permit number(s) \_\_\_\_\_
- Completed Wake County application is attached  Wake County approval is not required

**Utilities**

- Water**  Apex°  Private (well)  Water meter requested →  New water meter size: \_\_\_\_\_
  - Sewer**  Public  Private (septic)  Irrigation meter requested →  New water meter size: \_\_\_\_\_
  - Electric**  Apex°  Progress Energy  Temporary board requested →  Temp board is not requested
- °First time customers MUST apply with the Apex Finance Dept. for water and electric service

**Applicant Statement**

I hereby certify that I have the authority to make the necessary application; that all information in this application is correct and all work will comply with the State Building code and all other applicable State and local laws and ordinances and regulations or private building restrictions, if any, which may be imposed by deed. The Inspection Department will be notified of any changes in the approved plans and specifications for the project herein.

Signature approval required for issuance of single trade permits (Supervisor Signature) \_\_\_\_\_

**Instructions for completing the remainder of the application**

- A) Lines 1 -4 : Complete contractor information for each contractor performing the work for this project.
- B) Line 5: Original Signature required by each contractor.
- C) Construction Cost: The combined construction cost of each trade should match the total construction cost on page 1 of the application.

**General Construction (Building)**  Check here if this trade is not required

1 Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_

2 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

3 License Number \_\_\_\_\_ Classification:  Commercial  Limited  Intermediate  Unlimited

4 Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_

5 Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Electrical**  Check here if this trade is not required

1 Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_

2 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

3 License Number \_\_\_\_\_ Classification:  Limited  Intermediate  Unlimited  Owner  Other  
Voltage:  50 or less  600 or less  600 or more

4 Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_

5 Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**HVAC (Mechanical)**  Check here if this trade is not required

1 Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_

2 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

3 License Number \_\_\_\_\_ Classification:  H-1  H-2  H-3  Owner  Class I  Class II  N/A

4 Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_

5 Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Plumbing**  Check here if this trade is not required

1 Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_

2 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

3 License Number \_\_\_\_\_ Classification:  Class I  Class II  Owner  N/A

4 Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_

5 Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Refrigeration (Mechanical)**  Check here if this trade is not required Additional Fee per Schedule

1 Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_

2 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

3 License Number \_\_\_\_\_ Classification:  H-1  H-2  H-3  Owner  Class I  Class II  N/A

4 Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_

5 Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Hood Suppression (Mechanical)**  Check here if this trade is not required Additional Fee per Schedule

1 Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_

2 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

3 License Number \_\_\_\_\_ Classification:  H-1  H-2  H-3  Owner  Class I  Class II  N/A

4 Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_

5 Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature approval required for issuance of single trade permits (Supervisor Signature) \_\_\_\_\_

**Sprinkler (Plumbing/Fire)**  Check here if this trade is not required **Additional Fee per Schedule**

1 Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_  
2 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
3 License Number \_\_\_\_\_ Classification:  Fire Sprinkler (only)  
4 Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_  
5 Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Alarm System (Electrical/Fire)**  Check here if this trade is not required **Additional Fee per Schedule**

1 Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_  
2 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
3 License Number \_\_\_\_\_ Classification (Electrical only):  Limited  Intermediate  Unlimited  Low Voltage  
4 Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_  
5 Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parking or Site Lighting (Electrical)**  Check here if this trade is not required **Additional Fee per Schedule**

1 Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_  
2 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
3 License Number \_\_\_\_\_ Classification:  Limited  Intermediate  Unlimited  Owner  Other  
Voltage:  50 or less  600 or less  600 or more  
4 Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_  
5 Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Underground Tanks (Fire)**  Check here if this trade is not required **Additional Fee per Schedule**

1 Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_  
2 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
3 License Number \_\_\_\_\_ Classification: \_\_\_\_\_  
4 Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_  
5 Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Irrigation (Plumbing)**  Check here if this trade is not required **Additional Fee per Schedule**

1 Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_  
2 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
3 License Number \_\_\_\_\_ Classification:  Class I  Class II  Owner  N/A  
4 Email \_\_\_\_\_ Construction Cost (contract amount) \$ \_\_\_\_\_  
5 Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_