Instructions for Registering and Uploading a New Project using IDT Plans

If you have any questions, please call Christine Masney at (919) 249-1106.

First time users must register before uploading plans.

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⚠ Internet Explorer 7 is no longer supported. For best results, Upgrade to IE 9.
Why was support dropped?

Town of Apex Electronic Plan Review

Forms and Checklists

- Planned Unit Development Conditional Zoning
- Residential Master Subdivision
- Non-Residential Master Subdivision
- Major Site Plan
- Minor Site Plan
- Construction Plan
- Plat Review

Submit a New Project

Submitting a project for plan review is easy, just click the button below to get started and follow the on screen instructions.

Submit a Project for Review

View Submitted Projects

The submittal overview page displays all of your submitted projects, their current status, and also allows you to begin the resubmittal process.

Submittal Overview

Click to submit a new project for review

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Plan Review Submittal

| Step 1: Application | Step 2: Upload Files | Step 3: Confirm And Submit |

Electronic Plans Submittal
Fields in **bold** are required.

General Project Information

Project or Subdivision Name: [   ] required

State: [NC] required

County: [Wake] required

Jurisdiction: [Town of Apex] required

Application Type: [Select] Help me choose an application type   required

Save and Continue

Fill in all information and click "Save and Continue"

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*Fields in **bold** are required.*

Contact Information - Owner / Developer

Please select the appropriate contact from the drop down menu.
If the appropriate contact is not listed in the drop down menu select the "Add A New Contact" option.

Owner / Developer: [Select ▼]

[Save and Continue] [Help]

Select contact information and click "Save and Continue"

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*Fields in **bold** are required.*

Contact Information - Plans Prepared By

Please select the appropriate contact from the drop down menu.
If the appropriate contact is not listed in the drop down menu select the "Add A New Contact" option.

Plans Prepared By: [Select ▼]

[Save and Continue] [Help]

Select information and click "Save and Continue"

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Project Data

Nearest Major Intersection:

Location:

Project Address:

Project Description / Revisions Being Made:

All plans shall be prepared by a professional engineer, land surveyor, architect or landscape architect registered in the state of North Carolina.

Plans Prepared By: Select

Save and Continue

Enter information and click "Save and Continue"

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Screen 2:

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Project Data

Please enter all of the Parcel Numbers associated with this project

Assessor Parcel Number(s): Add A Parcel No.

Save and Continue

Click "Add a Parcel No." and add information

Enter information and click "Save and Continue"

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http://townofapex.contractorsplanroom.com/secure/project/permits/index.cfm?step=c

Permit Application

File   Edit   View   Favorites   Tools   Help

Convert   Select

Staples Advantage   Internet Explorer 9 - Micro...   Internet Explorer 9 - Micro...   Suggested Sites   Home   Feeds (J)   Read mail   Print   Page   Safety   Tools   Help

Applicant: Jean Weatherman

Phone: (919)2493394

Address: P.O. Box 250 Apex, NC, 27502

Fax: (919)2493416

Email: jean.weatherman@apexnc.org

Property Owner(s): To Be Determined

All plans shall be prepared by a professional engineer, land surveyor, architect or landscape architect registered in the state of North Carolina.

Plan Prepared By: Engineer

Firm: To Be Determined

OWNERS STATEMENT:

I, _____, acting as agent for the owner/developer hereby submit the attached site site plan for review. I understand that failure to address any item listed above shall result in the plan not meeting the minimum submission requirements and said plan shall be returned to me for revision and resubmission prior to review.

X_____ ___/ ___/ ___
Signature

☐ I, acting as agent for the owner/developer hereby submit the above application for review. I understand that failure to address any item listed above shall result in the plan not meeting the minimum submission requirements and said plan shall be returned to me for revision and resubmission prior to review.

[Confirm]   [Edit]

Click button and click "Confirm"

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http://townofapex.contractorsplanroom.com/secure/project/?step=uploadconfdata&pn   www.contractorsplanroom....

File   Edit   View   Favorites   Tools   Help

Convert   Select

Staples Advantage   Internet Explorer 9 - Micro...   Internet Explorer 9 - Micro...   Suggested Sites   Home   Feeds (J)   Read mail   Print   Page   Safety   Tools   Help

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*Fields in **bold** are required.*

Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

Mt. Zion Church Road Improvements - Application Submittal 001

No files have been uploaded.

⊕ Upload files   ⊖ Delete selected files   🖫 Save and continue uploading later   👥 Invite a consultant to upload   ❔ Help

[Save and Continue]

Click "Upload files"

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Document Upload

This page will allow you to upload your project documents. Use the ⊕ button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (.pdf).

File	Size

Click "Browse" to upload files from your computer

Browse   ⊖   [   ]   ⇧ Upload

Submittal Guidelines

Following these guidelines as closely as possible will enable the review team to process your submittal as quickly as possible. Files that are not named appropriately are difficult to navigate and will result in extended review times.

Standardized Drawing File Naming Convention Example

001. C-1 - Cover Sheet
002. A-1 - Floor Plan
003. S-101 - Foundation Plan

Back   Help

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Mt. Zion Church Road Improvements - Application Submittal 001

	Documents Uploaded	Uploaded On
☐	1-Cover.pdf	5/14/14 11:10 AM
☐	2-Existing.pdf	5/14/14 11:11 AM
☐	3-Erosion Control.pdf	5/14/14 11:11 AM
☐	Details.pdf	5/14/14 11:11 AM
☐	Mt. Zion profile 1.pdf	5/14/14 11:11 AM
☐	Mt. Zion profile 2.pdf	5/14/14 11:11 AM

⊕ Upload files   ⊖ Delete selected files   🖫 Save and continue uploading later   👤 Invite a consultant to upload   ❓ Help

Click "Save and Continue"

Save and Continue

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Confirm and Submit

⚠ Please confirm your submittal package by clicking the "Submit For Review" button below.
Once you confirm your submittal, an automatic notification email will be sent to the review agency and the review process will begin.

[Confirm and Submit for Review]

Click "Confirm and Submit for Review"

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Fields in **bold** are required.

Confirm and Submit

Message from webpage

? Are you sure that you want to submit for review at this time?
You will be unable to upload documents or edit your application once you confirm.

[OK]   [Cancel]

[Confirm and Submit for Review]

Click "OK"

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