



Town of Apex Building Inspections and Permitting
Phone: 919-249-3418 Email: ePermit.Notify@ApexNC.org

PLEASE INCLUDE THE FOLLOWING ITEMS WITH THIS APPLICATION:

1. **Applicable Fees - Water Capital Reimbursement, Meter, Meter Tap (if applicable) and Permit Application (See Fees below).**
2. **One (1) full size plot plan or Town-approved site plan illustrating the following:**
 - Show the existing water meter and cleanout. If the requested irrigation is for an entrance feature where there is no existing water meter, show where the water line will be tapped.
 - Show the new proposed irrigation meter and backflow preventer. Backflow preventer must be lead free reduced pressure for all irrigation connections.
 - Show location of all sprinkler heads, misters, rotors, etc. in the right-of-way and/or Town of Apex Public Easements.

HELPFUL INFORMATION FOR THE IRRIGATION PERMIT PROCESS

[Town of Apex Irrigation Permit Process Brochure](#)
[Water Meter Installation Process](#)

Inspections and Water Meter Installation

- Schedule all required inspections via online service request at <http://www.apexnc.org/inspectionrequest>
- Schedule water meter installation via online service request at <https://www.cognitofrms.com/TownOfApex1/WaterMeterInstallationRequests>
- Irrigation System Encroachment information see [Code of Ordinance sec. 18-25](#) for more information.

APPLICANT AND OWNER INFORMATION

Applicant Name _____ Phone _____ Email _____

Project Address _____ Apex, NC ZIP _____

Subdivision or Project Name _____ Lot Number _____

Project Contact Person _____ Phone _____ Fax _____

Email _____ Contact preference: Phone Fax Email

Property Owner _____ Phone _____ Email _____

Description of Work _____ Total Cost (sum of costs)*: \$ _____

***Total cost > \$40,000 requires lien form, and workers comp affidavit and certificate of insurance (workers comp policy) for the irrigation contractor.**

IS THE PROPERTY IN THE TOWN OF APEX CORPORATE LIMITS?

Yes No Don't Know

IRRIGATION METER

Residential (New Construction) New water meter size _____ Commercial New water meter size _____

Residential (Existing Customer) New water meter size _____

Yes No Request Town to install split tap for a cost of \$800 (service available for existing residential water customers only)

FEES (See Condition 5 next page)

Single-Family Residential – Includes duplex and townhomes (Irrigation meter *required for ALL irrigation systems*)

Irrigation Meter Size	Capital Reimbursement Fees	Meter / Tap	Permit Fee	Total
3/4"	\$ 1,788	\$315 Meter	\$ 75	\$ 2,178
		\$800 Tap (see Condition 7 next page)		\$ 800

Multi-Family and Commercial (Irrigation meter *required*)

Irrigation Meter Size	Capital Reimbursement Fees	Meter	Permit Fee	Total
3/4"	\$ 1,788	\$315	\$ 75	\$ 2,178
1"	\$ 2,980	\$450	\$ 75	\$ 3,505
1 1/2"	\$ 5,960	\$785	\$ 75	\$ 6,820
2"	\$ 9,536	\$960	\$ 75	\$10,571



IRRIGATION PERMIT APPLICATION

Permit # _____ - _____

Received Date: _____

File Close Date: _____

Irrigation Permit Application page 2 of 2:

Project Address _____

CONDITIONS

1. All irrigation meters will require payment of capital reimbursement fees.
2. N.C.G.S. requires a second meter for in-ground irrigation systems and that systems be protected by an approved lead free backflow preventer. **Effective July 19, 2016, all new backflow preventers installed on the Apex water system are required to be "lead free". Backflow preventers installed must be per the USC manual and Town of Apex Cross Connection Control Ordinance. Approved lead free backflow preventers can be found at <https://fccchr.usc.edu/list.html>. Backflow preventer must be lead free reduced pressure for all irrigation connections.**
3. **All Irrigation Backflow Prevention Assemblies shall be tested within 10 business days after the irrigation meter has been set. All tests shall conform to the Town's [Article 6 - Cross-Connection Ordinance](#) and be submitted to the [AquaResource website](#) for approval.**
4. A plumbing permit is required for installation of the system from the meter to the backflow preventer.
5. All associated fees will be collected by the Building Inspections & Permitting Department prior to issuance of a permit.
6. All other non-single family customers (subdivision entrances and commercial sites) require a second meter.
7. The Water Resources – Water & Sewer Utility Operations Division will install the tap for existing single-family customers only; all other taps must be installed by a private contractor and inspected by the Water Resources Infrastructure Inspections Division.

PLUMBING PERMIT

Contractor (Company Name) _____ Phone _____

Address _____ City _____ State _____ ZIP _____

License Number _____ Classification: H-1 H2 H-3 Owner Class I Class II

Email _____ Plumbing Cost (contract amount) \$ _____

Authorized Agent (print) _____ Signature _____ Date _____

IRRIGATION PERMIT

Contractor (Company Name) _____ Phone _____

Address _____ City _____ State _____ ZIP _____

License Number _____ Classification: Owner

Email _____ Irrigation Cost (contract amount) \$ _____

Authorized Agent (print) _____ Signature _____ Date _____

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.

I hereby certify that I have read and agree to all Conditions listed above and the Town of Apex Irrigation Encroachment Ordinance Sec. 18-25.

I understand that all work must be uncovered and inspected before an approval can be granted and that I cannot self-perform work subject to the NC Plumbing Codes if this permit is for a single-family residence and I do not intend to live in this house for twelve (12) months from the date of permit final inspection approval.

Applicants Name (print) _____ Signature _____ Date _____