Town of Apex
Inspection Division

ADDITION/ALTERATION/ACCESSORY STRUCTURE SUBMITTAL CHECKLIST
(Decks, screen porches, attics and basements have separate checklists)

ALL permit submittals must include:
☐ Plan Check fee of $100
☐ One & Two Family Application (signed in ink)
☐ 1 Copy of Building Plan
☐ 2 Plot Plans (8 1/2” x 11” or 8 1/2” x 14”) showing location of addition/accessory structure
☐ Homeowner-Exemption-Questionnaire (projects over $30,000)
☐ 1 Copy of Workers Compensation Compliance Verification (projects over $30,000)
☐ 2 Copies NC Lien Agent Designation Forms (projects over $30,000)

Contractor’s Name: __________________________________________ Plan Name / Elevation ______________________________
Lot / Subdivision: __________________________________________ Project Address: ______________________________

INSTRUCTIONS
Checking a box indicates that this item has been provided in the manner requested. A re-review fee may be assessed to incomplete or incorrectly prepared application packages.

PLOT PLAN (REQUIRED)
☐ Plot Plan Provided: The plot plan must be drawn in ink showing the entire lot with the outline of the buildings(s), decks, porches, driveways, mechanical equipment, easements, buffers, and setbacks. Dimensions must be provided for all building and structures and the dimensions must be consistent with the plans provided for review. Indicate the distance from each property line to the structure at the nearest point. All plot plans must be to a designated scale (preferable 1”:20”).

BUILDING PLANS
☐ Scale Drawings: The plans have been drawn to scale (minimum 1/8” = 1’) in ink.

APPLICANT’S SIGNATURE

Applicant Name (print) ______________________________ Applicant Signature ______________________________ Date _________