

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



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

**ALL permit submittals must include the following (application & forms available at <https://www.apexnc.org/188/FormsApplications> )**

- Plan Review fee of \$100
- One & Two Family Dwelling Permit Application (hand-signed or docu-signed)
- 1 Copy of Building Plan
- 1 Plot Plan (8 1/2" x 11" or 8 1/2" x 14") showing location of addition/accessory structure and impervious surface SF.
- Homeowner-Exemption-Questionnaire if applicable
- Affidavit of Workers Compensation Coverage (projects over \$40,000)
- Certificate of Liability Insurance showing Workers Comp Coverage (projects over \$40,000)
- If work is NOT being done to primary residence provide NC Lien Agent Designation Form (projects over \$40,000)

**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 FOR ADDITIONS AND ACCESSORY STRUCTURES)**

**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'). Impervious surface (SF) must also be provided.

If on well/septic: Wake county approval is needed. Please go to <https://www.wake.gov/departments-government/water-quality-programs/septic-and-wastewater-management> to apply for the approval. You will be applying for an Accessory Structure permit. Once approved you will need to provide us with the plot plan that has the Wake County approval stamp. This will be a red stamp stating what they are approving. If you have any questions please contact Jill Perkins [Jill.perkins@wakegov.com](mailto:Jill.perkins@wakegov.com) 919.856.7342 office | 919.868.6410 mobile

**BUILDING PLANS**

**Scale Drawings:** The plans have been drawn to scale (minimum 1/8" = 1') in ink.