

CONTACT INFORMATION

Local Agencies:

Planning Department (919)249-3426

<http://www.apexnc.org/depts/plan/index.cfm>

Apex Chamber of Commerce (919)362-6456

www.apexchamber.com

County & State Agencies:

Regulated Facilities Information (919)856-7400

<http://www.wakegov.com/foodsafety/default.htm>

Starting a Business in North Carolina:

<http://www.wakegov.com/tax/newbusiness/default.htm>

Sales and Use Tax Information:

<http://www.dorncc.com/faq/sales.html>

Wake County ABC (Board of Alcoholic Control):

<http://www.wakeabc.com>

Wake County Department of Environmental
Services Food Safety & Facility Inspections:

<http://wakegov.com/food/professionals/building>

Federal Agencies:

Tax Information for Businesses (IRS website):

<http://www.irs.gov/businesses/index.html>



Starting a Business in the Town of Apex

The Peak of Good Living

There are many types and sizes of businesses located throughout Apex. We would like to assist you with your business whether you are relocating, starting up a new business, or want to work from your home.

This brochure offers guidelines to get you started on your endeavor.



Town of Apex
73 Hunter Street
P.O. Box 250
Apex, North Carolina 27502

www.apexnc.org

THINGS TO CONSIDER

Before leasing or purchasing a property, you should contact the Planning Department to discuss your plans. Please call (919)249-3426 to make an appointment with a planner.

Where are you considering locating?

- Do you want to build a new structure?
- Do you plan to lease an existing building, suite, or office space?
- Are you thinking about working from your home?

Factors to consider:

- Is the zoning of the location appropriate for the proposed business?
- Are there zoning conditions or site plan restrictions on the property where you wish to locate your business?
- Are there building code restrictions within a building, suite, or office space that would limit your business operations?
- Will you need to renovate the interior and/or exterior of an existing building or space? If so, how long will the plan approval and renovations take?
- Will there be enough available parking on-site? If leasing, does the landlord guarantee a certain number of parking spaces per tenant space?
- Are there requirements from other agencies, such as ABC permits for sale of alcoholic beverages or food safety permits/inspections from Environmental Health?

W H E R E T O L O C A T E

New Building:

If you plan to build a new structure, you will need to obtain site plan and construction plan approval. After construction plan approvals have been issued, you are required to obtain a building permit.

There are different site plan processes depending upon the size of your building.

Buildings less than 40,000 square feet are considered Minor Site Plans, are approved at staff level, and do not



require Town Council approval. The Minor Site Plan application may be downloaded from our website:

<http://www.apexnc.org/docs/plan/minorsite.pdf>

Buildings totaling more than 40,000 square feet are considered Major Site Plans and require public hearings before the Planning Board and Town Council. The Major Site Plan application may be downloaded from our website:

<http://www.apexnc.org/docs/plan/majorsite.pdf>

You may also pick up a copy of the Major or Minor Site Plan applications from the Planning Department.

Please contact the Planning Department at (919)249-3426 to make an appointment with a planner to discuss your plans.

Existing Building/Suite/Office Space:

If you plan to locate in an existing building, suite or office space, with or without plans for renovations, you will need approvals from the following Town departments:

1st - Planning - (919)249-3426

Certificate of Zoning Compliance

<http://www.apexnc.org/docs/plan/certzoncomp.pdf>

2nd - Inspections - (919)249-3418

<http://www.apexnc.org/docs/const/commPermApp.pdf>

3rd - Fire - Inspection (919)249-1040

http://www.apexnc.org/docs/fire/plan_rev.pdf

From Home:

Home-based businesses require Planning Department approval with a Home Occupation Permit. There are several standards that must be met in order to obtain approval for a home occupation. These standards are incorporated into the Home Occupation Permit Application, and you may download this form from our website:

<http://www.apexnc.org/docs/plan/homeOccupation.pdf>

