

**Permit Application  
GRADING**



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

Applicant Name \_\_\_\_\_

Project Address \_\_\_\_\_ Apex, NC ZIP \_\_\_\_\_

Subdivision or Project \_\_\_\_\_ Lot Number(s) \_\_\_\_\_

Project Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Contact preference:  Phone  Email

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Description of Work \_\_\_\_\_

Approximate Excavation: \_\_\_\_\_ CY and/or Approximate Fill: \_\_\_\_\_ CY

**REQUIRED DOCUMENTS (Provide all)**

- 1) A Letter of Plan Approval issued by Apex Environmental Programs (contact James Misciagno, 919-372-7470)
- 2) A letter from the Third-Party Inspection firm has been provided herewith (see Third-Party section below).
- 3) One (1) half-size copy Town-approved site grading drawing (Planning Phone: 919-249-3426 Email: planninginfo@apexnc.org).
- 4) Copy of geotechnical report used in preparation of approved site grading drawing.
- 5) If project cost is over \$40,000, provide required items per the Commercial Plan Checklist.\*  
<https://www.apexnc.org/DocumentCenter/View/70/Commercial-Projects-Checklist-PDF>

**GENERAL CONSTRUCTION (GRADING)**

Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

License Number \_\_\_\_\_ Classification:  Residential  Building  Limited  Intermediate  Unlimited

Email \_\_\_\_\_ Grading Cost\* (contract amount) \$ \_\_\_\_\_

\*Projects over \$40,000 [require Workers Comp affidavit](#), Certificate of Insurance if applicable, and lien form

Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIRD-PARTY TESTING AND INSPECTION (letter required –see below)**

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Registered Design Professional \_\_\_\_\_ NC Registration Number \_\_\_\_\_

Email \_\_\_\_\_

A letter is provided with this application from the aforementioned registered design professional stating that this firm has been retained to provide the required inspections for fill per the NC Building Code Appendix J and Section 1704.7. The letter shall reference the approved grading plan as the scope of work and state that the firm will provide a copy of all reports to the Apex Building Inspection Division and if their services are suspended they will immediately notify the Apex Building Inspection Office. **A report indicating compliance with Code requirements will be required before lots can be platted.**

**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.**

Applicants Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPROVALS (to be completed by Plans Examiner)**

Zoning Approval Type:  Construction Drawings  Certificate of Zoning Compliance  Administrative Approval  Plot Plan

Zoning District \_\_\_\_\_

Approval to Issue Permit by \_\_\_\_\_ Date \_\_\_\_\_