

# COMMERCIAL PROJECT PLAN CHECKLIST



## Town of Apex Building Inspections and Permitting

Phone: 919-249-3418

Email: [ePermit.Notify@ApexNC.org](mailto:ePermit.Notify@ApexNC.org)

### ALL PERMIT SUBMITTALS MUST INCLUDE:

- Building Plans:** Each submittal must include full set of plans uploaded as (1) PDF per trade. File name **MUST** indicate what drawings are in that file. (For example: Electrical.pdf, Mechanical.pdf) Required application/forms are here: <https://www.apexnc.org/188/FormsApplications>
- Completed Commercial Projects Plan Checklist and Application.**
- Town of Apex Affidavit of Workers' Compensation Coverage (cost > \$40,000)**
- Certificate of Liability showing Workers Comp policy if applicable (cost >\$40,000) and issued to Town of Apex, 73 Hunter St, Apex NC 27502**
- Lien Agent forms (cost >\$40,000) – [www.liensnc.com](http://www.liensnc.com)**  
\*Submit Checklist, Application, Certificate of Liability, Workers Comp Affidavit and Lien form as one file named "Application.pdf"  
\*\*Plan review fee (\$100/trade) will be assessed after application is accepted.

Contractor: \_\_\_\_\_ Project Address: \_\_\_\_\_

#### 1. Planning Department Approval (Permit Specialist to verify prior to accepting application)

Check the type of written Planning Department approval submitted with the application (check one only).

- Signed Construction Drawings (often referred to as site or civil drawings) are approved.
- Approved CZC (Certificate of Zoning Compliance).
- Administrative Approval (2 complete sets of approved documents).
- Other written approval \_\_\_\_\_

#### 2. Permit Application (both must be verified and checked)

- The permit application date on the bottom left of the application is for the current calendar year.
- Each section of the application is complete; and includes hand-sign or docu-sign signatures on applicant statement (p1) and on GC or primary trades (p2-3).

#### 3. Plan Review Fee (check all that apply):

- Plans include the following trades:  Building /General Construction  Plumbing  Mechanical  Electrical  
 Refrigeration  Fire Sprinkler System  Fire Alarm  \_\_\_\_\_

Enter number of trades checked above: \_\_\_\_\_ Multiply number by \$100 \_\_\_\_\_ equals amount due.

#### 4. Building Code Summaries (both of the following are required)

- A complete Building Code Summary (sealed by designer) has been provided on the initial sheets of the building plan set.  
Note: The BCS must include the Energy Summary, Electrical Summary, and Mechanical Summary that are stand alone documents sealed by the respective designer (these documents cannot reference information that is located elsewhere in the plan.)

#### 5. Plans and Construction Documents (the following design elements are required)

- **Accessibility:**
  - The approved Site Plan will be required for new buildings which will depict all accessible elements.
  - Provide all interior accessible elements (i.e. accessible fixture minimum and maximum dimensions, transaction counter height and width, accessible sinks, ramps details, etc.).
- **Architectural:**
  - Key Plan – this plan shall show the entire building and each tenant space complete with street address, square footage of each tenant space of each space and any new or existing fire separations. Include each occupancy classification in the building with the square footage of the same (this will be used for unity calculations).
  - Exit Plan – this plan must show the diagonal distance of the building and/or space and dimension the distance between exits. The plan will include all fixed furniture and an exit path from the most remote point in the building or space to each exit as necessary (the path shall be drawn at right angles to the exit to allow for any furniture layout).
  - Fire Assemblies – provide a copy of all published fire assemblies to be utilized on the project including listed fire penetration assemblies.
  - Floor Plans – provide a separate plan for each floor.
  - Elevations, interior and exterior.
  - General notes, legends, and symbols.
  - Sections and details as necessary.
- **Structural:**
  - Provide all design criterion, general notes, legends, and symbols.
  - Provide all structural elements (footing/foundation, intermediate floors, walls, roof, details, etc.).
  - Provide all structural schedules.
  - Provide signed and sealed drawings for pre-engineered buildings and or systems.

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- **Plumbing**

- Water and DWV plan for each floor.
- Water and soil riser diagram.
- Roof drain diagram (entire closed system).
- Backflow prevention device diagram (specify device make/model, location, and configuration).
- Provide all necessary sections and details for installation.
- Comprehensive fixture and equipment schedules.
- Location of branch isolation valves on water distribution system.
- General notes, legends, and symbols.

- **Mechanical**

- Provide system layout for each floor.
- Provide gas system layout.
- Provide equipment schedules.
- Provide damper locations.
- Mechanical load calculations.
- Mechanical systems energy compliance form (see note on page 1 under Building Code Summaries).
- Comprehensive equipment schedules.
- Mechanical plan by floor (include underfloor and roof as necessary).
- Mechanical sections and details.
- General notes, legends, and symbols.

- **Electrical**

- List the electrical service provider (Apex Power or Progress Energy)
- Lighting plan by floor.
- Power plan by floor.
- Electrical roof and underfloor plan as necessary.
- Riser diagram (include all grounding).
- Electrical sections and details.
- Electrical equipment schedules (lighting, panels, generator, etc.).
- Electrical systems energy compliance for (see note on page 1 under Building Code Summaries).
- General notes, legends, and symbols.

- **Fire Sprinkler**

- Hydraulic calculations.
- Layout per floor.
- Cut sheets, sections, details as necessary.
- Thrust blocking details.
- General note, legends, and symbols.

- **Water Supply for Fire Protection**

- Provide completed "Water Supply for Fire Protection" form.

- **Wake County approval application** [http://www.wakegov.com/food/healthinspections/resources/Pages/new\\_food\\_rules.aspx](http://www.wakegov.com/food/healthinspections/resources/Pages/new_food_rules.aspx)

## 6. Other Plan Review Issues

- Reviewed plans will be discarded if left unclaimed for a period of 30 days following notification.
- Modification to plans after permit is issued requires additional written approval prior to continuing work.
- I acknowledge that signs and retaining walls must be permitted using a separate applications.
- The basis for determining water and sewer capacity fees must be submitted prior to permit issuance.
- The General Contractor and all subcontractors must be declared before the permit will be issued.

## 7. Fees

- I understand that water and sewer capacity fees must be paid prior to scheduling a final inspection.

## 8. Applicant's Statement

- I have personally verified that all the information requested by this Plan checklist has been included in this plan submittal and that all the information is correct. I understand that missing or incorrect information discovered after the application has been accepted will be cause to have the plans returned to the applicant without review.**

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