



# 2010 Express Plan Check Procedures

Town of Apex  
Inspections Division  
Phone 919-249-3418 Fax 919-249-3407

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## General Provisions

- Scope:** All construction projects will be considered but due to the limited size of our staff it is not feasible for us to undertake large or complex projects that will exceed 8 man hours per session.
- When:** Express Plan Check takes place on Wednesday evenings, twice a month.
- Scheduling:** The project design coordinator may contact the express coordinator to identify available dates and times. The project design coordinator must be a licensed design professional except for small tenant improvements and alterations less than 1,500 square feet of total tenant area for which the owner may coordinate. The express plan check application shall be forwarded to the express coordinator for processing and booking. An application fee of \$400 must accompany the application. Please refer to the application and this package for all required documentation to complete your booking. Applications must be submitted within 48 hours of the initial scheduling to confirm your time and date.
- Booking:** The applicant will be contacted after the application and documentation is reviewed and the proposed project is determined to be appropriate for express plan check. A confirmation by fax or email will be sent identifying the date and time.
- Cancellation/  
Rescheduling:** Cancellation must be made three (3) business days prior to the scheduled meeting time. A first time \$200 cancellation/rescheduling fee will be charged if made before the deadline. A second time \$400 cancellation/rescheduling fee will be charged if made before the deadline. A third time cancellation/rescheduling will eliminate the project from the express plan check program. If the project is cancelled after the deadline, a minimum one-hour fee will be charged. The person or firm scheduling the review will be the party responsible for the fees.
- Cost:** \$400 for the first hour and \$100 per additional 15 minute increment. This charge is not credited toward the cost of the permit. Town staff will determine the number of plans examiners to provide for each project based upon size and complexity.
- Plans:** Plans shall be available at the scheduled time and all plans must be assembled and ready for review.
- Sealed plans must be included in the package when the design involves trusses, precast products, etc.



Express Plan Check, a confirmation by fax or email will be sent and may include specific conditions.

4. Time of Review: All required attendees must be present at the scheduled time. Plans shall be complete, and shall be separated into the required number of sets and ready for review. Insufficient number of plans, layers not printed, improperly bound sets, designer of record not present are all reasons for immediate rejection. PLEASE BE PREPARED.

Plans should rarely be denied if all the requested information is present at the time of review. However, if the Express Plan Check results in a rejected set of plans, then the permits cannot be issued until the all outstanding issues have been resolved. If the plans are denied, then the applicant may choose to have the plans re-reviewed at another express review or submit the plans into the regular review process, which would then have regular review times for completion. Re-review fees are charged as for first-time reviews (see COST above).

#### Application Requirements

1. Complete the Express Plan Check application.
2. Describe the proposed work (be complete, specific, and accurate). Be sure to include any specialized design components or features. The more information you supply, the higher the probability of a successful review.
3. Provide the correct street address of the building and suite number (if applicable). This allows us to set up the project in our database and identify any potential conflicts (i.e. zoning, floodplain, etc.) prior to the scheduled review session. If an address has not been assigned contact Will Brown with the Planning Department at 919-249-3336.
4. Provide the contact person's name, telephone number, fax number, mobile number, etc. in case we need to communicate any additional information prior to the review session. It is noteworthy to point out that the contact person must be completely knowledgeable about the project and have the ability to make administrative changes.
5. Provide names, addresses and NC license number of all applicable contractors. This information must be added to the application prior to the release of the permit.

**Any questions or comments regarding this service may be directed to Rick Frady, Plan Review/Permitting Supervisor at (919) 249-3379 or by email at [rick.frady@apexnc.org](mailto:rick.frady@apexnc.org)**