

Town of Apex Business Development Process Flow Chart (Existing Buildings)

Starting up or moving a business into existing space

Submit a
Certificate of Zoning
Compliance (CZC)
Application and fee to
the Planning
Department

Include written business operations plan Planning reviews the application to determine occupancy class and forwards to other Town departments as needed.

Approximately 5 business days

YES

Planning responds to applicant with any questions and conditions for use.
Inspection requirements are identified and provided to applicant.

Submit a

Commercial Building

Permit Application, required architectural plans, and fees to the Building Inspections

Department

Once Building Permit is issued, commence with construction and required building inspections

CZC Approved

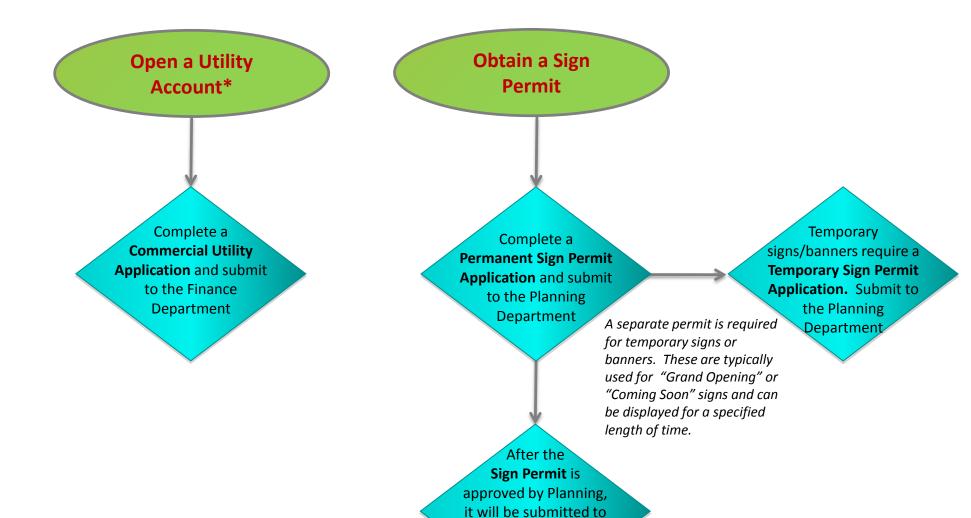
Applicant and Town sign the Certificate of Zoning Compliance

Are you doing any renovations to the interior space?

NO

Schedule inspections outlined in the approved Certificate of Zoning Compliance

This flow chart is intended to be used as an overview of the Certificate of Zoning Compliance process. For more detailed information, please contact the Planning Department at (919) 249-3426 or visit our website at www.apexnc.org.



Building Inspections
Department for
approval.

* Requests for Commercial Utility Services

Accounts established for commercial service will require a Federal Tax ID number and the signature of an authorized representative. Accounts established for non-incorporated business' will require the Social Security number and signature of the individual operating the business. Deposits for commercial accounts are based on two month's average bill for the location.



Town of Apex Business Development Contacts

Our seasoned municipal professionals can assist you in site selection, zoning compliance, permitting, engineering, building codes, and inspections. Talk to us - we're here to help!

Rezonings, Site Plans, and Special Use Permits

(for new building locations)

Brendie Vega, (919) 249-3339: Principal Planner Amanda Bunce, (919) 249-3529: Senior Planner

Small Town Character Overlay District

(for businesses located in downtown Apex)

<u>Mike Clark</u>, (919) 249-3331: Senior Planner

Certificates of Zoning Compliance and Sign Permits

(for existing building locations, existing shopping centers, etc.)

Brenda Culbertson, (919) 249-3437: Planning Technician

Zoning Compliance

<u>Steve Yates</u>, (919) 249-3333: Zoning Compliance and Landscape Supervisor

Transportation Engineering

Russell Dalton, (919) 249-3358: Transportation Engineer

Development Plans/Site Civil Construction Plans, Water and Sewer Permitting, Infrastructure Bonding

<u>Jean Weatherman</u>, (919) 249-3394: Development Services Supervisor <u>Jessica Sloan</u>, (919) 372-7467: Administrative Specialist

Standard Specifications and Standard Details

Adam Stephenson, (919) 249-3417: Senior Engineer

Utility and Roadway Construction Inspections

Eric Battle, (919) 249-3510: Infrastructure Inspections Manager

GIS (Geographic Information Services)

Steve Nelson, (919) 249-3311: GIS Analyst

Building Permits and Fees

Anne Brock, (919) 249-3384: Senior Permit Specialist

Building Plan Review

Samantha Ewens, (919) 249-3383: Plans and Permits Supervisor

Building Inspections

Rudy Baker, (919) 249-3381: Code Enforcement Supervisor