



Inspections & Permits Department  
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[www.townofcary.org](http://www.townofcary.org)

## EXPRESS REVIEW GUIDE FOR COMMERCIAL CONSTRUCTION PROJECTS

TOWN of CARY

### EXPRESS REVIEW

**Express Review is a service that allows for faster examination of most commercial construction plans, including fit-ups and new buildings and is held each week on Tuesdays & Thursdays, with appointments beginning at 1:30 pm.** Typically, applicants may expect to receive permits within 1-3 business days of an approved Express Review. Cary continues to offer this service, helping those with commercial projects needing to meet financing deadlines and other timetables.

#### SCHEDULING:

**Express Review must be scheduled a minimum of 7 business days prior to your desired date and can be scheduled anytime ahead of your requested date as long as required documentation (listed below) is provided.**

To schedule an Express Review, contact the **Express Review – Scheduling Coordinator**, Sue Wall at (919) 460-4992 or email at [sue.wall@townofcary.org](mailto:sue.wall@townofcary.org). The applicant will be contacted, to verify the appointment time, after the requested documentation (listed below) has been reviewed and the proposed project is determined to be appropriate for Express Review. If the appointment time requested is not suitable, Sue will contact you to extend the appointment or reschedule for a more suitable appointment time.

The applicant will need to submit the following documentation to complete the Express Review appointment process **within 2 business days** of the initial scheduling request:

- 1) The completed Commercial Building Permit application must be submitted in IDT upon requesting a date for Express Review.
- 2) A layout of each suite in the building, listing name of the tenant, the occupancy classification and gross square footage.
- 3) Express Review Fee \$600.00 required for reserving an appointment
- 4) Upon a receipt of the above documentation and the Express Review Fee, the applicant will receive a written confirmation by email identifying the date and time for your Express Review appointment.

**\*\*Plans for Express Review projects must be uploaded in IDT 2 business days prior to your Express Review date\*\***

The link to our Online plan submittal page and instructions on how to prepare your plans for submittal is: <https://www.townofcary.org/services-publications/residential-permits-inspections/development-regulations/plan-review-and-design>

#### CANCELLATION & RESCHEDULING:

Cancellations must be made in writing to the **Express Review – Scheduling Coordinator** by email **at least 3 business days prior** to your scheduled Express Review appointment. Your payment for the Express Review will be refunded or applied toward your next scheduled Express Review time for the same project. If your scheduled time for the project is cancelled after this deadline, a minimum Express Review Fee \$600.00 will not be refunded or applied to your next scheduled review time. The applicant would then need to re-apply if they want to reschedule the project for Express Review.

#### COST:

\$ 600 first hour (minimum fee)  
\$ 150 additional per 15-minute increment

## PLANS:

Plans must be uploaded in IDT 2 business days prior to your scheduled Express Review date. All plans shall be sealed, signed and dated by a NC Professional Engineer or NC Registered Architect.

If your project requires Wake County Environmental Health Department review, the applicant must submit their Wake County Food Service application and pay the application/review fee to Wake County directly using their online permit portal. The link to their website is: <http://www.wakegov.com/permitportal>.

We request that the applicant bring in one set of the plans on the day of the Express Review for the purpose of providing an overview of the project as well as the discussion of any plan corrections that need to be made.

## APPLICANT ATTENDEES:

The project coordinator/project contact person and all individuals whose professional seal is on the project plans (engineer, architect, and sprinkler designer) must be in attendance. If all parties are not present, we may not be able to proceed with your review and your fee may be forfeited. **Applicants should arrive 10 minutes prior to your appointment time.**

## STAFF ATTENDEES:

- Building, Electrical, Plumbing, Mechanical, and Fire plans examiners will review for NC State Building Code compliance.
- Utility Pre-treatment staff will review plans to ensure that they meet the intent of the Sewer Use Ordinance and the Oil and Grease Control Program.
- Wake County Environmental Health Department staff will review plans as required (restaurant, food service, day care, etc).
- Platting Specialist will review permit to identify any addressing issues that may need to be addressed.
- Planning Department staff will review the permit for zoning and site plan compliance and/or identify any other planning/Town ordinance issues that may need to be addressed.

## PERMIT ISSUANCE:

Permits are normally issued within 1-3 business days upon receipt of complete information and approval. As part of the review all fees, including building permit, utility connection, and development/ impact fees, will be calculated. Please refer to the **Inspections & Permits Fee Estimation Guide** to help determine your anticipated fees in advance of your submittal or contact the **Express Review – Scheduling Coordinator**.

## TIPS FOR SUCCESSFUL EXPRESS REVIEW:

- Applicant should have all approvals from any other departments/outside agencies – Planning, Engineering, NCDENR, etc. Please note exterior changes require approval from the Town's Planning Department prior building permit issuance.
- Provide Detailed Scope of Work on application, including accurate Building Code Summary
- Address assignment should be completed
- Provide complete and accurate contractor information, updated Certificate of Insurance from the general contractor showing Workman's Comp coverage and listing the Town of Cary as a certificate holder, Lien Agent (if applicable) and the total construction cost.
- Plans that require Wake County Environmental Health Department approval must submit their Wake County Food Service application and pay the application/review fee to Wake County directly using their online permit portal. The link to their website is: <http://www.wakegov.com/permitportal>.
- For minor corrections identified during the Express Review, the applicant will be required to re-submit plans in IDT with all the corrections/issues having been addressed. Re-reviews of minor corrections will be expedited, (typically 1-3 business days). If the plan corrections are more extensive, the applicant will need to re-submit and may choose to have the project re-reviewed at another Express Review appointment or submit their plans using our regular review cycle. Permits cannot be issued until the plans have been approved and all plan review issues resolved.
- Re-review fees will apply.
- Please contact the **Express Review – Scheduling Coordinator** for any special scheduling concerns.