

Beginning May 1, 2019, the Town of Cary will offer the opportunity for citizens and applicants to schedule specified application reviews online. Using our [online submittal portal](#) you will be able to submit your application and schedule your review for the following applications:

Commercial Building Permit Express Review:

Express Review is a service that allows for faster review of most commercial construction plans, including fit-ups and new buildings. Please note that all commercial projects are not deemed appropriate for an Express Review.

- Express Review Meetings must be requested at least 7 days in advance.
- Meetings are held each week on Tuesdays & Thursdays, with appointments beginning at 1:30 p.m.
- To request an Express Review, submit your request through the Building Permit Application using our [online submittal portal](#). Confirmation and further coordination of the Express Review request will be handled by our Express Review Coordinator.
- For more information, including fees, please see our [Express Review Guide](#).

Development Pre-Application Conference:

A Pre-Application Conference provides applicants or property owners a no-cost opportunity to propose a draft idea (rezoning or development plan) to the Development Review Committee (DRC) and receive feedback before deciding whether or not to proceed.

- Pre-Application meetings are held every Wednesday.
- Meetings must be scheduled at least one week in advance.
- To request a Pre-Application Meeting, submit your request through the Pre-Application Conference Request using our [online submittal portal](#).

Comment Review Meetings:

Comment Review Meetings are an opportunity for applicants to discuss review comments with members of the Development Review Committee regarding a specific development plan.

- Pre-Application meetings are held every Wednesday.
- Meetings must be scheduled at least one week in advance and can be scheduled directly from your project page.

If you are not familiar with our online portal there are a few steps to follow in preparation for submitting an application:

1. Visit the online portal using this link: <https://townofcary.idtplans.com/secure/>
2. Create a free account

Ready to submit your application? Here are your next steps once you have created your account:

1. Log in to your account
2. Select "Submit A New Project" located in the middle of screen
3. Follow the steps to select your appropriate permit or application
4. Select "Yes" to schedule your appointment
5. Complete the remaining steps
6. Submit your application and if anything changes staff will contact you
7. We look forward to seeing you!