



OVER-THE-COUNTER EXPEDITED SHOWROOM SUPPLEMENT

CITY OF HIGH POINT
211 S. Hamilton St., High Point, NC 27260, Suite 316
Phone 336-883-3151

This supplement is required for processing all **Expedited Showroom** permit applications.

Requirements: Area of Work cannot exceed 2,500 square feet. Work area between 2,500 – 10,000 sq. ft. is permissible with signed and sealed architectural plans. All work shall be interior only. External penetrations or façade changes are NOT permitted. All of the following must be provided:

Address (including Market Showroom Space Number): _____

Area of Work (sq. ft.) (must be contiguous – not separate areas): _____

Trades Involved (check all that apply): Building Fire Electrical Mechanical Plumbing

Validate/Acknowledge all of the following by providing an initial or checkmark next to each:

____ 1. Attach construction plans (at a minimum a floorplan) to the request.

____ 2. Attach this completed worksheet to the request.

____ 3. Work does not involve any ceiling or horizontal assemblies/hangings that are in excess of 48-inches in any dimension.

____ 4a. New walls shall not extend to the ceiling. Leave a minimum of 18 inches of space below all fire sprinkler head deflectors. (See illustration to the right.)

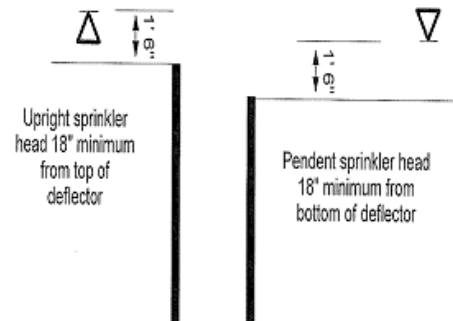
-OR-

____ 4b. Provide a letter of “No Impact” from a sprinkler contractor or provide sprinkler system plans.

____ 5. Work shall not involve the removal or alteration of any fire rated construction.

____ 6. Work must use noncombustible construction (i.e. steel studs/sheetrock)

____ 7. All trade inspections (including Fire) will conduct an inspection of the work **three business days** (timeframe includes the day the permit is issued) following the issuance of this Expedited Showroom permit. **Plans must be available on-site at all times.**



I am aware of all NC State Building Codes applicable to the description of work provided in the “Detailed Description” field on the Commercial OTC request, and to the best of my knowledge am in compliance. I also understand that by being granted an over-the-counter permit, no plan review will be completed prior to inspections.

Signature

Date