



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

Please complete and submit the checklist, application, and all necessary supporting documentation to obtain a permit. Submitting complete and accurate information at the beginning will result in more efficient processing of your request.

Submittal Requirements

Staff Use	✓ or NA	All requests <u>shall</u> include:
		Enter ✓ or NA in column to the left ✓=Provided NA=Not Applicable
		1 Original of the Residential Construction Application completed and signed with ink. Please complete the application fully. If you have questions regarding required information, contact the Planning and Development Department staff. Note: This request will result in the issuance of a “Complete” Permit. Separate Trade Permits will <u>not</u> be necessary.
		1 Construction Plan sets. Used for permit fee calculation only.
		Professionals: Identify all individuals that will be conducting the work. The individuals identified must be licensed to conduct the work. If not properly licensed or a valid exemption form is not provided the work cannot be permitted.
		This request <u>may</u> also require:
		Plot Plan. A Plot Plan must be provided for all residential improvements that result in site changes. Site changes include: new residences, additions (i.e. rooms, sunrooms, decks), detached buildings (i.e. garage, storage building, etc.). Plot plans are necessary to verify compliance with the Development Ordinance. Plot plans must be prepared in accordance with the “Residential Plot Plan Checklist.” See page 7 of this application packet.
		Airport Overlay District: New residential dwellings constructed in Zone 3 of the Airport Overlay District shall be designed to achieve an outside to inside noise reduction level of at least 30 decibels (dB). This performance measure may be achieved by any suitable combination of building design, building materials and construction standards to reduce the interior noise levels from overhead aircraft flights. A qualified acoustical professional shall certify that the design standards, construction methods, and materials used to construct the residential use will achieve at least a 30-dB noise level reduction. (Section 3.8.5.H. - https://tinyurl.com/hpairportoverlay).
		“Work By Owner Affidavit” pursuant to G.S. 87-1. This form must be provided if the property owner wishes to act as the general contractor and/or do electrical, mechanical, or plumbing work. The owner must acknowledge and adhere to all relevant provisions listed on the form and the form must be notarized.
		“Appendix F” pursuant to G.S. 87-1(a)(1). If the proposed project cost is \$40,000 or more , provide this form for work performed by a property owner. The owner must acknowledge and adhere to all relevant provisions listed on the form and the form must be notarized.
		Child Care Operation documentation. Please contact our office to arrange a brief meeting with the Building Official to discuss the applicable statutory standards to operate a Child Care Facility.
		Certificate of Appropriateness (COA): A COA is required for many exterior or structural improvements within a Local Historic District (including Johnson Street, Sherrod Park, or West High Avenue) or for Guilford County Designated Landmark Properties. A copy of the COA is required to be submitted with the permit application.
		Health Department (applicable county) Approval: Sites with well and/or septic.

		The following must be obtained <u>prior</u> to permit issuance:
		Lien Agent: pursuant to 160d-1110(g). If the proposed project cost is \$40,000 or more , this document for the project address must be provided. Visit NC Liens website at www.liensnc.com . Owner occupied existing single-family residences or accessory structures are exempt.
		Workers' Compensation Coverage: pursuant to G.S. 87-14. If the proposed project cost is \$40,000 or more , provide the Workers' Compensation Coverage form or provide a copy of the Insurance Certificate. Form is also available on last page of this document.
		Erosion Control Permit: Per Section 9-7-11(a)(1) a Land Disturbing Permit is required if land disturbance activity: a) Exceeds one acre; b) Is on highly erodible soils; c) Drains to a water quality pond (i.e. wet pond in a development) or retention structure (i.e. Davis Lake Regional Pond) in any part of a protected watershed; d) Is within Tiers 1 or 2 of a Watershed Critical Area; or e) In any instance where extensive erosion control measures are required. Sedimentation and Erosion Control Plans are reviewed and Land Disturbing Permits are issued by Engineering Services (883-3194). **Identify Related Erosion Control Permit Record ID: _____
		Sites not requiring a Plan or Permit: Must construct a stabilized stone construction entrance, and contain all sediment generated by accelerated erosion within the property boundaries of the site.
		Floodplain Development Permit: Prior to any development activities located within Special Flood Hazard Areas, a Floodplain Development Permit is required. Contact Engineering Services (883-3194) for requirements. A copy of the Floodplain Development Permit shall be submitted with the building permit application. If compliance is achieved via a Letter of Map Amendment/Revision – Fill out (LOMA-F) then provide a copy of the Letter issued by the Army Corps of Engineers.
		If additional permits (i.e. Home Occupation, etc.) are required that need review, then there may be a delay in issuing the residential building permit. You may contact this office prior to submitting to verify no additional permits are required.
		Permit requests <u>may</u> also result in the issuance of additional permits:
		Driveway Permit: When a driveway is proposed, they shall be depicted on the Site Plan and be constructed in accordance with the High Point Driveway Ordinance. Staff will modify the permit accordingly. Additional permitting from the NC Department of Transportation is required for connections to state-maintained roads.
		Completing Fields (General)
		Provide All Information: Providing clear and accurate information for the entire project/proposal is essential to processing your request correctly. Complete all information that is known about this project.
		Contact Information: If you need assistance or have question regarding this application please contact us at: Inspections Services Department Development Services Center 211 S. Hamilton St., Suite 316, High Point, NC 27260 Phone: 336-883-3151 Fax: 336-883-8518 Email: permits@highpointnc.gov For more information on residential construction: www.buildhighpoint.com/residentialconstruction

GENERAL INFORMATION - PART 1

PROJECT INFORMATION (All fields in this section are required)

Project Address: _____

Name of Business or Project Name: _____

Proposed Work (detailed description of work including location and equipment size) _____

PROPERTY OWNER INFORMATION (All fields in this section are required)

Property Owner: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

APPLICANT INFORMATION (All *applicable* fields in this section are required)

Company Name: _____

Applicant Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Status of Applicant: Property Owner; Licensed Contractor; Legal Representative; Unlicensed Contractor

Number: _____ Classification: _____

PROFESSIONAL (CONTRACTOR) INFORMATION

Please list all professionals associated with this project. If the professional is already registered in Accela, provide just the Licensee's name, license # and classification. If identified as an Applicant you do not need to repeat below.

License Holder: _____
License #: _____ Classification: _____
Company Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Cell: _____
Email: _____

License Holder: _____
License #: _____ Classification: _____
Company Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Cell: _____
Email: _____

License Holder: _____
License #: _____ Classification: _____
Company Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Cell: _____
Email: _____

License Holder: _____
License #: _____ Classification: _____
Company Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Cell: _____
Email: _____

GENERAL INFORMATION – PART 2 (Please complete all applicable fields)

BUILDING DATA SECTION (Please complete all information)

TYPE OF WORK	TYPE OF FOUNDATION	TYPE OF CONSTRUCTION
<input type="checkbox"/> New Structure <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Alteration & Addition <input type="checkbox"/> Repair <input type="checkbox"/> Other: _____	<input type="checkbox"/> Basement <input type="checkbox"/> Crawl <input type="checkbox"/> Monolithic <input type="checkbox"/> Slab <input type="checkbox"/> NA	<input type="checkbox"/> New Construction Area (sq. ft.): _____ <input type="checkbox"/> Alteration Area (sq. ft.) _____ <input type="checkbox"/> Number of stories _____

TRADES APPLICABLE TO THIS REQUEST (Check all that apply)

<input type="checkbox"/> Building	<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing
Applicable Code: <input type="checkbox"/> 2018 NC Residential Code <input type="checkbox"/> 2018 NC Existing Building Code	Utility Providers: Water: _____ Sewer: _____ Electric: _____ Gas: _____	Type of Heat: <input type="checkbox"/> Electric <input type="checkbox"/> Electric Heat Pump <input type="checkbox"/> Fuel Oil <input type="checkbox"/> Gas Heat Pump <input type="checkbox"/> Liquid Propane Gas <input type="checkbox"/> Natural Gas <input type="checkbox"/> Other: _____	

ADDITIONAL INFORMATION (Please complete all applicable fields)

Job Value: _____ Number of **New** Dwelling Units: _____ Number of **New** Buildings: _____

Public Owned (Y/N): _____ Property Use (i.e. Single Family): _____

AUTHORITY TO FILE APPLICATION

NON-GC ONLY

Required	I hereby agree to conform to all applicable laws and regulations of the City of High Point, applicable County and State of North Carolina (as may be applicable to my request) and certify that the above information and accompanying documents are complete, true and accurate to the best of my knowledge. In addition, I acknowledge that by filing this application, representatives from the City of High Point Planning and Development Department may enter the subject property for investigation and analysis of this request. Applications will not be accepted without signature(s).		
	Print Applicant Name	Applicant Signature	Date

*For GC, please complete the next page

PERMIT QUESTIONNAIRE (Please circle YES or NO in response to each question)		
Is the property owner listed above the same as on the Property Tax Card? If No, provide documentation to validate/support ownership.	YES	NO
Does the proposal adhere to the dimensional requirements of the zoning district?	YES	NO
Is the site in Watershed Critical Area Tier 1 or 2?	YES	NO
Does the site drain to an existing Water Quality Device (i.e. Pond serving subdivision lots or a Regional Pond such as Davis Lake)? If Yes, for either of the questions above, provide a copy of the Land Disturbing Permit from Engineering Services.	YES	NO
Is the site within a Special Flood Hazard Area? If Yes, then submit a copy of the Floodplain Development Permit from Engineering Services.	YES	NO
Is the site within the Airport Overlay District and subject to noise level reduction performance measures? If Yes, then submit a copy of the certification of compliance.	YES	NO
Is the site within a local historic district that requires a Certificate of Appropriateness? If Yes, then submit a copy of the COA authorizing the work.	YES	NO
Is a driveway proposed? If Yes, then depict the proposed driveway on the submitted plot plan.	YES	NO
Will Engineered Truss Drawings for floor and/or roof assemblies be used? If Yes, Sealed Engineered Truss Drawings with layout must be available on-site at the time of the framing inspection.	YES	NO

AFFIDAVIT OF RESPONSIBILITY (GC ONLY)

Required

*I hereby acknowledge that I am the party that is financially responsible for compliance with all applicable State and local code requirements regarding the residential construction at the property identified in this request.
 *I certify that this residential permit application submittal is complete and that it complies with the City of High Point Development Ordinance, specifically, Chapter 4 Zoning (including any Historic District or Airport Overlay District), Chapter 7 Article B Soil Erosion & Sedimentation Control and Article C Flood Damage Prevention, as applicable.
 *I certify that this residential permit application submittal complies with the City of High Point Driveway Ordinance and any respective County Health Department requirements for well and septic tank, as applicable.
 *I also certify that this residential permit application submittal and the construction work proposed are in accordance with the NC Residential Building Code.
 *I understand and accept that if this residential permit application submittal is found to be not in compliance with any of the aforementioned code requirements inspection requests may be withheld, stop work orders or notices of violation issued, or permits revoked for failure to comply until all code requirements are met.
The undersigned hereby certifies that he/she is either a NC Licensed General Contractor or the Authorized Delegate of a NC Licensed General Contractor and hereby makes application for a permit and inspection of work described and agrees to comply with all applicable laws regulating the work.

 NC Licensed General Contractor Name (Print)

 (NC License number)

 (Signature of Affiant)

 (Date)

Residential Plot Plan Checklist

Applicability: A plot plan is required for Development Services Staff review for any single-family and duplex development (including room additions, detached structures, decks or handicap ramps). The plot plan is submitted along with a completed permit application.

Submittal Requirements: 1) A reproducible plot plan (Usually inked or plotted. Faxes are not acceptable). Plot Plans for new single-family and duplex dwellings must be prepared by a Professional Land Surveyor (PLS) or Professional Engineer (PE).

Helpful Notes: 1) A property owner may depict additions (i.e. sunroom, deck, detached structure) on an accurate survey. The additions must be drawn darkly enough to be reproducible; 2) It is strongly advised that the applicant keep an original for their records.

Adhering to the following checklist will greatly assist in efficiently processing building permit requests. Failure to provide the necessary information may result in delay of permit issuance.

Plot Plan Elements		Minimum Plot Plan Requirements
Staff Use	√ or NA	Provide a standard scale (i.e. 1" = 40'). Show as a scale bar and verbal scale (i.e. 1" = 40')
		Enter √ or NA in column to the left √=Provided NA=Not Applicable
		Provide a north arrow.
		Provide current owner's name, address, and daytime phone number.
		Provide the name, address, daytime phone number and signature of person(s) preparing the plan. If prepared by a Professional Land Surveyor, metes and bounds descriptions and the source along with a signed professional seal is required.
		Plans must have a floodplain statement, "This property is or is not located in a Special Flood Hazard Area as determined by the Department of Housing and Urban Development". Any disturbance or improvements within a Special Flood Hazard Area requires a Floodplain Development Permit which is issued by Engineering Services (See also, minimum Construction Plan Requirements).
		Clearly indicate the property address.
		Indicate the subdivision name and lot number.
		Show property lines (boundary) with dimensions and to scale.
		Conditional Requirement: If proposed structure is within 2 feet of a required setback, the type of property corners (i.e. EIP, etc.), along with whether the corner was located and flagged or not must be noted on the plot plan.
		Depict and identify all structures (existing and proposed) with gross square footage(s).
		Note the use (i.e. residence, shed, garage, etc.) of existing and proposed structures.
		Provide the height (in feet) of all proposed structures from the finished floor to the peak of the roof. Alternatively, the height can be provided on the Building Permit Application.
		Dimension and location of all existing and proposed buildings, distances between buildings measured wall-to-wall at the closest point; distance from building wall measured at right angle to property lines (including r/w's).
		Identify street name(s) and type of improvement (i.e. curb and gutter or no curb and gutter)
		Depict and identify any easements, rights-of-way, or buffers on the property.
		Show and label proposed driveways (i.e. "Proposed Concrete Driveway"). Only show existing or proposed driveway improvements on the site (Do not show driveway improvements within the right-of-way).
		Driveway Note. All sites with a proposed driveway shall have the following note, "Proposed driveway shall be constructed to City of High Point standards".
		Provide distance of driveway edge (measured at the r/w) to the adjacent property and from intersecting r/w's (corner lots only). Also dimension the driveway width at the right-of-way.
		Date map prepared and revised.

**City of High Point - Inspection Services Department
Unlicensed Contractor Supplemental Form**



As the HOMEOWNER or PROPERTY OWNER, I give permission to the unlicensed person, firm or corporation proposing to do work at the project address listed below. I understand that the person, firm or corporation proposing to perform work on my home or property is NOT licensed by the NC licensing Board for General Contractors, and the total cost I will pay for the work must be less than \$40,000.00. I understand that the subcontractors are required to contract directly with me as the homeowner or property owner and not the unlicensed person, firm, or corporation proposing to do the work.

Project Address: _____

Scope of Work: _____

Estimated Cost

Building	
Electrical	
Mechanical	
Plumbing	
Total Cost	\$

Total estimated cost must include all materials, supplies, and labor for the entire scope of work for the project. All trade work is required to be completed by NC Licensed subcontractors.
We require a copy of the contract with itemized costs from all contractors as a part of this submittal.

In pursuant to NCGS 87-14 the following affidavit must be signed and notarized.

- The applicant is the owner of the property on which the building is being constructed and, if the applicant is a firm or corporation, that the person submitting the application is an owner, officer, or member of the firm or corporation that owns the property.
- The applicant will personally superintend and manage all aspects of the construction of the building and that the duty will not be delegated to any other person not licensed under this Article.
- The applicant will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes.

Unlicensed Person, Firm, or Corporation Information

Name: _____

Address: _____

Phone Number: _____

Email: _____

Signature: _____ Date: _____

Homeowner or Property Owner Information

Name: _____

Address: _____

Phone Number: _____

Email: _____

Signature: _____ Date: _____

Sworn / affirmed and subscribed before me the _____ day of _____ 20_____.

Signature of Notary _____

My commission expires: _____

APPENDIX D
AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE
N.C.G.S. § 87-14

The undersigned applicant for Building Permit # _____ being the

_____ Contractor

_____ Owner

_____ Officer/Agent of the Contractor or Owner

Do hereby aver under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit:

_____ has/have three (3) or more employees and have obtained workers' compensation insurance to cover them,

_____ has/have one or more subcontractor(s) and have obtained workers' compensation insurance to cover them,

_____ has/have one or more subcontractor(s) who has/have their own policy of workers' compensation covering themselves,

_____ has/have not more than two (2) employees and no subcontractors,

while working on the project for which this permit is sought. It is understood that the Inspection Department issuing the permit may require certificates of coverage of workers' compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

Firm name: _____

By: _____

Title: _____

Date: _____