



# STRUCTURE REMOVAL 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		All requests <u>shall</u> include:
	✓ or NA	Enter ✓ or NA in column to the left      ✓=Provided
		<b>1 Original Application</b> <u>completed and signed</u> with ink. Please complete the application fully. If you have questions regarding required information contact the Planning and Development Department staff.
		<b>1 Site Demolition Plan</b> depicting location of structure(s) to be removed.
		<b>1 Letter or Verification</b> that all applicable utility services have been properly disconnected.
		<b>Application Fee - \$50</b>
		<b>Professionals:</b> 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.
		<b>This request <u>may</u> also require:</b>
		<b>DHHS-3768 Form</b>
		<b>“<u>Owner Exemption Affidavit</u>”</b> pursuant to <b>G.S. 87-14(a)(1)</b> . This form must be provided if the property owner wishes to act as the general contractor and the proposed project cost has a value of <b>\$30,000 or more</b> . The owner must acknowledge and adhere to all relevant provisions listed on the form and the form must be notarized. Note: Electrical, Mechanical, and Plumbing work must be conducted by a licensed contractor for all Commercial Uses regardless of value.
		<b>Certificate of Appropriateness (COA):</b> 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.
		<b>Health Department (applicable county) Approval:</b> Sites with well and/or septic, food handling, or a swimming pool require approval from the applicable county Health Department.
		<b>The following must be obtained <u>prior</u> to permit issuance:</b>
		<b>Lien Agent:</b> If the proposed project cost has a value of <b>\$30,000 or more</b> , information, as required by NCGS 160A-417 must be provided. Owner occupied existing single-family residences or accessory structures are exempt. Visit NC Liens website at <a href="http://www.liensnc.com">www.liensnc.com</a> .
		<b><u>Workers’ Compensation Coverage:</u></b> If the proposed project cost is \$30,000 or more, complete the “Workers’ Compensation Coverage” form <b>or</b> provide a copy of the Insurance Certificate, as required by NCGS 87-14.

	<p><b>Erosion Control Permit:</b> Per Section (9-7-11(a)(1) a LDP 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).</p> <p>**Identify Related Erosion Control Permit Record ID: _____</p> <p><b>Sites not requiring a Plan or Permit:</b> Must construct a stabilized stone construction entrance, and contain all sediment generated by accelerated erosion within the property boundaries of the site.</p>
	<p><b>Contact Information:</b> If you need assistance or have question regarding this application please contact us at:</p> <p><b>Planning and Development Department</b>  <b>Development Services Center</b>  211 S. Hamilton St., Suite 316, High Point, NC 27260  Phone: 336-883-3151 Fax: 336-883-8518  Email: <a href="mailto:permits@highpointnc.gov">permits@highpointnc.gov</a></p> <p>For more information on structure removal: <a href="http://www.buildhighpoint.com/296/Demolished-Structure">http://www.buildhighpoint.com/296/Demolished-Structure</a> or <a href="http://www.buildhighpoint.com/297/Moved-Structure">http://www.buildhighpoint.com/297/Moved-Structure</a></p>

**GENERAL INFORMATION**

**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 (Optional): \_\_\_\_\_

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

Company Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Status of Applicant:  Property Owner;  Contractor;  Legal Representative; Other: \_\_\_\_\_

License 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 #: \_\_\_\_\_ Classification: \_\_\_\_\_  
License #: \_\_\_\_\_  
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)**

<p>Type of Work:</p> <p><input type="checkbox"/> Non-Residential</p> <p><input type="checkbox"/> Residential</p> <p><input type="checkbox"/> Storage Tank Removal</p> <p>Applicable Code:</p> <p><input type="checkbox"/> 2012 NC Residential Code</p> <p><input type="checkbox"/> 2012 NC Building Code</p> <p><input type="checkbox"/> 2012 NC Rehabilitation Code</p> <p><input type="checkbox"/> 2015 NC Existing Building Code</p> <p>Occupancy Classification:</p> <p>_____</p> <p>(A,B, E, F, H, I, M, R, S, U)</p>	<p>Utility Providers:</p> <p>Water: _____</p> <p>Sewer: _____</p> <p>Electric: _____</p> <p>Gas: _____</p> <p>Debris Disposal Location:</p> <p>_____</p> <p>_____</p>	<p>Are there any AST, UST, or LPG tanks? (Y/N)_____</p> <p><input type="checkbox"/> If yes, provide/attach documentation of proper removal</p> <p>Reference prior permit for Storage Tank Removal (if applicable):</p> <p>_____</p> <p>Is this request associated with a City Code Enforcement Action? (Y/N)_____</p>
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**ADDITIONAL INFORMATION (Please complete all applicable fields)**

Job Value: \_\_\_\_\_ Number of Dwelling Units: \_\_\_\_\_ Number of Buildings: \_\_\_\_\_

Public Owned (Y/N): \_\_\_\_\_ Type of Building: \_\_\_\_\_

**AUTHORITY TO FILE APPLICATION**

<b>**Required**</b>	<p>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 the purpose of investigation and analysis of this request.</p> <p><b>Applications will not be accepted without signature(s).</b></p>		
	<p>Print Applicant Name</p>	<p>Applicant Signature</p>	<p>Date</p>
<p>Print Owner Name*</p>	<p>Owner Signature* and Title (for companies)</p>	<p>Date</p>	

\*A Letter of Authorization signed by the owner or an email from the owner is also acceptable.