



COMMERCIAL 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 Commercial Construction Application <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. 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. See pages 7 & 8 for required information on the Construction Plan Sets.
		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:
		Completed Building Code Summary (Appendix B) Appendix B 2018.pdf
		“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. The owner must acknowledge and adhere to all relevant provisions listed on the form and the form must be notarized.
		All improvements that will have heated space shall provide <u>either</u> of the following: 1) COMcheck Energy Worksheet [Download at www.energycodes.gov] or 2) Documentation within the building plans that the building will adhere to the Prescriptive Building Envelope Requirements . (See page 9 for requirements).
		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, food handling, or a swimming pool require approval from the applicable county Health Department.

		The following must be obtained <u>prior</u> to permit issuance:
		Lien Agent: pursuant to G.S. 160A-417. If the proposed project cost is \$30,000 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.
		<u>Workers' Compensation Coverage</u>: pursuant to G.S. 87-14. If the proposed project cost is \$30,000 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.
		Land Development Approval: New Buildings, Building Additions or Site Changes require Land Development approval. A separate application is necessary to process these requests. The "Land Development Application" is available here . **Identify Related Land Development Record ID: _____
		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.
		Permit requests <u>may</u> also result in the issuance of additional permits:
		Driveway Permit: When proposed, driveways 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: Planning and Development 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 commercial construction: http://www.buildhighpoint.com/191/Commercial-Construction

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: _____

BUILDING DATA SECTION (Please complete all information)				
TYPE OF WORK	TYPE OF FOUNDATION	AREA 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.) _____		
EXISTING USES	PROPOSED USES	OTHER		
Please list all existing uses: _____ _____ _____ _____ _____	Please list all proposed uses: _____ _____ _____ _____ _____	Number of stories _____ Elevators(Y/N) _____ Change of Occupancy(Y/N) _____ Highrise Structure(Y/N) _____		
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	<input type="checkbox"/> Fire

FIRE PROTECTION FEATURES SECTION (Please check all applicable boxes)		
FIRE ALARM SYSTEM	EXISTING SPRINKLER SYSTEM	PROPOSED SPRINKLER SYSTEM
Existing Fire System(Y/N) _____ Fire Alarm System Proposed(Y/N) _____	Existing Building Sprinklered (Y/N) _____ If yes, how extensive is existing sprinkler system? <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> NA	Fire Protection Sprinkler System Proposed(Y/N) _____ If yes, to what extent? <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> NA
FIRE - OTHER		
Stand Pipe(Y/N) _____ Fire Pump(Y/N) _____ Suppression System(Y/N) _____ If Suppression System-Describe: _____ _____ _____	Spray Booth(Y/N) _____ Spray Room(Y/N) _____ Flammable or Combustible Storage (Y/N) _____ Rack Storage Proposed(Y/N) _____	

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

<p>Applicable Code:</p> <p><input type="checkbox"/> 2018 NC Building Code</p> <p><input type="checkbox"/> 2018 NC Rehabilitation Code</p> <p><input type="checkbox"/> 2018 NC Existing Building Code</p> <p>Proposed Type of Construction:</p> <p>_____</p> <p>(IA, IB, IIA, IIB, IIIA, IIIB, IV, VA, VB)</p> <p>Proposed 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>Special Inspections: Does this project require Special Inspections in accordance with NCBC Section 1701.1?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Type of Heat:</p> <p><input type="checkbox"/> Electric</p> <p><input type="checkbox"/> Electric Heat Pump</p> <p><input type="checkbox"/> Fuel Oil</p> <p><input type="checkbox"/> Gas Heat Pump</p> <p><input type="checkbox"/> Liquid Propane Gas</p> <p><input type="checkbox"/> Natural Gas</p> <p><input type="checkbox"/> Other: _____</p>
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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. Retail, Office, etc.): _____

Proposed Date of Occupancy: _____

AUTHORITY TO FILE APPLICATION

Required	<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 investigation and analysis of this request.</p> <p>Applications will not be accepted without signature(s).</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.

Commercial Construction (Building) Plans Submittal Requirements

New Buildings or Building Additions

General Plan Requirements

- Plans must be in blue or black ink or plotted to allow for reproducing (pencil is not acceptable).
- Plans shall be drawn to an architectural scale (Example 1/8" = 1') (2012 NCSBC Section 106.2.1).
- It is preferred that all submitted plan sheets be of the same size and measure 18"x24" or 24"x30". Plans smaller than 11"x17" (ledger) will **not** be accepted.
- Name, address, and signature of the **person responsible for the design** shall be included on the cover sheet of the plan set (NCSBC 2012, Section 106.2.1).
- Plans must be prepared in accordance with the current North Carolina Building Codes.
- Completed Building Code Summary (**Appendix B**) ** Note Life Safety Plan Requirements.

Plan Contents

- Foundation/Footing Plan and details
 - Dimensions, thickness, depth below grade, reinforcement
 - Crawl space foundation ventilation calculations, crawl access size and location
 - Foundation anchor bolts, size and location
- Floor Plan (each floor level). Identify each room's dimensions and use
- Framing Plan:
 - Section details and all structural details shown
 - Exterior finish material
 - Building wrap
 - Exterior sheathing including soffit detail
 - Flashing for windows, doors, and roof
 - Insulation- walls and roof
 - Framing materials used (Engineered products require stamped, sealed drawings).
 - Interior finish and flame spread shown
 - Roof framing plan with load points shown
- Stair details, showing rise/run, handrails and guardrails (if applicable)
- Exterior elevations (four sides) including the finished elevation above grade
- Window and door schedule showing energy ratings; hazardous location glazing; emergency egress; fire ratings (if required)
- Roof access with size and location shown
- Structural drawings for steel frame, designed concrete, or wood truss drawings. Data and layout provided by the manufacturer. All engineered products require sign and seal of design engineer
- Roof ventilation calculations (if applicable) and roof covering materials, including flame spread
- Energy code compliance information. Plans shall identify prescriptive requirements or include copy of 2012 NCECC COMcheck (2012 NC Code Compliant Version)
- Accessibility Details (when applicable)
- Fire protection details and plans
- Mechanical drawings and equipment information
- Electrical drawings and equipment information
- Plumbing drawings and equipment information

Alterations

General Plan Requirements

- Plans must be in blue or black ink or plotted to allow for reproducing (pencil is not acceptable).
- Plans shall be drawn to an architectural scale (Example 1/8" = 1') (2012 NCSBC Section 106.2.1).
- It is preferred that all submitted plan sheets be of the same size and measure 18"x24" or 24"x30". **Plans smaller than 11"x17" (ledger) will not be accepted.**
- Name, address, and signature of the **person responsible for the design** shall be included on the cover sheet of the plan set (NCSBC 2012, Section 106.2.1).
- Plans must be prepared in accordance with the current North Carolina Building Codes.
- Completed Building Code Summary (**Appendix B**) ** Note Life Safety Plan Requirements.

Plan Contents

- Clearly identify the location within the building of the space you are conducting work
- Floor Plan of existing layout and proposed layout (including a narrative of the scope of work within said areas). Identify each room's dimensions and use.
- Window and door schedule showing energy ratings; hazardous location glazing; emergency egress; fire ratings (if required)
- Energy code compliance information. Plans shall identify prescriptive requirements or include copy of 2012 NCECC COMcheck (2012 NC Code Compliant Version)
- Accessibility Details (when applicable)
- Fire protection details and plans
- Mechanical drawings and equipment information
- Electrical drawings and equipment information
- Plumbing drawings and equipment information

Plan Contents for Repairs

General Plan Requirements

- Plans must be in blue or black ink or plotted to allow for reproducing (pencil is not acceptable).
- Plans shall be drawn to an architectural scale (Example 1/8" = 1') (2012 NCSBC Section 106.2.1).
- It is preferred that all submitted plan sheets be of the same size and measure 18"x24" or 24"x30". **Plans smaller than 11"x17" (ledger) will not be accepted.**
- Name, address, and signature of the **person responsible for the design** shall be included on the cover sheet of the plan set (NCSBC 2012, Section 106.2.1).
- Plans must be prepared in accordance with the current North Carolina Building Codes.
- Completed Building Code Summary (**Appendix B**) ** Note Life Safety Plan Requirements.

Plan Contents

- Clearly identify the location within the building of the space you are conducting the repairs. A floor plan may be used.

Other Links

- Link to Special Inspection Forms: (Separate document not available at this time)
- Link to external detailed Construction Plan Submittal Requirements (Not available at this time)

Prescriptive Building Envelope Requirements

Documentation within the building plans that the building will adhere to the Prescriptive Building Envelope Requirements listed below.

401.2. (3) North Carolina specific REScheck shall be permitted to demonstrate compliance with this code. Envelope requirements may not be traded off against the use of high efficiency heating and cooling equipment. No trade-off calculations are needed for required termite inspection and treatment gaps.

TABLE 402.1.1
Insulation and Fenestration Requirements by Component^a

Climate Zone ⁱ	Fenestration U-Factor ^b	Skylight ^b U-Factor	Glazed Fenestration SHGC ^{b,e}	Ceiling ^k R - Value	Wood Frame Wall R - Value ⁱ	Mass Wall R - Value	Floor R-Value	Basement ^c Wall R - Value	Slab ^d R - Value & Depth ^h	Crawl Space ^c Wall R - Value
3	0.35	0.65	0.30	30	13	5/10	19	10/13	0	5/13
4	0.35	0.60	0.30	38 or 30 ^j	15, 13+2.5 ^h	5/10	19	10/13	10	10/13

- a. R-Values are minimums. U-Factors and SHGC are maximums.
- b. The fenestration U-Factor column excludes skylights. The SHGC column applies to all glazed fenestration.
- c. "10/13" means R-10 continuous insulated sheathing on the interior or exterior of the home or R-13 cavity insulation at the interior of the basement wall or crawl space wall.
- d. For monolithic slabs, insulation shall be applied from the inspection gap downward to the bottom of the footing or a maximum of 18 inches below grade whichever is less. For floating slabs, insulation shall extend to the bottom of the foundation wall or 24 inches, whichever is less. R-5 shall be added to the required slab edge R-values for heated slabs.
- e. R-19 fiberglass batts compressed and installed in a nominal 2 x 6 framing cavity is deemed to comply. Fiberglass batts rated R-19 or higher compressed and installed in a 2 x 4 wall is not deemed to comply.
- f. Zone 3 applies to Randolph and Davidson counties. Zone 4 applies to Guilford and Forsyth counties.
- g. Code reference is not applicable to the High Point area.
- h. "13+5" means R-13 cavity insulation plus R-5 insulated sheathing. 15+3 means R-15 cavity insulation plus R-3 insulated sheathing. If structural sheathing covers 25 percent or less of the exterior, insulating sheathing is not required where structural sheathing is used. If structural sheathing covers more than 25 percent of exterior, structural sheathing shall be supplemented with insulated sheathing of at least R-2. 13+2.5 means R-13 cavity insulation plus R-2.5 sheathing.
- i. For Mass Walls, the second R-value applies when more than half the insulation is on the interior of the mass wall.
- j. R-30 shall be deemed to satisfy the ceiling insulation requirement wherever the full height of uncompressed R-30 insulation extends over the wall top plate at the eaves. Otherwise R-38 insulation is required where adequate clearance exists, or insulation must extend to either the insulation baffle or within 1" of the attic roof deck.
- k. Table value required except for roof edge where the space is limited by the pitch of the roof, there the insulation must fill the space up to the air baffle.

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: _____