



Do I need a permit?

- BEFORE you begin work, visit <http://www.buildhighpoint.com/151/Permits-Required> and/or call 336-883-3151 for additional assistance. If a permit IS required, it MUST be ISSUED prior to beginning work.

Can I do the work myself?

- If you own it **and** live in it, **Yes**, there are additional forms you will need to complete.
- If you own it and it's a rental, **Maybe**. Per North Carolina General Status (NCGS), all trade work (electrical, mechanical (heating and air), and plumbing) must be done by licensed contractors. If the **entire job cost** exceeds \$30,000 a licensed general contractor **must** be hired to do the building work. If the **total job cost** is less than \$30,000 the property owner (or an unlicensed contractor) may do the building work.

WHAT do I need to pull a permit?

- Written detailed description of **ALL** work being done at the project job address as well as WHO will be performing the work. One permit will be issued for the entire project (the City of High Point issues blanket permits).
- Provide the total value of all the work being done at the address (including, electrical, mechanical, plumbing and building work)
- Provide the company name, NC state license number, if applicable, contact name, and contact number for each contractor working on site.
- The total area (square footage) of the addition/alteration/repair.
- If you're adding to your home, a Plot Plan showing your property lines and depicting all additions, extensions, enclosures, or coverings (including covering of existing decks, patios, stoops, or adding a roof). Show the measurements from the proposed addition(s) to the property lines. Please go to www.buildhighpoint.com for guidance or call our office.

HOW do I apply?

- If you're comfortable with computers, go to www.buildhighpoint.com and select the ACA Accela Citizen Access button. Select Register for an account, in blue (be sure to scroll down on each page continue until you get the login option). Login top right, select Construction Permits complete all required fields. Once you have completed the application you will receive a Record ID which will begin with letters, this will be your permit number. Please reference the ID if you need to contact our department.
- If you are unable to apply online, a paper copy of the application is available at <http://www.buildhighpoint.com/DocumentCenter/View/164> . You may email the document to Permits@highpointnc.gov or bring the completed application into our office Monday-Friday (office hours may change).
- If you have additional questions, please call, or email us.