



## Residential Plan Submittal Requirements

Please use the checklist below to verify that you are providing all of the necessary information to obtain a permit. Submitting complete and accurate information at the beginning will result in more efficient processing of your request.

<b>All permit submittals shall include:</b>	
<input type="checkbox"/>	1 Copy of the Residential Permit Application signed with ink. Please complete the application fully. If you have questions regarding the required information please contact the Planning and Development Department staff.
<input type="checkbox"/>	1 Copy of the "Affidavit of Workers' Compensation Coverage" that is notarized or accompanied by the Insurance Certificate. See page 5 of this application packet.  or 1 Original of the "Owner Exemption Affidavit" pursuant to G.S. 87-14(a)(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. See page 6 of this application packet.
<input type="checkbox"/>	2 Plot Plans. Plot plans 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 2 of this application packet.
<input type="checkbox"/>	2 Sets of the Building Plans adhering to "Minimum Construction Plan Requirements". See page 3 of this application packet for a list of plans/details required based on the type of work being proposed.
<input type="checkbox"/>	Applicable Plan Review Fee.
<b>Permit requests may also require:</b>	
<input type="checkbox"/>	1 Copy of a REScheck Energy Worksheet or documentation that the building will adhere to the Prescriptive Building Envelope Requirements. This information is required for all improvements that will have heated space.
<b>Permit requests may also result in the issuance of additional permits:</b>	
<input type="checkbox"/>	<b>Driveway Permit:</b> When a driveway is proposed a Driveway Permit is issued concurrently with the Building Permit. The driveways shall be depicted on the Plot Plan and be constructed in accordance with the High Point Driveway Ordinance. Additional permitting from the NC Department of Transportation is required for connections to state maintained roads.
<input type="checkbox"/>	<b>Land Disturbing Permit:</b> Improvements that result in any land disturbance within Tiers 1 or 2 of a Watershed Critical Area or are within Swansgate Subdivision or Cambridge Oaks Subdivision require issuance of a Land Disturbing Permit (LDP) by Engineering Services. Engineering Services reviews all development proposals within the in the designated areas. They prepare an erosion control plan and issue a LDP concurrently with the issuance of the building permit.
<b>If applicable, the following approvals/permits must be obtained <u>prior</u> to submittal for a building permit:</b>	
<input type="checkbox"/>	<b>Floodplain Development Permit:</b> Prior to any development activities located within Special Flood Hazard Areas a Floodplain Development Permit is required. Contact Engineering Services (883-3194) for requirements.
<input type="checkbox"/>	<b>Certificate of Appropriateness (COA):</b> A COA is required for many exterior or structural improvements within a Local Historic District (i.e. Johnson Street) or for Guilford County designated Landmark Properties. A COA should be obtained prior to submitting a request for a building permit.
<input type="checkbox"/>	Approval by Guilford County Health Department for well and/or septic.

# PLANNING AND DEVELOPMENT DEPARTMENT



## INSPECTION SERVICES DIVISION CITY OF HIGH POINT NORTH CAROLINA

### RESIDENTIAL PERMIT APPLICATION

Property Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Plat Book: \_\_\_\_\_ Page: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
Description of Work (in a couple sentences describe the proposed work) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Construction: \$ \_\_\_\_\_

#### Building Characteristics

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> New Residence circle one (slab, crawl, basement) | <input type="checkbox"/> Alteration          | <input type="checkbox"/> Demolition  |
| <input type="checkbox"/> Detached Building                                | <input type="checkbox"/> Deck (Sq Ft: _____) | <input type="checkbox"/> Moved House |
| <input type="checkbox"/> Addition   | <input type="checkbox"/> Swimming Pool       | <input type="checkbox"/> Modular     |

Heated Square Ft: \_\_\_\_\_ Unheated Square Ft: \_\_\_\_\_

Garage Square Ft: \_\_\_\_\_

Basement Square Ft: \_\_\_\_\_  Finished  Unfinished

Number of Rooms: \_\_\_\_\_

Structure Height: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Type of Heat: \_\_\_\_\_

Utility	Water	<input type="checkbox"/> Public	<input type="checkbox"/> Private	
	Sewer	<input type="checkbox"/> Public	<input type="checkbox"/> Private	
	Electric	<input type="checkbox"/> High Point	<input type="checkbox"/> Duke Energy	<input type="checkbox"/> Other: _____

Owners Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

N.C. State General Contractor's License Number: \_\_\_\_\_

City of High Point Privilege (Business) License Number: \_\_\_\_\_

- Attachments:** (check all that apply)
- Affidavit of Worker's Compensation Coverage
  - Owner Exemption Affidavit Pursuant to G.S. 87-14(a)(1)
  - Energy Compliance Worksheet (REScheck or other)
  - Plot Plan prepared in accordance with the checklist
  - Approval by Guilford County Health Department for well and/or septic

*The undersigned hereby certifies that he/she is either the owner or the authorized agent of the owner and hereby makes application for permit and inspection of work described and agrees to comply with all applicable laws regulating the work.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date and time received: \_\_\_\_\_ Plan Number: \_\_\_\_\_  
Building Permit #: \_\_\_\_\_ Driveway Permit #: \_\_\_\_\_ Property #: \_\_\_\_\_

## RESIDENTIAL PLOT PLAN CHECKLIST

### City of High Point Planning & Development Department

**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.

✓ = Provided    ✗ = Not Provided    N/A = Not Applicable.

Plot Plan Elements	Minimum Plot Plan Requirements
Staff Only	<i>Provide a standard scale (i.e. 1"=40'). Show as a scale bar and verbal scale (i.e. 1"=40')</i>
	<i>Provide a north arrow.</i>
	<i>Provide current owner's name, address, and daytime phone number.</i>
	<i>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.</i>
	<i>Plans must have a floodplain statement, "This property <u>is</u> or <u>is not</u> 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.</i>
	<i>Clearly indicate the property address.</i>
	<i>Indicate the subdivision name and lot number.</i>
	<i>Show property lines (boundary) with dimensions and to scale.</i>
	<i>Depict and identify all structures (existing and proposed) with gross square footage(s).</i>
	<i>Note the use (i.e. residence, shed, garage, etc.) of existing and proposed structures.</i>
	<i>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.</i>
	<i>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).</i>
	<i>Identify street name(s) and type of improvement (i.e. curb and gutter or no curb and gutter)</i>
	<i>Depict and identify any easements, right-of-ways, or buffers on the property.</i>
	<i>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).</i>
	<i>Driveway Note. All sites with a proposed driveway shall have the following note, "Proposed driveway shall be constructed to City of High Point standards".</i>
	<i>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.</i>
	<i>Date map prepared and revised.</i>

## MINIMUM CONSTRUCTION PLAN REQUIREMENTS

**Submittal Requirements:** 1) Two (2) sets of reproducible construction plans (Usually inked or plotted. Pencil is usually not reproducible. Faxes are not acceptable); 2) For items 1 through 4 below provide two (2) sets of reproducible Plot Plans.

- 1. Single Family Residential (New) or Heated Addition (Den or other Habitable Room)**
  - Foundation Plan
  - Floor Plan
  - Wall Section
  - Two Elevations for New Single Family Residence (minimum of Front or Rear and one Side)
  - One Elevation for Heated Addition
  - Energy Compliance Worksheet
  - Truss Drawings
  
- 2. Addition to Home – Unheated (roof, trellis, garage, screened porch, etc.)**
  - Wall Section
  - Foundation Plan/Photos of Existing Garage (Inside & Out)
  - At least one Elevation
  - Floor Plan
  
- 3. Detached Storage Building or Garage**
  - Foundation Plan
  - Floor Plan
  - Wall Section
  - One Elevation
  
- 4. Deck/Handicap Ramp**
  - Footing Plan
  - Floor/Framing Plan
  
- 5. Attached Garage changed to Habitable Room**
  - Floor Plan
  - Energy Compliance Worksheet
  - Wall Section (at old garage door to new wall)
  
- 6. Finished Bonus Room or Basement**
  - Floor Plan
  - Energy Compliance Worksheet

# PLANNING AND DEVELOPMENT DEPARTMENT



INSPECTION SERVICES DIVISION  
CITY OF HIGH POINT  
NORTH CAROLINA

## PRESCRIPTIVE BUILDING ENVELOPE REQUIREMENTS

This worksheet(s) shall be provided for all heated areas.

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

Date: \_\_\_\_\_

Designer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

401.2 Compliance: REScheck 4.0.0 for the 2006 IECC shall be permitted to demonstrate compliance, except that a SHGC of 0.4 is required for all zones and that envelope requirements may not be traded off against the use of high efficiency heating and cooling equipment. No trade-off calculations are required for termite inspection and treatment gaps required for slabs and basement walls.

TABLE 402.1.1  
Insulation and Fenestration Requirements by Component<sup>a</sup>

Climate Zone <sup>e</sup>	Fenestration U-Factor	Skylight <sup>d</sup> U-Factor	Glazed Fenestration SHGC	Ceiling R-Value	Wood Frame Wall R-Value	Mass Wall R-Value	Floor R-Value	Basement <sup>c</sup> Wall R-Value	Slab <sup>d</sup> R-Value & Depth	Crawl Space <sup>c</sup> Wall R-Value
3	0.40	0.65	0.40	30	13	5	19	0	0	5/13
4	0.40	0.60	0.40	38	13	5	19	10/13	5.2 ft.	10/13

- R-Values are minimums. U-Factors are SHGC are maximums. R-19 shall be permitted to be compressed into a 2x6 cavity.
- The fenestration U-Factor column excludes skylights. The SHGC column applies to all glazed fenestration.
- The first R-Value applies to continuous insulation, the second to framing cavity insulation; either insulation meets the requirement.
- R-5 shall be added to the required slab edge R-Values for heated slabs.
- Zone 3 applies to Randolph and Davidson counties. Zone 4 applies to Guilford and Forsyth counties.

[REScheck can be downloaded from [www.energycodes.gov](http://www.energycodes.gov)]



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

The undersigned applicant for the address of \_\_\_\_\_ 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 to have (check all that apply):

- Three (3) or more employees and have obtained workers' compensation insurance to cover them,
- One or more subcontractor(s) and have obtained workers' compensation insurance covering them,
- One or more subcontractor(s) who has/have their own policy of workmen's compensation covering themselves,
- 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 Services Division 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: \_\_\_\_\_

Sworn to (or affirmed) and Subscribed before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

My Commission Expires: \_\_\_\_\_ (Notary Stamp or Seal)

(Note: It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law—G.S. 14-209)



STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

Owner Exemption Affidavit  
Pursuant to G.S. 87-14(a)(1)

High Point Planning and Development Department – Inspections Division

Address and Property Number of real property where building is to be constructed or altered:

\_\_\_\_\_

I, \_\_\_\_\_, hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provisions in paragraph 1 and initialing paragraphs 2-4 below and attest to the following:

- 1. \_\_\_\_ I certify that I am the owner of the property set forth above on which this building is to be constructed or altered;  

OR

\_\_\_\_ I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above (name of firm or corporation:\_\_\_\_\_);
- 2. \_\_\_\_ I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina;
- 3. \_\_\_\_ I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina;
- 4. \_\_\_\_ I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S. 87-1(b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

\_\_\_\_\_  
(Signature of Affiant) (date)

Sworn to (or affirmed) and Subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

My Commission Expires:\_\_\_\_\_ (Notary Stamp or Seal)

(Note: It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law—G.S. 14-209)