



ANDMORE Showroom Modification Guidelines

Please take the time to review the following information making note that **any** work being performed within ANDMORE properties requires ANDMORE knowledge and review.

The Tenant Improvement Department of ANDMORE High Point will be your primary contact for showroom modification information, plan review and any requests for Building Authorization Passes (BAP). Please direct the above to Sherrie Kruse – skruse@andmore.com

The following is required for **any** work (including cosmetic changes) being performed within our properties. This information must be submitted before a BAP will be issued and prior to any work commencing.

When there is work being performed in a showroom a BAP must be posted at the showroom primary entrance.

Required BAP information:

- a) Space #
- b) Space Name
- c) Outline of the scope of work being planned with clearly defined construction details
- d) Plans of current conditions, demo, construction and MEP (if applicable) in dwg format
Note - If changes are cosmetic in nature, such as paint or flooring, please provide a finish plan and schedule.
- e) Name of Contractor
- f) Name(s) of Sub-Contractors
- g) Estimated Start & Completion Dates
- h) ANDMORE requires a current copy of the contractor's COI with no less than \$3,000,000.00 in Commercial Liability coverage, and \$1,000,000.00 Workers Compensation.

Please note that floor grinding requires coordination between the contractor and our security and maintenance teams to prevent false fire alarms from being triggered by extensive dust. ANDMORE also requires coordination of HVAC outages, so other affected tenants are aware of shut offs during construction.

In addition, ANDMORE provides Hot Weld & H2O shut off passes, as needed. Please advise of any welding that will require life safety system interruption, and/or any plumbing that will require the water to be shut off.

Depending on the scope of the project, we will issue a BAP within 24-48 hours. Please ensure that you have provided all necessary information with your request, so that once your plans are reviewed, we will be able to issue the BAP for your project in a timely fashion.

Upon request, ANDMORE will provide the required landlord signature for City of High Point permit applications. (Note - we will not provide application information without a current COI from the contractor.) Be aware that

an overall floor “site” plan may be required for the floor on which work is being performed, and we will be happy to provide this for you.

Please keep in mind that **any** construction and/or demo will typically require city permitting and that as a commercial building we are required to follow different protocols than may have been enforced in the past.

A copy of the city permit application should be emailed to skruse@imcenters.com, as well a copy of the City permit, final inspection/close out paperwork, & Certificate of Occupancy (CO).

Please contact the City of High Point for further information regarding the process for commercial permit applications. 336.883.3151

<http://www.highpointnc.gov/plan/>