



Iredell County Building Standards Division

PLANS REVIEW SECTION

349 North Center Street P.O. Box 788 Statesville, NC 28687
Plan Review 704-928-2021 (ext. 2007) Fax 704-878-3122

Requirements for Sign Building Permits

1. Provide documentation of **Zoning Approval** from the appropriate jurisdiction (Statesville, Mooresville, Troutman or Iredell County).
2. Complete the [Sign Application & Checklist](#) form.
3. Submit **1 complete set** of Construction Documents to IC Plans Review. Documents should be submitted at the 3rd floor Building Standards Center receiving desk or emailed directly to Sign Reviewer; [Contact Corina Brown](#)
4. Also submit an [Electrical Application](#) for illuminated signs (when the electrical contractor information has not been provided in the sign application).
5. Plan submittals must be drawn to scale with sufficient clarity and detail to indicate the nature and character of the work. All drawings shall be intended for site specific construction bearing the name and address of the person responsible for the design.
6. Please contact [Building Standards](#) if you are uncertain whether or not your sign project is exempt from building permit requirements.
7. Payment of permit fees can be made following approval of the sign permit application.

Wall Sign Drawings:

- Indicate mounting details to the exterior wall. Signs attached to walls of solid masonry, concrete or stone shall be securely attached by means of metal anchors, bolts or expansion screws of not less than 3/8 inch diameter and shall be embedded a minimum of 5 inches.
- Installation details deviating from the prescriptive scope of the [2018 NCBC Appendix H](#), shall be designed by an NC registered design professional, or as otherwise required by IC Building Standards staff.

Ground Sign Drawings:

- Provide **dimensioned location of structure** in relation to all property lines, rights of ways, the public way and adjacent buildings/structures.
- [Grounds signs](#) requiring a building permit must be **sealed by an NC registered design professional**.
- Indicate the sign is **designed to withstand wind pressure** per criteria in [Chapter 16 of the 2018 NCBC](#).
- Indicate the presumptive **bearing pressure of the soils**. Signs designed for a bearing pressure greater than 2000 psf vertical, or 150 psf lateral, will require submission of a geotechnical report indicating the site meets the bearing pressure of the designed loads.
- Provide **structural drawings** of footings, foundation, and framing.

The above list is not to be considered all-inclusive; requirements may vary from project to project.

Failure to secure all necessary approvals and follow submittal guidelines will inevitably result in delays in the review process and forestall the processing of permit applications. Prompt replies to commentary items along with comprehensive re-submission of construction documents can significantly improve overall permit turn-around by Building Standards.