



Iredell County Building Standards

349 North Center Street

P.O. Box 788

Statesville, NC 28687

[Online Permitting, Plan Review and Inspection Requests](#)

[Email Us Your Questions](#)



Submission Requirements for Sign Permits

1. Create or log-in to your [online Account](#) and complete the online [Application](#) process.
2. Submit digital **Construction Documents** when directed while completing the online application process.
3. [Plans submitted for review](#) must be drawn to scale with sufficient clarity and detail to indicate the nature and character of the work. All drawings shall be site specific for the anticipated scope of work and bear the name and address of the person responsible for the design. [Building Standards may also require additional information](#), such as details, computations, stress diagrams or documentation sealed by a registered design professional and other data considered necessary to describe the nature of the construction or installation.
4. Illuminated signs also require an **Electrical Application** (if the electrical contractor contact & licensing information is not provided in the sign application).
5. Contact Building Standards if clarification seems necessary for [signs that may be exempt](#) from building permits.

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 at least 5 inches.
- Installation that falls outside the prescriptive scope of the [2018 NCSBC Appendix H](#) shall be designed by an NC registered design professional or as required by Building Standards.

Ground Sign Drawings:

- Provide **dimensioned location of structure** in relation to all property lines, rights of ways, public way and adjacent buildings/structures.
- The design for **ground signs requiring a building permit** must be sealed by an NC registered design professional.
- Indicate the sign is **designed to withstand wind pressure** as provided for in [section 1609](#) of the 2018 NCSBC.
- Indicate the presumptive **bearing pressure of the soils**. Signs designed for a bearing pressure higher than 2,000 psf vertical or, 150 psf lateral will require submission of a geotechnical report indicating the site provides the bearing dictated by the design loads.
- Provide **Structural Drawings** indicating and detailing footings, foundation, and framing – in plan and section.

Less expedient though still available to customers: Hard copy Construction Documents can be emailed directly to [Sign Reviewer](#) or submitted at the Plan Review receiving desk on the 3rd floor of the Building Standards Center.

The above list is not to be considered all-inclusive; requirements 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.