



Iredell County

Building Standards Division

Commercial Plan Review

349 North Center Street P.O. Box 788

Statesville, NC 28687



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

Construction Document Submission Transmittal Form

Please complete this document as a coversheet when submitting a construction project for review. Include this form when prompted to upload plans for permit [application via CSS](#) or, should you choose to do so, when applying in person. The contacts listed should be members of the project design team or coordinating the application process.

I intend to upload Construction Documents with my application for a building project [online](#). The contacts listed below should be members of the project design team or individuals responsible for coordinating the application process.

- All documents uploaded for review should be formatted in [PDF](#).
- Please upload this transmittal *with* the Construction Documents in order to expedite processing of your application.

I prefer instead to submit hard copy [Construction Documents](#) on paper with [a completed application form](#) for a building project. Plans will be sent via Courier, Parcel Delivery, or be Hand Delivered. If the application is made online, review will not commence until the plans have been received, checked-in, and review fees paid.

- If you are making application online, upload this transmittal form in lieu of Construction Documents – when prompted to upload plans.
- Be aware that by proceeding in this manner, you are responsible for making separate application, plan submittals, and any necessary documentation directly to the other authorities with jurisdiction per [NCAC 101.3](#).
- When submitting by parcel or in person please include a completed printed copy of this form with the Plan submission.

Project Name: _____ Design Contact 1: _____ Phone: _____ Firm or Project Role: _____ e-mail address: _____ Design Contact 2: _____ Phone: _____ Firm or Project Role: _____ e-mail address: _____ Number of Files or Documents Uploaded: _____ Any Additional Notes: _____ _____ _____
