



# IREDELL COUNTY DEVELOPMENT SERVICES

[Email Us Your Questions](#)

## BUILDING STANDARDS DIVISION

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

PHONE: 704-928-2021

349 NORTH CENTER ST.

PO BOX 788

STATESVILLE, NC 28677



# INFORMATION PACKET FOR COMMERCIAL PROJECTS

**PLAN REVIEW & PERMITTING GUIDELINES  
COMMERCIAL PLAN REVIEW APPLICATION FORM  
BUILDING STANDARDS STAFF DIRECTORY  
INFORMATION SHEET  
FEE SCHEDULE**

# Iredell Building Standards Division

## Plans Review Section

[Commercial Plan Review](#) is mandatory per NC General Statute.

**Residential plan review is not mandatory as a condition for obtaining a permit however.**

**Building Standards reserves the right to review residential plans as needed.**

In an effort to eliminate confusion and maximize time utilization, the Plans Review Section has prepared this document, outlining the Authorities with Jurisdiction, principal stake-holders, and general reference information for your reference through-out the permitting process for commercial building projects.

The following are resources, contacts & information essential to the process of issuing a building permit:

I) Per the North Carolina Sedimentation Pollution Control Act any construction that will disturb more than an acre of land (or half an acre in a watershed) requires a soil erosion and sedimentation control plan. [The Erosion Control Division](#) in the Planning & Development Department must approve these plans. This office can be reached by phone at (704) 832-2352 extension 2352. Please note, in all cases sediment control measures are necessary and required.

II) It is essential the project meets the ordinances governing Zoning appropriate to the jurisdiction. The following is the list of zoning authorities in Iredell County:

[Iredell County Planning & Development](#)

349 North Center St.  
P.O. Box 788  
Statesville, NC 28687  
Phone: (704) 878-3118.

[City of Statesville Planning Department](#)

301 South Center St.  
P. O. Box 1111  
Statesville, NC 28687  
Phone: (704) 878-3575

[Town of Troutman Planning & Zoning](#)

364 North Eastway Dr.  
Troutman, NC 28166  
Phone: (704) 528-7600

III) Identify the Electric Utility that will provide service for the anticipated project.

Duke Energy of the Carolinas

[Apply for Service](#)

15130 Highway NC-73  
Huntersville, NC  
(800) 454-3853

City of Statesville Electric Utilities

[New Utility Connections](#)

915 Winston Ave.  
PO Box 1111  
Statesville, NC  
(704) 878-3564

Energy United

[Start New Service](#)

567 Mocksville Highway  
PO Box 1831  
Statesville, NC 28687  
(800) 522-3793

IV) Identify the authority that will provide Water Delivery and Sewer Removal service for the anticipated project.

[Iredell County Environmental Health Onsite Water Protection](#)  
349 North Center St.  
Statesville, NC 28677  
Phone: (704) 878-5305

[Statesville Public Works](#)  
301 South Center St.  
P. O. Box 1111 Statesville, NC 28677  
Phone: (704) 878-3552

[Troutman Utility Services](#)  
400 North Eastway Dr.  
Troutman, NC 28166  
Phone: (704) 528-7600.

[Iredell Water Corporation](#)  
571 Jennings Rd.  
PO Box 711  
Statesville, NC 28687  
Phone: (704) 876-0672 ext. 16

V) Please consult with [Iredell County Health Department: Food and Lodging](#) personnel in order to establish any of the following businesses:

Restaurants and other Food Handling Establishments  
Hospitals, Nursing and Rest Homes, etc.  
Public Swimming Pools & Bath Houses  
Summer Camps

Meat Markets  
Residential Care Facilities  
Child Day Care Facilities

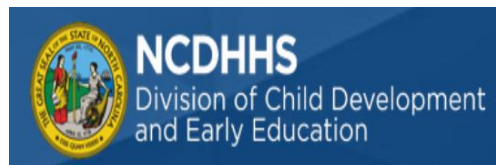
Contact Iredell County Health Department Environmental Health Division: phone (704) 878-5305 extension 3456.

Also, Hospitals, Schools, Assisted Living Facilities & Nursing Homes are subject to licensure, plans review and inspection by the North Carolina Department of Health & Human Resources – [Division of Health Service Regulation \(DHSR\), Construction Section](#), 1800 Umstead Drive, Raleigh, NC 27603, Phone (919) 855-3893.

VI) Day Care Facilities are subject to licensure and inspections by the North Carolina Department of Health and Human Services – [Division of Child Development and Early Education](#), 333 East Six Forks Rd. Raleigh, NC 27609 Phone (800) 859-0829, Fax (919) 715-1012

A [Child Day Care Inspection Form](#) is available through DHHS. This form is necessary to document the building inspection required for Day Care Licensure. It can also be an effective exercise when used to self-evaluate a building or space to gauge its potential as a day care facility.

[Adult Day Care facilities](#) are governed by the [NC Council on Aging \(Adult Day Services\)](#) information on requirements and standards for facilities is available in the DHHS document: [Standards for Certification](#). Other information is available via [DHHS Aging & Adult Services: NC Division of Aging and Adult Services Adult Day Services Program Consultant](#) or call [919-855-3400](#).



VII) The [North Carolina Department of Insurance: Engineering Division](#) must review and approve plans for buildings in the following categories<sup>1</sup>: (new construction & additions)

<u>TABLE 104.1</u>	
NORTH CAROLINA DEPARTMENT OF INSURANCE, ENGINEERING DIVISION DOCUMENT APPROVAL FOR NEW CONSTRUCTION AND ADDITIONS	
OCCUPANCY GROUP	BUILDING PLANS TO BE APPROVED
Section 403 — High Rise <sup>1</sup>	All buildings
Section 402 — Covered Mall Buildings <sup>1</sup>	All buildings
City/county owned	All buildings 20,000 sq. ft. or greater as required by G.S. §58-31-40
Group A <sup>1,2</sup>	Occupant load over 1,000
Group E <sup>1</sup>	Over 2 stories or over 20,000 sq. ft./story
Group H <sup>1</sup>	Occupant load over 100
Group I <sup>1</sup>	Over 3 stories or over 10,000 sq. ft./story
Group R <sup>1</sup>	Over 4 stories or over 100 units/building

For SI: 1 square foot = 0.0929 m<sup>2</sup>.

1. Plans and specifications are not required by the Engineering Division on buildings, except city/county owned, that are located in a city or county inspection jurisdiction approved to perform plans review.
2. Except temporary bleachers.

Note: These plans should be submitted to the [NC Department of Insurance – Engineering Division Plan Review Section](#) 325 N. Salisbury Street – 5th Floor, Raleigh, NC 27603, Phone (919) 647-0000

VIII) Commercial projects are subject to review and inspections for compliance with the [North Carolina State Fire Code](#) by the appropriate office having jurisdiction.

A list of these offices follows:

[Iredell Building Standards](#)

349 North Center St.  
Statesville, N. C. 28687  
Phone (704) 928-2021 – extension 2021

[Iredell County Fire Marshal](#)

Public Safety Facility  
404 Bristol Drive  
Statesville, N. C. 28677  
Phone (704) 878-3035

[City of Statesville Fire Marshal](#)

227 South Center St.  
Statesville, N. C. 28677  
Phone (704) 878-3401

*Iredell County Building Standards provides general fire plan review and project final inspections for all building projects within the County's jurisdiction; with the exception of the projects required to have performance testing: such as fire sprinkler systems, fire alarm systems, fire suppression systems, etc. Construction Documents and Specifications for these systems; as well as installation and inspection will be the responsibility of the Iredell County Fire Marshal.*

*Please submit additional plans for those systems for ICFM review and approval. Request for inspections of these systems should also be directed to the Iredell County Fire Marshal who will be responsible for providing those inspections. All other activities which require fire permits per the NC Fire Code independent of the requirements for building permits will be handled directly by the Iredell County Fire Marshal*

X) The Iredell County Building Standards – Plans Review Section, reviews [drawings and specifications for all commercial projects](#) for all zoning jurisdictions in the county.

The construction documents must be scale drawings with sufficient clarity and detail to indicate the nature and character of the proposed work, including site, architectural, plumbing, mechanical, and electrical design. Please note additional data may be required, per [section 106.2.2 of the North Carolina State Administrative Code & Policies](#).

Also, a design professional’s seal and signature are generally required, for all drawings, and all commercial building projects submitted for review. This requirement is subject to the exceptions listed in [section 204.3.5 of the North Carolina State Administrative Code & Policies](#) (& reference this [pamphlet from the NC Board of Architecture](#) for additional clarification).

Please note that while this office understands the need to fast track building projects, the department can provide better service when projects arrive in final form and ready to permit. Therefore the department asks that only sets of comprehensive and complete construction documents be submitted for review. Doing so will eliminate inefficiencies inherent in managing multiple, partial and/or incomplete plan sets and expedite the processing and review.

***Failure to secure proper approvals and to follow these guidelines will result in delays in the review and the processing of permit applications.***



**The intention of staff in assembling this packet is for Building Standards to provide a thorough outline of the necessary information and considerations when assembling the submission of your upcoming project**

**Any questions, comments, or need for further clarification can be directed to a member of the [Building Standards Staff](#)**



## **BUILDING STANDARDS MISSION STATEMENT**

To provide the services necessary to protect the lives & safety of the citizens of Iredell County in a professional and courteous manner, through the enforcement of the North Carolina State Building Codes and associated State and Local Regulations

[Online Permitting, Plan Review, and Inspection Requests Register for an Account](#)  
[Log into your Account](#)  
[Search for Permits and other Public Information](#)  
[Today's Inspection Schedule](#)  
[Iredell Building Standards](#)  
[Iredell County Central Permitting](#)  
[Building Permit and Plan Review Fee Estimation](#)

### [Iredell County Building Standards Center](#)

Plans Review Contacts:

Phone: (704) 928-2021

[Staff Directory](#)

Office Hours 8:00 AM - 5:00 PM

Street Address:

349 North Center Street, Statesville, NC 28677

Mailing Address:

PO Box 788, Statesville, NC 28687

### Directions:

From I 77 to I 40 West take exit 150 (Hwy 115).

Go South on Hwy 115 (North Center St.) toward downtown Statesville.

Go approximately one (1) mile and turn right at the Iredell County Building Standards Center, 349 North Center Street, Statesville, NC 28677

# BUILDING STANDARDS

## Building Standards Administration:

<a href="#">Wilkinson, Robby</a>	Director of Building Standards	704-928-2016, ext. 4537
<a href="#">Moore, Lorrie</a>	Building Standards Administrator	704-928-2016, ext. 2016
<a href="#">Nicholson, Bradley</a>	Building Standards Manager	704-928-2016, ext. 3120

## Office Staff:

<a href="#">McGervey, Walt</a>	Plans Examiner/ Downtown Revitalization	704-928-2021, ext. 3174
<a href="#">Poole, Daniel</a>	Plans Examiner/ Major Projects	704-928-2021, ext. 3119
<a href="#">Brown, Corina</a>	Plans Examiner	704-878-3113, ext. 2007
<a href="#">Pardue, Kelly</a>	Plans Examiner/ Sign Permits/ Retaining Walls	704-928-2021, ext. 5434
<a href="#">Poston, Heather</a>	Administrative Assistant Plan Review	704-928-2016, ext. 3116

## Field Inspection Staff:

<a href="#">Broome, Ronnie</a>	704-437-4041	<a href="#">Moose, Rob</a>	704-902-0891
<a href="#">Chuby, Jeff</a>	704-437-7158	<a href="#">Oxentine, Darin</a>	704-902-3087
<a href="#">Cline, Jarred</a>	704-437-7381	<a href="#">Parlier, Bentley</a>	704-902-0896
<a href="#">Cline, Rick</a>	704-902-1184	<a href="#">Perry, Martin</a>	704-902-2005
<a href="#">Gallyon, Matthew</a>	704-497-9818	<a href="#">Pope, Mark</a>	704-832-5949
<a href="#">Johnson, Gerald</a>	704-902-0888	<a href="#">Sanders, Steven</a>	704-838-9201
<a href="#">Lapish, Dana</a>	704-902-0892	<a href="#">Steele, Wesley</a>	704-902-0895
<a href="#">Meadows, Jimmy</a>	704-902-4468	<a href="#">Trivette, Randy</a>	704-902-0893
<a href="#">Miller, Grant</a>	704-902-0898	<a href="#">Wright, Gary</a>	704-883-2989

Please contact the inspectors only when necessary to co-ordinate inspections or with specific project related questions. It decreases their response time and efficiency. Please remember we do not schedule times to perform inspections nor do the inspectors schedule inspections. It is the contractor's responsibility to request/schedule all required inspections.

## INFORMATION SHEET INSPECTION REQUESTS

Requesting an inspection prior to the cut-off time of 11:00 p.m. typically inspections are then scheduled for the following workday. The inspection work-week is Monday thru Friday 7:30 a.m. – 4:30 p.m. except holidays. Requests made after the 11:00 p.m. cut-off time, or for holidays will roll to the following workday. Inspections cannot be scheduled by appointment. To prevent wasted trips to the jobsite by inspectors and potential imposition of re-inspection charges; please note the following guidelines:

1. Do not request an inspection unless [all required work is complete](#).
2. Do not request an inspection unless [all required prior approvals are complete](#).

Requested inspections are typically performed within three workdays unless there is an issue with the request, project status, or other extenuating circumstance. If a member of our staff has not contacted you or completed your requested inspection within two working days, please log into CSS and check your project dashboard; or contact our office @ 704-878-3113 for clarification and direct assistance.

If you have an emergency, extenuating or special circumstances, please contact our office.

### PLEASE REMEMBER

- By [NC general statute](#) permits are void if work is not started within six months of the issuance of a permit, or if work is discontinued for a period of twelve months or more after work commences.
- Inspection trips wasted because work is not ready, buildings locked, etc. are subject to a re-inspection fee.
- It is the [contractor's responsibility to request the required inspections](#) at the proper times and to make certain they are approved before proceeding to the next phase of the project.
- [Work concealed without the proper approvals](#) or resulted/ verifiable inspection will be exposed to the extent necessary for the proper inspection to be made, at the contractor's effort and expense.
- Job cards must be displayed conspicuously on the job site. Inspections may not be performed if the job cards are not properly posted. Job cards are a primary method for the inspector to identify the project location.
- Footings, which meet the requirements of the [NC State Code for Manufactured Homes](#), are required for underpinning on mobile homes when the wall exceeds 40" (NCSCMH 3.6.4). These footings must be inspected prior to being poured.
- Masonry underpinning and foundation footings are required on all multi-section Manufactured (mobile) Homes. These footings must be inspected prior to pouring. The piers must be laid with mortar or be covered with a structural bonding product such as sure wall (NCSCMH 3.7)
- Post the street address numbers before requesting the final building/CO inspection. The address numbers must be affixed to the building identifying it per the assigned address, in order for a CO to be issued.
- Some [residential piers require plans sealed by an Engineer](#) registered in NC.





## IREDELL COUNTY BUILDING STANDARDS FEE SCHEDULE

Permit fees associated with all projects that include a Building Permit will be based on the latest edition of the [International Code Council’s Building Valuation Data](#); which is adjusted by a regional modifier in order to provide an ‘average’ construction cost per square foot. This modification is intended to reflect construction cost for this region. [The Permit Fees](#) are established using the modified **Building Valuation Data Table A** along with a Permit Fee Multiplier (0.0068). The product of the estimated Building Value from Table A multiplied by the permit fee multiplier is the permit fee for the project. The Permit Fee for these Building Projects covers the issuance of the initial permit for each sub-permit type (trade) and all inspections (with the exception of ‘Temporary Power’ and [‘Temporary Certificate of Occupancy’](#)).

The calculated construction costs for ‘Upfit’, ‘Renovation’ and ‘Shell/Dry-In’ type projects are reduced to 50% of the ‘average’ construction cost from the Building Valuation Data Table A. The Permit Fee Multiplier for these projects is 0.0068.

Specific permit fees can be found in the following list of Individual Permits / Inspections.

Permit Fees for items not listed are calculated at a rate of \$7.00 per Thousand Dollars of Project Cost.

**All Permit Categories have a non-refundable minimum permit fee of \$75.00.**

### Building:

Recovery Fee (Homeowner’s Recovery Fund – <a href="#">NCGS 87.15.6</a> )	\$10.00
Manufactured Home – Single Wide – (includes Plumbing, Mechanical & Electrical)	\$375.00
Manufactured Home – Double Wide – (includes Plumbing, Mechanical & Electrical)	\$475.00
Manufactured Home – Triple Wide – (includes Plumbing, Mechanical & Electrical)	\$600.00
Modular Classroom – Single or Double Wide – (includes Plumbing, Mechanical & Electrical)	\$500.00
Modular Classroom – Quad/ Mega Unit – (includes Plumbing, Mechanical & Electrical)	\$750.00
Day Care – (includes completion of <a href="#">building inspector form</a> for NC licensure)	\$150.00
Change of Use – (includes new Certificate of Occupancy) – see <a href="#">NCGS 160D-1116</a>	\$200.00
Temporary Certificate of Occupancy (posted for 30 Days) – see <a href="#">NCSAP 204.8.3</a>	\$150.00
Demolition (60 days)	\$200.00
Swimming Pool (includes Electrical for equipment/ luminaires & <a href="#">equipotential bonding</a> )	\$250.00
Construction Trailer (includes Electrical)	\$200.00
Cell Tower – New - (includes Electrical)	\$1500.00
Cell Tower – Co-Locate - (includes Electrical)	\$1000.00
Sign (illuminated wall mount or free standing – includes Electrical)	\$200.00
Commercial Re-Roof (no Structural Work)	\$250.00
<a href="#">Retaining Wall</a> (per Segment)	\$200.00
Fencing ( <a href="#">when required by the commercial building code</a> )	\$75.00
Shell Buildings	<a href="#">Prorated Fee</a>

**Electrical:**

Residential Service Change/ New Service	\$125.00
Commercial Service Change/ New Service	\$150.00
Construction Saw Pole	\$75.00 each
Temporary Power (60 Days)	\$75.00
Fire Alarm/ Security Systems	\$200.00
Low Voltage (Data/ Phone)	\$150.00
Install Electrical Equipment	\$100.00

**Plumbing:**

Gas Piping System	\$100.00 each
Residential Fire Sprinkler System ( <a href="#">NFPA 13-D</a> )	\$200.00
Combo Appliance Replacement (includes Electrical and/or Gas)	\$100.00 each
Install Plumbing Equipment	\$100.00

**Mechanical:**

Refrigeration System	\$300.00 each
Ventilation System	\$300.00 each
Combo Appliance Replacement (includes Electrical and/or Gas)	\$100.00 each
Install Mechanical Equipment	\$100.00

**Plan Review:**

Project Review (includes staff commentary and re-submittal)	\$.06 per sq. ft.
Project Re-review (includes second staff commentary and resubmittals)	\$200.00
<a href="#">Revisions to Approved Plans</a> (RTAP) – plans require revision following permit issuance	\$.06 per sq. ft.
Re-Stamp Copies of Approved Plans (lost or missing sheets/ entire plan set replacement)	\$10 per sheet

**Miscellaneous:**

Re-Inspection – 1st wasted trip to site	\$100.00
Re-Inspection – 2nd wasted trip to site	\$125.00
Re-Inspection – 3 <sup>rd</sup> / subsequent wasted trips to site	\$150.00
Change of Contractor	\$75.00
Safety Inspections – Electric for service re-Connect <i>or</i> <a href="#">ABC Permit Compliance Form</a>	\$75.00
Permits/ Certificate of Inspection for Other Agencies/ <a href="#">AHJs</a>	\$75.00

Due to the increase in processing and administrative costs associated with resolving [NCGS 160D-1110](#) building violations, per the [NC Administrative Code & Policies 204.6.2](#):

- Work Started Without Permits (1st Violation) Permit Fees will be *Doubled*
- Work Started Without Permits (2nd and Subsequent Violations) Permit Fees will be *Tripled*

Re-Inspection Fees and other Fees or Penalties will result in suspension of further inspection of the project, [until outstanding fees have been paid](#).

[Misrepresentations on a permit application shall result in the revocation of a permit](#).

No refunds will be made for revoked permits.

A Non-Refundable \$77.25 Application Fee is included with all permits. Refunds can only be made on permits that have not had *any* inspections performed. All Refunds are subject to subtraction of the Application Fee in order to address administrative costs.

All permits are subject to a 3% Technology / Administrative Fee.

Projects on which permits expire will be treated as such (*expired*), and will require new applications, AHJ clearances and fees. Contractors who do not request required inspections or, obtain the required approvals, leading to permit expiration, may be subject to Building Standards withholding the issuance of permits for *all* work by that contractor (unless or, until expired projects have been re-permitted, approved, or otherwise satisfactorily resolved).

Typically, there are other permit fees for other departments or governmental units which are collected by these entities. These fees are *not* reflected on this fee schedule.

Following are links to some of these other departments:

[Iredell County Building Standards](#)

[Iredell County Environmental Health](#)

[Iredell County Fire Marshal](#)

[Iredell County Planning and Erosion Control](#)

[City of Statesville Fire Marshal](#)

[City of Statesville Planning Department](#)

[City of Statesville Utilities](#)

[Town of Troutman Planning Department](#)

[Town of Troutman Utilities](#)

Each building, project phase, or structure requires an individual permit.

[Building Permit and Plan Review Fee Estimation](#)