



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 for Commercial Project Plan Review

1. [Log-in](#), or [register for an account](#) if you do not already have one.
2. Complete the **application process** via [Iredell County Citizen Self-Serve](#).
3. **Provide requested information**, upload support documents, and plans for your project when prompted.
4. The individual identified as the contact responsible for payment must be prepared to pay **Plan Review fee**; you will be notified to pay online when fees have been levied.
Note: there are separate fees for planning, AHJs, plan review, and building permits for your project.
5. Plans submitted must be drawn to scale, be sealed by a licensed design professional ([when required per NC general statute](#)), and **include all necessary drawings for a thorough code survey and analysis**.
6. Plans shall include a thorough summary of relevant Building Code data, or completed [Appendix B](#).
7. The **Fire Marshal** (with jurisdiction) will also review and approve all projects prior to permits being issued.
8. *The applicant* may also be expected to satisfy requirements of other **Authorities Having Jurisdiction**; e.g. [TRC](#), backflow, pretreatment, environmental health, erosion control, etc. as a condition of permit issuance

Civil/Site Plans:

- Provide **dimensioned location of structure** in relation to all property lines, rights of ways, public way and adjacent buildings/structures.
- For new structures include the **Site utilities** plan; associated fixtures and equipment; include appropriate municipal installation details of other TRC mandated requirements.
- Provide the **Erosion Control Plan** and details [when required](#).
- Parking indicating **handicap parking spaces**, details (wheel stops, signage, etc.) & access aisles.
- Complete **accessible route** & accessible site elements such as curb cuts, ramps, cross walks, and sidewalks.

Architectural Plans:

- Provide complete **Life-Safety Plan**, include all relevant items from the checklist of Appendix B, 'Life Safety Plan Requirements'.
- Include all necessary **floor plans**, elevations, sections, details and notes to describe the scope of work.
- Include any/all **fire resistance rated wall, floor-ceiling, and/or roof details** with specific UL listed designs for each. Include copies of the UL design specification for each assembly.
- Provide Door, Window, Wall Type and Wall Finish **Schedules**.
- Provide a **reflected ceiling plan** indicating lighting, louvers, diffusers and bulkheads
- Indicate built-in casework, counters and fixtures with details and elevations demonstrating **accessibility compliance**.
- Provide shelving, racking & equipment locations, as well as seating and furniture layouts for **egress evaluation**.
- Provide **structural drawings** of footings, foundation, framing, building sections, details, notes & specifications.
- Provide '*for construction*' pre-engineered metal building drawings (when applicable to the project).

Plumbing Plans:

- Provide plans to include all **supply & waste piping** with pipe sizes; include piping riser diagrams.
- Provide a **plumbing fixture schedule**; indicate all fixtures in plan.
- Provide water heater details, pipe insulation values, **plumbing installation details with plumbing notes**.
- Provide **gas piping layout** with pipe sizes, installation details, and notes (when applicable to the project).

Mechanical Plans:

- Include all **HVAC Equipment** with schematic piping/ duct systems; provide specification, sizes & notes.
- Provide mechanical equipment schedules, required quantities of outside air, duct insulation values, smoke detector specification, condensate drains, **mechanical installation details and mechanical notes**.

Electrical Plans:

- Indicate all electrical equipment and fixtures for power distribution and lighting.
- Provide **service grounding detail**, electrical riser diagram showing conduit and conductor sizes
- Provide **panel schedules** with breaker, conductor sizes and loads,
- Provide **lighting fixture schedule**, electrical equipment schedule, electrical installation details, and electrical notes.
- Provide **Fire Alarm Plans** with components and details.

Sprinkler Plans:

- Provide site supply piping and equipment associated with anticipated sprinkler system in plan.
- Indicate (*include on Life Safety Plan*) location of sprinkler riser, standpipe, FDC, sprinkler details and general notations in plan. Verify all sprinkler plan design and installation criteria with the Fire Marshal having jurisdiction.

The above list is not to be considered all-inclusive; requirements vary from project to project. In addition to plans and specifications, AHJ approval letters required for permit issuance must be submitted for file. These approvals may include but are not limited to Zoning, Iredell County Health Department, Fire Marshal, Department of Insurance, NCDENR Erosion Control, and Department of Health Service Regulation.

Failure to follow submittal guidelines will inevitably result in delays in the review process and forestall the processing of permit applications. Prompt response to plan review comments along with comprehensive re-submission of construction documents can significantly improve overall permit turn-around by Building Standards.

North Carolina State Administrative Policies [204.3.4](#)

Questions concerning this section should be directed to the North Carolina Board of Architecture and Registered Interior Designers or the North Carolina Board of Examiners for Engineers and Land Surveyors.

NC General Statute [83A-13](#)

A design professional's seal and signature are generally required, on plans for all commercial construction projects (NC General Statute 83A-13(c) 1-6. This requirement is subject to the exceptions listed in NC General Statute 83A-13(c1)

If you choose to submit printed hardcopy sets of Construction Documents:

The Iredell County Building Standards – Plans Review Section, requires (2) complete sets of construction documents & specifications for review of all commercial projects. Please also submit one (1) additional plan set to the appropriate Fire Marshall's Office. Plans must be to scale, providing sufficient clarity and detail to indicate the nature and character of the proposed work, including Site, Architectural, Plumbing, Mechanical, Electrical and Sprinkler Plans.

The printed plans can be delivered to the administrative assistant at the **Plan Review Service Counter, third floor of the Building Standards Center, 349 North Center Street, Statesville**. Iredell County Plans Review requests, you upload [a completed transmittal when applying](#) online, stating your intention to submit hardcopies of construction documents when making online application for permit.

This office appreciates the need for fast track building projects, however, the department's storage space is limited, therefore, the department asks that only complete sets of plans be submitted in order to eliminate redundancy, managing and tracking incomplete or multiple plan sets for a single project.