

Sign Permit Submittal Requirements

The following items are required for sign permit plan review for monuments, freestanding signs, and wall signs:

- Completed sign permit application submittal. Submittals should be made at <https://ucinspect.unioncountync.gov/evolvepublic/>.
- Approval from the local Zoning Jurisdiction or Union County Zoning. Address verification is required.
- Approval from Union County Public Works for the location of all monument and freestanding signs when the signs are to be located on a property adjacent to or containing a right of way or easement for sewer and/or water lines.
- Plans should be submitted digitally via direct upload during the online permit application process or via flash drive. Plans must contain the following:
 - Site plan showing the location of the sign(s).
 - Elevations with dimensions.
 - Attachment details for signs mounted to buildings.
 - Foundation details.
- Signs attached to the roof of buildings and signs that exceed 10' in height above the top of the foundation will require drawings sealed by a North Carolina licensed engineer. Other unusual cases may also require engineer sealed drawings.
- Non-illuminated wall signs are exempt from permitting. Approval from the local Zoning Jurisdiction is required for all signs.
- Pay plan review fee (see schedule).
- All plan reviews will be completed as quickly and efficiently as possible.

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