

Building Permit Submittal Requirements for Signs

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. Zoning approval verification, including the correct physical address, is required.
- Approval from Union County Public Works for the location of all monuments 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. Plans must contain the following:
 - Stamped approved 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, temporary signs, signs erected by transportation authorities, projecting signs less than 6 square feet, and the changing of moveable parts of an approved sign that is designed for such changes are exempt from permitting. Approval from the local Zoning Jurisdiction is required for all signs regardless of whether a building permit is required.