

COMMERCIAL SIGN REQUIREMENTS

For the sake of uniform treatment of all sign contractors, please be aware that **Catawba County and the City of Hickory** require the following for all new signs:

1. A Sign Plan Review application with Catawba County Commercial Plans Review department through the [ePermits portal](#) needs to be completed, submitted, and approved in conjunction with a separate Sign Zoning application with the authorizing Planning & Zoning department through the [ePermits portal](#).
2. A Sign Permit application with the Permit Center through the [ePermits portal](#) must be completed, submitted, and approved *after* the Sign Plan Review has been approved.
3. If submitting for illuminated signs, a licensed electrician is required to complete and submit an Electrical Permit application with the Permit Center through the [ePermits portal](#) *after* the Sign Plan Review has been approved.
4. All signs must meet [Appendix H](#) of the North Carolina Building Code to include all design requirements for working stresses from [Chapter 16](#) and attachment drawings.
5. All sign plans must include sign details.
 - Wall sign drawings must show the **building** wall width and height where the sign is to be located, existing signage with dimensions, along with location and dimensional size of the new sign to determine allowable signage.
 - Sign material, manufacturers spec sheet showing that the sign meets minimum wind zone requirements, whether or not the sign is prefab, type of wall construction, anchor details to include type of anchor and spacing. The anchors for masonry walls must be at least 3/8" inch embedded a minimum of 5" inches.
 - Ground signs require a site specific site plan. Ground signs that exceed 12' feet above finished grade require an engineer seal. Ground signs not exceeding 12' feet above finished grade must show dimensional size of new sign to determine allowable signage, sign and support material, manufacturers spec sheet showing sign meets minimum wind zone requirements, if sign is prefab, attachment schedule of sign to support, and footing detail.
 - An engineer's signed design or a signed statement from sign contractor that the sign meets all requirements of [Appendix H](#).
 - A notarized letter of permission from owner of land where an off-premise directional sign is to be placed must be provided.

Jurisdictional Contact Information:

- Catawba County Planning and Zoning Department – [\(828\) 465-8380](#)
- City of Hickory Planning and Zoning Department – [\(828\) 323-7422](#)

For the commercial sign requirements in other jurisdictions, please contact those jurisdictions directly.

- City of Claremont Planning and Zoning Department – [\(828\) 459-7009](#)
- City of Conover Planning and Zoning Department – [\(828\) 464-1191](#)
- City of Newton Planning and Zoning Department – [\(828\) 465-7400](#)
- Town of Catawba Planning and Zoning Department – [\(828\) 241-2215](#)
- Town of Long View Planning and Zoning Department – [\(828\) 322-3921](#)
- Town of Maiden Planning and Zoning Department – [\(828\) 428-5034](#)