

**Town of Sims
6501 US Hwy 264A
P.O. Box 161
Sims, NC 27880**

**Administrative Instructions
After Zoning Permit Approval
(Residential Properties)**

1. After you visit and obtain the appropriate permit(s) from the Wilson County Building Inspection office (and Wilson Co. Health Dept., if applicable), when you are preparing for construction or placement of structure, please “stake” the location of the structure (for a house, duplex, or mobile home it would be the footers or piers) so that the Town can inspect this location in accordance to your permit plan.

[Note: When you have an agent (builder, engineer, etc.) representing you, we will assume they have your consent on the placement of your structure. If issues arise from your agent not representing your wishes, this will be between you and your agent.]

When staked, please call our Zoning Administrator, Dennis Patton, at (252) 916-7013 (please leave a message if not answered) or contact us at Town Hall at (252) 237-4226. Please allow for several days for this inspection and, if possible, please arrange to be present. This can be scheduled by your call.

2. When your construction or placement is completed, please contact the Zoning Administrator or Town Hall to schedule a “final” inspection of the compliance of your proposal with the Town’s zoning requirements.

[Note: These inspections conducted by the Town of Sims are separate from and not to be confused with the Wilson County inspections. You are still responsible for communicating and arranging inspections with the County Building Inspection and, if applicable, Health Dept.]

I have read and understand these instructions and will call the Zoning Administrator as instructed.

Signature

Date