

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

Administrative Instructions

Sign Permit Application & Approval Process

Application

At the time of application, the Town will need a completed application along with the fee of \$110 and the following additional information, as applicable:

- Wall mounted) A drawing or image of the building façade indicating the proposed location of the sign, height, dimensions, and square footage.
- A detailed drawing or sketch showing the sign, its dimensions, and its location in relation to property lines, rights-of-way, site distance triangles (if applicable), and existing sign(s), if applicable. (Ground or free-standing signs)
- Details of how the sign will be installed in the ground.

If the application is incomplete, the Zoning Administrator will contact you as to what deficiencies exist. The Sign Permit Application will not be processed until all required items are submitted for review.

We will provide you a copy of those pages of the Town's Zoning Ordinance that pertains to the requirements for the proposed sign.

After Approval is Issued

1. After you obtain the appropriate permit(s) from the Wilson County Building Inspection office, when you are planning and preparing for construction or placement of either **ground sign or free-standing sign** support, please "stake" or flag the location of the sign or support structure so that the Zoning Administrator can inspect this location in accordance to your permit plan.

Wall mounted – initial inspection can be worked out with the sign installer.

Other types – we can work out the initial inspection.

[Note: When you have an agent (builder, engineer, foreman, etc.) representing you, we will assume they represent your interest and your

knowledge on the placement of your structure. If issues arise from your agent not representing or knowing your wishes, this will be between you and your agent. Until cleared up, it will delay inspections.]

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 office and, if applicable, Health Dept.]

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

Signature

Date