

Prior to leasing or purchasing a building, please schedule a pre-construction meeting with our Planning and Development Services Department. This meeting allows you to ask questions about your project and it allows City staff to evaluate what requirements must be met prior to occupancy.

Depending on the use of the building, you may be able to move in and start running your business or you may have to make minor alterations or repairs. In some cases, the building may need to be brought into compliance with current codes.

Most projects will require a scaled drawing, showing the floor plan layout of your proposed use. Depending on the size and cost of the project, a sealed set of plans by an architect or an engineer may be required.

You may choose to use the 2006 North Carolina Building Code or the 2006 North Carolina Rehab Code. For more information regarding the 2006 North Carolina Rehab Code you can visit their web site at [www.ncrehabcode.com](http://www.ncrehabcode.com).



## SUMMARY

Schedule pre-construction meeting with Planning and Development Services Department  
252-399-2219 or 252-399-2220

Submit construction plans and apply for building permit

Plans are reviewed for compliance with all applicable codes

Upon plan approval, building permit is issued

Periodic inspections are done during the construction process at the request of the permit holder

After all work is complete and inspections approved, a certificate of occupancy will be issued

Open for Business!





## HELPFUL CONTACTS

**Wilson County Health Department**  
252-291-0468  
[www.wilson-co.com](http://www.wilson-co.com)

**City of Wilson Cross Connection Coordinator**  
252-296-3406  
[www.wilsonnc.org](http://www.wilsonnc.org)

**City of Wilson Grease Trap Coordinator**  
252-399-2499  
[www.wilsonnc.org](http://www.wilsonnc.org)

**City of Wilson Planning and  
Development Services**  
252-399-2219  
252-299-2220  
[www.wilsonnc.org](http://www.wilsonnc.org)

**City of Wilson Historic Preservation Planner**  
252-399-2217  
[www.wilsonnc.org](http://www.wilsonnc.org)

**Downtown Development Corporation**  
252-399-2395  
[www.wilson-nc-downtown.com](http://www.wilson-nc-downtown.com)

**North Carolina Department of Insurance**  
919-661-5880  
[www.ncdoi.com](http://www.ncdoi.com)

**North Carolina Rehab Code**  
[www.ncrehabcode.com](http://www.ncrehabcode.com)

City of Wilson



Planning and Development  
Services Department

252-399-2219  
252-399-2220

**GUIDE TO**

**DOWNTOWN**

**DEVELOPMENT**

