



## Town of Rolesville Permit Document

### Do I need a permit, and how do I get one?

The Town of Rolesville issues permits through the [Wake County Permit Portal](#). Wake County conducts plan reviews and inspections for the town.

- **Contact Wake County Inspections and Permits**
  - [Wake County Permit Portal](#)
  - [919-856-6222](tel:919-856-6222)
  - [Wake.Permittting@wake.gov](mailto:Wake.Permittting@wake.gov)
  - **Hours of Operation**
    - **Office Hours:** 8:15 a.m.–5:00 p.m., M-F
    - **Field Inspection Hours:** 7:15 a.m.–4:00 p.m., M-F
- Below is a list of common residential permits. Please note this list highlights permits most frequently asked about, this is **not a full list of permits that are available:**

For a complete list of required permits, please refer to the [Wake County Permit Portal Application Assistant](#).

<b>Blasting Permits</b>	Issued by <a href="#">Wake County Fire Services</a> (not the Town of Rolesville) however, we do request notification at least 24-48 hours in advance to notify residents and local emergency management services.
<b>Fencing</b>	No permit is required to build a fence, however please refer to Land Development Ordinance; <a href="#">LDO, Section 6.5</a> to follow restrictions and guidelines).
<b>Demolition</b>	of any existing structure.
<b>Residential Accessory Buildings</b>	(construction of a structure <u>not</u> connected to the residence)- detached garages, carports, shops, storage buildings, and sheds, etc.
<b>Residential Addition</b>	(an addition connected to a residential dwelling increasing the footprint)- room additions, porches, attached garages, attached carports, etc.



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<b>Residential Alteration</b>	(an alteration of residential buildings and structures, interior or exterior work) - installation of solar panels/system.
<b>Residential Deck</b>	(the construction of attached or free standing decks) **This permit type should <u>not</u> be used for covered porches. Please see Residential Addition permit type for covered porches.
<b>Residential Structures</b>	in a subdivision or on a single-lot (Single-Family Dwellings, Attached or Detached Family Dwellings)
<b>Residential HVAC or Water Heater</b>	the replacement of a residential HVAC system or water heater. This permit type covers all work for the replacement of these systems.
<b>Residential Non-Building Structure</b>	the construction or installation of retaining walls, awning, fences, etc.
<b>Residential or Farm Trade Permit</b>	installation of or repair of/for electrical, mechanical or plumbing units.
<b>Residential Pool, Spa &amp; Hot Tub</b>	residential inground or above ground pool, spa or hot tub. Pools, spas and hot tubs require their own permits and cannot be included on other permits.
<b>Trade Permits</b>	*See Residential or Farm Trade Permit above

### Additional Permit Information

- When is a permit not required?
  - Non-structural work costing less than \$15,000 for a single-family residence.
  - Residential accessory structures where no dimension exceeds twelve feet (12 feet x 12 feet or 144 square feet) \* may still require a **Land Use Permit** . Please contact [Wake County Planning & Zoning](#).
  - Replacement of doors, exterior siding, roofing or windows, pickets, railings, stair treads and decking on porches and exterior decks of residential dwellings.
  - Replacement of a water heater in one or two-family dwellings, if:



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- The energy use rate or thermal input is not greater than that of the water heater which is being replaced.
  - There is no change in fuel, energy source, location, routing or sizing of venting and piping.
  - The work is performed by a licensed plumbing contractor and installed in accordance with the current edition of the North Carolina State Building Code.
- In one or two-family dwellings, the repair or replacement of electrical lighting fixtures or devices, such as receptacles and switches. The replacement is required to be the same voltage and the same or less amperage, with the work being performed by a licensed electrical contractor.

### Process and Required Documents

#### Non-Residential also known as Commercial Building Permits

- After a Site Development Plan has been signed and approved by Wake County Storm Water/Environmental Services, the City of Raleigh and the Town of Rolesville, a *Pre-Infrastructure meeting* (sometimes a Pre-Vertical Building permit meeting may be held at the same time) is required jointly by Wake County and the Town of Rolesville. Please contact Planning Staff at [planning@rolesville.nc.gov](mailto:planning@rolesville.nc.gov) to discuss arranging this meeting. After this meeting occurs, a *Building Permit application* may be made through the Wake County Permit Portal.

#### Building a Single Family Home

- To build a new single-family / two-family home you will need to submit:
  1. An application using the Wake County Permit Portal.
  2. A site plan meeting all the specifications listed below in Site Plan Requirements.
  3. Building plans meet all the specifications listed below in Building Plan Requirements.
  4. A certificate of workers' compensation insurance or a completed affidavit of workers compensation exemption form for contractors.
  5. A notarized affidavit owner contractor form for projects costing \$40,000 or more and where an owner is listed as the general contractor.



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6. An Appointment of Lien Agent where the project cost is \$30,000 or more.

Website: [Liens NC](#)

*Note: If the property will be served by an onsite wastewater system (septic) and or a well, separate permits will be required from Environmental Services.*

Further information regarding requirements may be obtained from Wake County Environmental Services.

**Wastewater:** [919-856-7434](tel:919-856-7434) or [wastewater@wake.gov](mailto:wastewater@wake.gov) | **Storm & Groundwater** [919-856-7400](tel:919-856-7400)

- A land disturbance permit is required for any lot within a subdivision (even if the land disturbance is less than 1 acre) and for any lot with a disturbance over 1 acre outside of a subdivision. Apply through the Permit Portal for Land Disturbance – Individual Lot(s). For more information about erosion control visit [Environmental Services](#).
- Your permit may also require a review by watershed management if there are flood hazard areas or if your proposed impervious area exceeds the allowable limit. These reviews are \$50 each and will be invoiced through the Permit Portal. Or a completed affidavit of [workers compensation exemption](#) form for contractors, [notarized affidavit owner contractor](#) form for projects costing \$40,000 or more and where an owner is listed as the general contractor, [Appointment of Lien Agent](#) where the project cost is \$40,000 or more (HB 488 effective 10.01.2023).

*Note: If the property will be served by an on-site wastewater system (septic) and or a water well, separate permits will be required from Wake County Environmental Services; further information regarding requirements may be obtained via:*

**Wastewater:** [919-856-7434](tel:919-856-7434) or [wastewater@wake.gov](mailto:wastewater@wake.gov)

**Stormwater and Groundwater:** [919-856-7400](tel:919-856-7400)

- A Land Disturbance permit is required for any lot within a subdivision (even if the land disturbance is less than 1 acre) and for any lot with a disturbance over 1 acre outside of a subdivision. Apply through the [Permit Portal](#) for *Land Disturbance – Individual Lot(s)*. For more information about erosion and sedimentation (E&S) control visit [Environmental Services](#).
- Your permit may also require a review by **watershed management** if there are flood hazard areas or if your proposed [impervious area](#) exceeds the allowable limit.



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- **Residential Accessory Structures** - The following scopes of work qualify as Accessory Structures and thus require Permit approval - construction exceeding twelve feet wide or tall (12 feet x 12 feet or 144 square feet) including vehicular carports, decks (either attached to a dwelling or floating/freestanding), garages (either attached or detached to a dwelling), gazebos, hot tubs/spas, Pergolas (if attached to the dwelling or has a non-slatted roof), pools, retaining walls, sheds, solar panels and many more. Accessory structures must be on the same lot as a Single or Two-family dwelling/structure but is used for a different reason. Accessory Structure permits require a **sealed site plan**, building plans, certificate of workers' compensation insurance or a completed affidavit of **workers compensation exemption** form for contractors, a notarized **affidavit owner contractor** form for projects costing \$30,000 or more and where an owner is listed as the general contractor.

### **Trade Permits**

Trade permits cover electrical, mechanical, and plumbing work. This includes installing, relocating, replacing, or repairing appliances, equipment, irrigation systems or piping. Licensed contractors are required except when qualifying\* homeowners complete the work. \*Qualifying homeowners may choose to complete their own projects after completing an **Owner Exemption Affidavit** (pursuant to G.S. 87-14(a)(1) **and** if they own the land, occupy the structure as their Primary Residence, and will be present for all required inspections.

### **Application & Review Process**

1. Review the **Wake County Permit Portal Guide & Tutorials**
2. **Register for an account**
3. Select **permit type** and apply online
4. Complete and submit all required documents, including a list of contractors (name, business name, phone or email and LICENSE) information.
5. Town of Rolesville staff will review your application for **Land Use and Zoning** and **LDO** compliance, then move on to Wake County for plan review and approval. To determine if you are in Rolesville's Town Limits or ETJ, please check **IMaps**.
6. If comments or questions arise during review, you will receive an email.
7. Once approved by the Town of Rolesville **and** Wake County, you will receive credit card payment instructions from the Town of Rolesville **Development Support Specialist**.
8. Pay the Town of Rolesville/Wake County combined fees through the permit portal.



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9. Remit City of Raleigh utility fees (irrigation or initial public utilities connection only) to our office at 502 Southtown Circle or PO BOX 250, Rolesville, NC 27571.
10. Allow 24 hours (or the next business day) for the permit to appear as an attachment under documents on the permit portal.
11. Print the permit and stamped building plans to post on the building site.
12. The Town of Rolesville is not authorized to schedule inspections. Please request all inspections through your Wake County Permit Portal account or call **Wake County Inspections Office at 919-856-6222**.
13. Please contact us at 984-251-2366 if we may be of further assistance.

*If there are any Permit questions, please contact the planning staff at 919-554-6517 or email [planning@rolesville.nc.gov](mailto:planning@rolesville.nc.gov).*