

Project: \_\_\_\_\_

Case #: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

## Construction Drawing Approved

☐ Pre-Infrastructure meeting

### 1.) Pre-Infrastructure Meeting Request

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1) Start this checklist after the CD/CID has been approved and signed by the City of Raleigh, Town of Rolesville, and Wake County.   |
| <input type="checkbox"/> | 2.) Locate an <b>Indoor Facility within the Town of Rolesville</b> to host an in-person meeting (not virtual) that accommodates at least 10–15 people. Please plan to meet for 2 hours—for example, at a Community Center, Church, or Co-Working Facility.   |
| <input type="checkbox"/> | 3.) <b>Email a poll to</b> those on your team (Architect/Builder/Permit/Sales) you wish to attend, as well as <b>all required parties listed below</b> . Please provide three different dates and times, <b>at least 7 – 10 business days after the date that the survey is sent</b> . For example, if you email the poll on May 01, please provide various dates and times for Monday, May 13, 9-11 am, and Wednesday, May 15. 1 – 3 pm or Tuesday, May 21, 10 am -12 pm. |
| <input type="checkbox"/> | 4.) After you confirm the date that <b>ALL required parties can attend</b> and confirm the location for an indoor meeting, please <b>send a calendar invitation and a complete set of signed plans (or a link)</b> .   |

#### Town of Rolesville

<input type="checkbox"/>	Mike Elabarger- Asst. Pln. Dir. (REQUIRED)	<a href="mailto:melabarger@rolesvillenc.gov">melabarger@rolesvillenc.gov</a>	984-251-2364
<input type="checkbox"/>	Michele Raby- Planner II (REQUIRED)	<a href="mailto:m.raby@rolesvillenc.gov">m.raby@rolesvillenc.gov</a>	984-251-2365
<input type="checkbox"/>	Billy Clevenger- Eng. Insp. (REQUIRED)	<a href="mailto:tor.infrastructure.inspection@gmail.com">tor.infrastructure.inspection@gmail.com</a>	919-522-9244
<input type="checkbox"/>	Rose Bower- Perm. Tech. (Optional)	<a href="mailto:r.bower@rolesvillenc.gov">r.bower@rolesvillenc.gov</a>	984-251-2366
<input type="checkbox"/>	Tanner Hayslette- Planner I (Optional)	<a href="mailto:t.hayslette@rolesvillenc.gov">t.hayslette@rolesvillenc.gov</a>	984-251-2431

City of Raleigh Public Utilities			
<input type="checkbox"/>	Chris Hurt-Sr. Eng. Insp. (REQUIRED)	<a href="mailto:chris.hurt@raleighnc.gov">chris.hurt@raleighnc.gov</a>	984-272-9417
<input type="checkbox"/>	Michael Derby- Eng. Insp. Mgr. (Optional)	<a href="mailto:michael.derby@raleighnc.gov">michael.derby@raleighnc.gov</a>	919-524-7701
<input type="checkbox"/>	Decarus Vinson- Eng. Sup. Mgr. (Optional)	<a href="mailto:decarus.vinson@raleighnc.gov">decarus.vinson@raleighnc.gov</a>	919-996-2345

Wake County Fire Services			
<input type="checkbox"/>	Stephen Wolf- Dep. Fire Mar.. (REQUIRED)	<a href="mailto:stephen.wolf@wakegov.com">stephen.wolf@wakegov.com</a>	919-410-4682
<input type="checkbox"/>	Brittany Lingle- Dep. Fire Mar. (Optional)	<a href="mailto:brittany.lingle@wakegov.com">brittany.lingle@wakegov.com</a>	919-856-6332

Rolesville Rural Fire Department			
<input type="checkbox"/>	Donnie Lawrence- Chief (REQUIRED)	<a href="mailto:chief@rolesvillefire.com">chief@rolesvillefire.com</a>	919-556-2064

Wake County Inspections & Plan Compliance			
<input type="checkbox"/>	Mike McLamb- Inspections & Permits Director- (Optional)	<a href="mailto:Michael.mclamb@wake.gov">Michael.mclamb@wake.gov</a>	919-524-2914
<input type="checkbox"/>	Randy Bennett, Permits Administrator - (Required)	<a href="mailto:randy.bennett@wake.gov">randy.bennett@wake.gov</a>	919-856-2894
<input type="checkbox"/>	Kenny Dorman- Insp. Admin. (Optional)	<a href="mailto:k.dorman@wake.gov">k.dorman@wake.gov</a>	919-524-4623
<input type="checkbox"/>			

NC Department of Transportation (NC DOT)			
<input type="checkbox"/>	Joshua Zhang (Optional)	<a href="mailto:jpzhang@ncdot.gov">jpzhang@ncdot.gov</a>	919-814-6115
<input type="checkbox"/>	Jeff Womble (Optional)	<a href="mailto:jeff.womble@summitde.com">jeff.womble@summitde.com</a>	336-504-0474

Wake County Environmental Service			
<input type="checkbox"/>	Jeevan Neupane- Watershed Management (Optional)	<a href="mailto:jeevan.neupane@wake.gov">jeevan.neupane@wake.gov</a>	919-856-7431

## 2.) Topics for Discussion

<b>a.)</b> Noise Ordinance - TA-19-05, Ordinance 2024-O-36-* Enforced by Rolesville Police non-emergency line 919-556-7226. ~ Blasting activity between 10:00 a.m. and 6:00 p.m. ~ Construction activity between 8:00 a.m. and 6:00 p.m.		Reviewed <input type="checkbox"/>
Blasting Company	Contact	Email/ Phone
<b>b.)</b> Burning- Town Code Section § 93.10 – <b>No Open Burning</b> and § 93.11. A Fire Service Burn Permit from the North Carolina Forest Service does not grant permission to burn in town limits. Please contact the town manager and the RRFD fire chief with any questions.		Reviewed <input type="checkbox"/>
<b>c.)</b> Who is the contact for complaints?		Reviewed <input type="checkbox"/>
Contact	Email/ Phone	
<b>d.)</b> City of Raleigh Public Utilities- Acceptance Letter- Contact Chris Hurt		
Requested	Received	
<b>e.)</b> If a structure exists on site, it will need a Demolition permit and an Asbestos Mitigation report. The Rural Rolesville Fire Department may be interested in using the structure for training exercises.		Reviewed <input type="checkbox"/>
<b>f.)</b> Dust Control – The Developer or Contractor shall mitigate dust transfer off the property and should determine which practices accommodate their needs according to specific sites and weather conditions.		Reviewed <input type="checkbox"/>
<b>g.)</b> Entrance: What Road or Street will your construction entrance be located on?		Reviewed <input type="checkbox"/>
<b>g1.</b> _____ <b>g2.</b> _____		

<p><b>h.)</b> On-Site Staging- Where will your on-site staging area be prepped so that all worker parking and all deliveries/suppliers can get onto the site during the extent of construction?</p>	<p>Reviewed</p> <div data-bbox="1295 216 1442 279" style="border: 1px solid black; height: 30px; width: 90px; margin: 0 auto;"></div>
<p><b>h1.</b> _____</p> <p><b>h2.</b> _____</p>	
<p><b>i.)</b> Sidewalk Disruption - If sidewalk disruption occurs, contact Billy Clevenger (919-522-9244) or <a href="mailto:tor.infrastructure.inspection@gmail.com">tor.infrastructure.inspection@gmail.com</a> (Town of Rolesville Engineering Inspector) to discuss how to mitigate the disruption and where to locate a walking path for residents.</p>	<p>Reviewed</p> <div data-bbox="1295 594 1442 657" style="border: 1px solid black; height: 30px; width: 90px; margin: 0 auto;"></div>
<p><b>j) Road Lane Closure—Please notify the Town at least 48 hours in advance of a road closure, water shutdown, etc., so that the Town can</b> broadcast the dates and times to residents and Emergency Services.</p>	<p>Reviewed</p> <div data-bbox="1295 783 1442 846" style="border: 1px solid black; height: 30px; width: 90px; margin: 0 auto;"></div>

**Project:**

**Date:**

**Meeting Sign-In Sheet**

<b>Name/Company/Agency</b>	<b>Email</b>	<b>Contact Number</b>
MIKE ELABARGER- ASST. PLANNING DIRECTOR	<a href="mailto:m.elabarger@rolesvillenc.gov">m.elabarger@rolesvillenc.gov</a>	984-251-2364
MICHELE RABY- PLANNER II- CURRENT PLANNING	<a href="mailto:m.raby@rolesvillenc.gov">m.raby@rolesvillenc.gov</a>	984-251-2365



**Permitting Steps: From application to certificate of completion or compliance.**

1. Final Plat Approval—Final Plats must be signed by the Property Owner and the Town of Rolesville and recorded with the Register of Deeds before a Pre-Construction (pre-permitting) meeting can be held.
2. Site Development Plan Approval—The City of Raleigh, the Town of Rolesville, and Wake County Watershed Management must sign the site development plan before a Pre-Construction (pre-permitting) meeting can be held.
3. Commercial Tenant Up-Fit permits may be applied for but not issued until the building shell receives a COC or TCO.
4. Create a Wake County permit portal account.
5. Create a City of Raleigh Public Utilities permit portal account (if applicable).  
\*Commercial restaurants, vehicle service stations, irrigation, or new single-family detached or attached dwelling units require a separate public utilities permit.
6. Submit a permit application for Wake County. A permit application is not necessary for the City of Raleigh.
7. Town of Rolesville staff receive notification of permit application.
8. Staff reviews permit applications for:
  - a. Location- confirmation in our jurisdiction.
  - b. Review Zoning District- create Zoning Permit
  - c. c. Review the plot plan and confirm compliance with LDO and zoning conditions, such as setbacks, number of trees, sidewalks, etc.
  - d. Confirm contractor(s) and license information (NC Licensing Board) is valid
  - e. Confirm each contractor has an individual account for billing and inspections.
  - f. Confirm that you received complete documentation or email the applicant requesting supporting documentation, such as a Homeowner Exemption Affidavit (if the homeowner performs the work instead of a general contractor), a Lien Waiver, or a Workers' Compensation Certification.
9. Staff will initiate the Wake County building plan review workflow. The review process from receipt of a complete application to issuance can take up to ten business days.
10. If Wake County has questions, staff may need to explain to the applicant what the plan review inspector is seeking, assist the applicant in uploading documents, or add information to the portal.
11. A notification will be sent When Wake County approves the application. Please allow two business days for an invoice.
12. Town of Rolesville fees will be added to the Wake County permit portal, invoiced together, and paid with a credit card on the Wake County permit portal. \*Fees cannot be paid over the phone.

13. The City of Raleigh fees (if applicable) will be invoiced and paid with a credit card on the City of Raleigh permit portal. \*Fees cannot be paid over the phone.
14. Town staff will receive a notification from Wake County when the permit is ready to be issued. \* Town staff are not notified if a City of Raleigh fee is paid. Please email the permit technician a copy of the "green" City of Raleigh Public Utilities receipt.
15. Please allow two business days for permit(s) issuance upon confirmation of all paid fees.
16. Print and display the building permit.
17. Inspections are requested on the Wake County Permit Portal or by calling Wake County Inspections at 919-856-6222. Town of Rolesville staff cannot request or change inspections.
18. If a contractor or building plan change is needed, please complete a [Town of Rolesville Amendment form](#) and email it to the town permit technician.
19. Building Final—After completing all building inspections, the system will notify staff. Residential only- Please email a copy of the signed building permit card or request an email from Billy Clevenger approving the driveway and sidewalk. A Certificate of Occupancy will not be issued until approval is received.
20. Please allow two business days for a certificate of occupancy, completion, or compliance to be issued. \* If a partial building final is passed, A Temporary Certificate of Occupancy (TCO) may be requested. Please contact the permit technician for further information.
21. Subdivision sales offices require three permits. A commercial building permit (to operate a commercial sales office), a residential alteration permit (to return the commercial sales office to a residence), and a residential building permit (single-family dwelling unit).

**Useful contact information:**

Billy Clevenger- Sidewalk and Driveway Inspector- 919-522-2706

[City of Raleigh Public Utilities](#)- 919-996-3245

[City of Raleigh Pretreatment Approval](#)- Commercial Food Service or Vehicle Maintenance- 919-996-2334


[Town of Rolesville Permit Information](#): 919-554-6517

[Wake County Permit & Inspections](#) – 919-856-6222

# Common Infrastructure Permit Types

Here is a list of proposed permit types you may or may not need.

- Important information from Wake County regarding a change to portal accounts. Please visit the [Wake County Permit Portal](#) for more details. Each subcontractor must have a portal account.
- Permits submitted with a “0” zero address, i.e., 0 Rolesville Road, will be withdrawn. Please contact Wake County GIS/Addressing before submitting permit applications.



## PERMIT PORTAL

Apply for and view permits and planning documents

Good Morning, [Guest](#)

[Home](#) [Apply](#) [Today's Inspections](#) [Map](#) [Help](#) [Search](#)

New customers, please register with your [email address](#) as your [username](#); Existing customers, please login with your [email address](#). **Please be sure to check your spam/junk folder for email notifications from the system.**

**Notice!** Effective **Monday, January 13, 2025**, the cut-off time for requesting next-day inspections for Building, Trade and Fire Services permits will change from **6:00pm** to **3:00pm**. This change will not affect Environmental Health Services permits.

## Demolition/ Relocating, and Well or Septic Abandonment



### Residential Demolition

[Apply](#)

Category Name:  
Building & Construction

Description:  
This permit type is for the complete or partial demolition of residential structures. This permit type includes one and two family homes, residential accessory buildings and structures.



### Residential Move Existing Home

[Apply](#)

Category Name:  
Building & Construction

Description:  
This permit type is to move an existing residential home to a new location.



### Wastewater Abandonment

[Apply](#)

Category Name:  
Wastewater

Description:  
Application to permanently discontinue use of an existing septic system. Example:  
Connecting existing system to municipal sewer service or permanent disuse of septic system



### Permit for Abandonment of a Well

[Apply](#)

Category Name:  
Wells

Description:  
Permit for Abandonment of a Well

**Wake County Land Disturbance \*Please contact [Wake County Watershed Management](#) for details.**



**Land Disturbance - Individual Lot or Group of Lots**

Apply

Category Name:  
Watershed Management

Description:  
Erosion control plan review & grading permits for individual lots including lots with disturbance <1 acre that are part of a common plan of development (subdivisions lots); If you are applying for all the lots in a subdivision phase, please use WM-Land Disturbance / Subdivision



**Land Disturbance - Non-residential**

Apply

Category Name:  
Watershed Management

Description:  
Erosion control plan review & grading permits for any non-residential land disturbance activities over 1 acre. Townhomes are considered a non-residential use.



**Land Disturbance - Subdivision (Roads or Lots)**

Apply

Category Name:  
Watershed Management

Description:  
Erosion control plan review & grading permits for any subdivision land disturbance activities over 1 acre. Use this if developing roads and stormwater measures or if you are building all the lots within the subdivision or subdivision phase.

**Retaining Walls require separate permits for each lot (PIN). Please contact [Wake County Permit and Inspections](#) for further information.**



**Commercial Structures other than Buildings**

Apply

Category Name:  
Building & Construction

Description:  
This permit type is to construct or install fences, signs, walls, awnings or monuments. This permit type is for non-buildings.

**Neighborhood entrance or Coming Soon signs may not be erected before a Site Development Plan or Final Site Plan is approved.**