

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 Indoor Facility within the Town of Rolesville 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. Please confirm the rental before sending the invitation.
<input type="checkbox"/>	3.) Email a poll to those on your team (Architect/Builder/Permit/Sales) you wish to attend, as well as all required parties listed below . Please provide three different dates and times, at least 7–10 business days after the survey is sent . 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 confirming the date that all required parties can attend and the location for an indoor meeting, please send a calendar invitation and a complete set of signed plans (or a link) .

Town of Rolesville

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

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

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

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

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

NC Department of Transportation (NC DOT)			
<input type="checkbox"/>	Joshua Zhang (Optional)	jpzhang@ncdot.gov	919-814-6115
<input type="checkbox"/>	Jeff Womble (Optional)	ext-jlwomble@ncdot.gov	336-504-0474

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

2.) Topics for Discussion

a.) 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="text"/>
Blasting Company	Contact	Email/ Phone
b.) Burning- Town Code Section § 93.10 – No Open Burning 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 or concerns.		Reviewed <input type="text"/>
c.) Who is the contact for complaints?		Reviewed <input type="text"/>
Contact	Email/ Phone	
d.) City of Raleigh Public Utilities- Acceptance Letter- Contact Chris Hurt		
Requested	Received	
e.) 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="text"/>
f.) 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="text"/>
g.) Entrance: What Road or Street will your construction entrance be located on?		Reviewed <input type="text"/>
g1. _____ g2. _____		

h) On-Site Staging - Where will your on-site staging area be prepared so that all worker parking and deliveries/suppliers can access the site during the construction period?	Reviewed <input data-bbox="1295 218 1442 277" type="text"/>
h1. _____ h2. _____	
i.) Sidewalk Disruption - If sidewalk disruption occurs, contact Billy Clevenger (919-522-9244) or tor.infrastructure.inspection@gmail.com (Town of Rolesville Engineering Inspector) to discuss how to mitigate the disruption and where to locate a walking path for residents.	Reviewed <input data-bbox="1295 596 1442 655" type="text"/>
j) Road Lane Closure—Please notify the Town at least 48 hours in advance of a road closure, water shutdown, or other similar event, so that the Town can notify residents and Emergency Services of the dates and times.	Reviewed <input data-bbox="1295 789 1442 848" type="text"/>

Project:

Date:

Meeting Sign-In Sheet

Name/Company/Agency	Email	Contact Number
MIKE ELABARGER- ASST. PLANNING DIRECTOR	m.elabarger@rolesvillenc.gov	984-251-2364
MICHELE RABY- PLANNER II- CURRENT PLANNING	m.raby@rolesvillenc.gov	984-251-2365

Common Infrastructure Permit Types

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

- Effective June 1, 2025, please use the [City of Raleigh Public Utilities Portal](#) to establish and manage your water and sewer services. Please call 919-996-2500 with questions.
- Please visit the [Wake County Permit Portal](#) for land disturbance and other permit applications.
- 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 (Property Identification Number, 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 and stamped.**