

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.) Upon receiving location confirmation, email a poll to those on your team (Architect/ General Contractor/ Grading Company) you wish to attend, as well as all required parties listed below. Please provide three different dates and times, <b>at least 7–10 business days after 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. * <u>Reminder to please include at least 15 minutes to set up and clean up if necessary.</u> |
| <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).  |

### 2.) Contacts

#### 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:mraby@rolesvillenc.gov">mraby@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"/>	Jacob Butler- Interim Fire Chief	<a href="mailto:jbutler@rolesvillenc.gov">jbutler@rolesvillenc.gov</a>	919-556-2064

#### 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
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<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

Division of Transportation (NCDOT) Commercial & Main Street Projects
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<input type="checkbox"/>	Jeff Womble- DOT Trans. Tech. III	<a href="mailto:Ext-jlwomble@ncdot.gov">Ext-jlwomble@ncdot.gov</a>	336-504-0474
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Wake County Fire Services
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<input type="checkbox"/>	Stephen Wolf- NC-FIT Deputy Fire Marshal	<a href="mailto:stephen.wolf@wake.gov">stephen.wolf@wake.gov</a>	919-410-4682
<input type="checkbox"/>	Brittany Lingle- Deputy Fire Marshal	<a href="mailto:brittany.lingle@wake.gov">brittany.lingle@wake.gov</a>	919-675-6995

<b>3. Topics for discussion * The shared contact information will be on the website.</b>
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a. Noise Ordinance - TA-19-05, Ordinance 2024-O-36 * Enforced by Rolesville Police non-emergency 919-556-7226. o Blasting activity is allowed between 10:00 a.m. and 6:00 p.m. o Construction activity is allowed between 8:00 a.m. and 6:00 p.m. o Please email the town a complete Construction Activity Notification Form at least 72 hours (3 business days) before blasting.	Reviewed
b. Burning- Town Code Section § 93.10 –No Open Burning and § 93.11. A Fire Service Burn Permit from the North Carolina The Forest Service does not grant permission to burn within town limits. Please contact the Rolesville Fire Chief with any questions at 919-556-2064.	Reviewed

Complaints Contact:	Company Name:	Email/Phone:
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c. City of Raleigh Public Utilities Approval—An acceptance Email, Letter or Stub Permit must be received before a building permit is issued	Reviewed
d. If a structure exists on site, please obtain a demolition permit and confirm whether asbestos mitigation is required. *RFD may be interested in using the structure for training exercises	Reviewed
e. 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
f. What Road or Street will the construction entrance be on? 1. _____ 2. _____	Reviewed

g. On-site staging: Where will your on-site staging area be prepped so that all worker parking and deliveries/suppliers can access the site during the extent of construction? *Parking on public streets is prohibited.	Reviewed
h. Sidewalk disruption: If a <b>public sidewalk</b> will be disrupted, please contact Billy Clevenger at 919-522-9244 to discuss where to locate a walking path for residents.	Reviewed
i. Road Lane Closure - Please notify the Town at least <b>five (5)</b> business days in advance of road closures, water shut-offs, etc. so that the Town can broadcast the dates and times to the Town residents and Emergency Services	Reviewed

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**Project:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

## Meeting Sign-In Sheet

[illegible]

[illegible]

# 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 at this time; please wait until a Site Development Plan or Final Site Plan is approved and stamped.**



\*Please email this form to:  
[planning@rolesvillenc.gov](mailto:planning@rolesvillenc.gov)  
[mmcfarland@rolesvillenc.gov](mailto:mmcfarland@rolesvillenc.gov)  
[kscarberry@rolesvillenc.gov](mailto:kscarberry@rolesvillenc.gov)  
[tor.infrastructure.inspections@gmail.com](mailto:tor.infrastructure.inspections@gmail.com)  
[TOR-PDSupervisors@rolesvillenc.gov](mailto:TOR-PDSupervisors@rolesvillenc.gov)  
[stephen.wolf@wake.gov](mailto:stephen.wolf@wake.gov)  
[ext-jlwomble@ncdot.gov](mailto:ext-jlwomble@ncdot.gov)  
[jbutler@rolesvillenc.gov](mailto:jbutler@rolesvillenc.gov)  
[tcroom@rolesvillenc.gov](mailto:tcroom@rolesvillenc.gov)  
[ipoelman@rolesvillenc.gov](mailto:ipoelman@rolesvillenc.gov)

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## Construction Activity Notification Form

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The town of Rolesville Police Department enforces a noise ordinance as outlined in **Town Code Section 132.- NOISE.**

Blasting, hammering, drilling, or similar destruction of rock other than between the following hours

(g) Construction activity in a residential or business zoning district other than between the hours of **8:00 am and 6:00 pm**, except as Emergency Work.

(h) Blasting activity other than between the hours of **10:00 am and 6:00 pm**, except as Emergency Work.

**Blasting Permit:** If blasting is deemed necessary, please contact the **Wake County Fire Marshal's Office at 919-856-6343** for information on obtaining a permit. If a permit is granted, please **send a copy of the permit with a notification letter to town staff and the property owners** located within five hundred (500) feet of where the blasting will occur, **no less than 72 hours (3 business days)** in advance of the first detonation to ensure there is no disruption to events or traffic (e.g., year-round/traditional school carpool times).

**Temporary Road Closure:** Please email those listed at the top of this form **at least five (5) business days prior to** the requested closure date to ensure there is no disruption to events or traffic (e.g., year-round or traditional school carpool times, or planned roadwork).

### **- § 93.10 - No open *burning*.**

No Open *Burning* shall be permitted within the corporate limits of the Town of Rolesville except as provided in § 93.11.

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Project Name:\_\_\_\_\_ Project Address:\_\_\_\_\_

Contact Name:\_\_\_\_\_ Contact Cell Phone:\_\_\_\_\_

Roads closed:\_\_\_\_\_

Blasting or Road Closure dates and times:

\_\_\_\_\_