

Project: _____

Case #: _____

Meeting Date: _____

Construction Drawing Approved

☐ Pre-Infrastructure meeting

1.) Pre-Infrastructure Meeting Request			
☐	1) CD/CID approved and signed by the City of Raleigh, Town of Rolesville, and Wake County.		
☐	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. * <u>Please confirm the rental before sending the invitation.</u>		
☐	3.) After the location is confirmed, email a Doodle 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 of day, at least 7–10 business days after the survey is sent. * <u>Reminder to please include at least 15 minutes to set up and clean up if necessary.</u>		
☐	4.) After confirming the date, location, and time, please send a calendar invitation with a link to a complete set of signed plans.		
2.) Contacts			
Town of Rolesville			
☐	Stephen Wensman Pln. Dir.	swensman@rolesvillenc.gov	984-251-2492
☐	Mike Elabarger- Asst. Pln. Dir. (Required)	melabarger@rolesvillenc.gov	984-251-2364
☐	Michele Raby- Planner II (Required)	mraby@rolesvillenc.gov	984-251-2365
☐	Jacob Butler- Div. Chief- Rolesville Fire	jbutler@rolesvillenc.gov	919-556-2064
☐	Scott Miles- Town Engineer (Required)	smiles@rolesvillenc.gov	919-556-3506 x 261
☐	Jacqueline Thompson-Bolton & Menk Contract Engineer	Jacqueline.thompson@bolton-menk.com	919-417-6753
City of Raleigh Public Utilities			
☐	Chris Hurt-Sr. Eng. Insp. (Required)	chris.hurt@raleighnc.gov	984-272-9417

Division of Transportation (NCDOT) Commercial & Main Street Projects			
☐	Wyatt Hamilton-NC DOT	wrhamilton@ncdot.gov	
☐	Jeff Womble- NC DOT Trans. Tech. III	Ext-jlwomble@ncdot.gov	336-504-0474

Wake County Fire Services			
☐	Stephen Wolf- NC-FIT Deputy Fire Marshal (Required)	stephen.wolf@wake.gov	919-410-4682
☐	Brittany Lingle- Deputy Fire Marshal	brittany.lingle@wake.gov	919-675-6995

Wake County Environmental			
☐	Jeffrey Gunter- WC Environmental Field Service Manager	Jeffrey.gunter@wake.gov	919.397.8670

3. Topics for discussion * The shared contact information will be on the website.		
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 with 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 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, a 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 public sidewalk will be disrupted, please contact Scott Miles, Town Engineer, at 919-556-3506 x 261 to discuss where to locate a walking path for residents.	Reviewed
i. Road Lane Closure - Please contact Scott Miles, Town Engineer, at 919-556-3506 x 261 to discuss a street closure application and fee as shown in the fee schedule.	Reviewed

Project: _____ **Date:** _____

Date: _____

Meeting Sign-In Sheet

[illegible]

[illegible]

Common Infrastructure Permit Types

Here is a list of proposed permit types you may 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.**