

Project:
Case #:
Meeting Date:
Residential Subdivision
☐ Pre-Vertical Building Permit Meeting (FSP recorded)

1.) Pre-Construction Meeting Request					
	1). Start this checklist after the FSP has been approved and signed by the City of Raleigh, Town of Rolesville, Wake County, and recorded at the Registry of Deeds. *Please do NOT attempt to create a Pre-Construction meeting until after the FSP is recorded.				
	2.) Locate an <b>Indoor Facility within the Town of Rolesville</b> to host an inperson ( <b>not virtual</b> ) meeting to accommodate at least 10 – 15 people. Please plan to meet for 2 hours—for example, at a Community Center, Church, or Co-Working Facility.				
	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, at least 7 − 10 business days <b>after</b> the date that 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.				
	4.) After confirming the date that all required parties can attend and confirming				
Town	n of Rolesville				
	Mike Elabarger- Asst. Pln. Dir. (REQUIRED)	melabarger@rolesvillenc.gov	984-251-2364		
	Michele Raby- Planner II (REQUIRED)	mraby@rolesvillenc.gov	984-251-2365		
	Billy Clevenger- Eng. Insp. (REQUIRED)	tor.infrastructure.inspection@gmail.com	919-522-9244		
	Rose Bower- Perm. Tech. (REQUIRED)	r.bower@rolesvillenc.gov	984-251-2366		
	Tanner Hayslette- Planner I (Optional)	t.hayslette@rolesvillenc.gov	984-251-2431		

City of Raleigh Public Utilities				
Chris Hurt-Sr. Eng.				
	Insp. (REQUIRED)	chris.hurt@raleighnc.gov		984-272-9417
	Michael Derby- Eng. Insp. Mgr. (Optional)	michael.derby@raleighnc.gov		919-524-7701
	Decarus Vinson- Eng. Sup. Mgr. (Optional)	decarus.	vinson@raleighnc.gov	919-996-2345
Wake	e County Fire Services			
	Stephen Wolf- Dep. Fire Mar. (REQUIRED)	stephen.	wolf@wakegov.com	919-410-4682
	Brittany Lingle- Dep. Fire Mar. (Optional)	brittany.	lingle@wakegov.com	919-856-6332
Roles	sville Rural Fire Departme	nt		
	Donnie Lawrence- Chief (REQUIRED)		chief@rolesvillefire.com	919-556-2064
Wake County Inspections & Plan Compliance				
	Mike McLamb- Inspection Permits Director- (Option		Michael.mclamb@wake.gov	919-524-2914
	Randy Bennett- Permits Administrator - (Required		randy.bennett@wake.gov	919-856-2894
	Kenny Dorman- Insp. Adr (Optional)	nin.	k.dorman@wake.gov	919-524-4623
NC I	Department of Transportati	ion (NC D	OT)	
	Joshua Zhang (Optional)		jpzhang@ncdot.gov	919-814-6115
	Jeff Womble (Optional)		ext-jlwomble@ncdot.gov	336-504-0474
Wake County Environmental Service				
	Jeevan Neupane- Watersh Management (Optional)	ned	jeevan.neupane@wake.gov	919-856-7431

2.) Topics for Discuss:	io:	n
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<ul> <li>a.) Noise Ordinance - TA-19-05, Ordinance 2024-O-36-* Enforced by Rolesville Police non-emergency line 919-556-7226.</li> <li>~ Blasting activity between 10:00 a.m. and 6:00 p.m.</li> <li>~ Construction activity between 8:00 a.m. and 6:00 p.m.</li> </ul>		Reviewed
Blasting Company	Contact	Email/ Phone
<b>b.)</b> Burning- Town Code Section § 93.10 93.11. A Fire Service Burn Permit fro Service does not grant permission to contact the town manager and RRFD	m the North Carolina Forest burn in town limits. Please	Reviewed
<b>c.)</b> Who is the contact for complaints?		Reviewed
Contact	Email/ Phone	
d.) City of Raleigh Public Utilities- Accep	tance Letter- Contact Chris Hu	rt
Requested	Received	
e.) If a structure exists on site, it will need an Asbestos Mitigation report. The Rubert Department may be interested in usin exercises.	ural Rolesville Fire	Reviewed
<b>f.)</b> Dust Control – The Developer or Control transfer off the property and should d accommodate their needs according to conditions.	etermine which practices	Reviewed
<b>g.)</b> Entrance: What Road or Street will yo located on?	our construction entrance be	Reviewed
g1. g2.		

<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?	Reviewed
h1	
i.) Sidewalk disruption- If sidewalk disruption occurs, contact Billy Clevenger (919-522-9244) at <a href="mailto:tor.infrastructure.inspection@gmail.com">tor.infrastructure.inspection@gmail.com</a> (Town of Rolesville Eng. Insp.) to discuss how to mitigate disruption and where to locate a walking path for residents.	Reviewed
j) Road Lane Closure - Please notify the Town at least 48 hours in advance of a road closure, water shut-off, etc., so that the Town can broadcast the dates and times to Town residents and Emergency Services.	Reviewed
3. Permits- Vertical Building Permits may be applied for or FSP has been approved, signed, and recorded with the Reg Deeds, AND after the City of Raleigh has issued a Condition Acceptance.  **** A permit submitted with a zero, i.e 0 S Main will be a a.) Plan set approved	rister of nal Letter of
b.) City of Raleigh Conditional Letter of Acceptance received	Reviewed
c.) Create an account on the <b>Wake County Permit Portal</b> . This portal will be where applicants apply for all building permits, review inspection comments, pay the combined Town of Rolesville/Wake County fees with a credit card, schedule inspections, and print building permits and certificates of occupancy/completion.	Reviewed
d.) Create an account on the <b>City of Raleigh Public Utilities Permit Portal</b> . This portal will be where an applicant pays with a credit	

e.)	Common Permit Types- Please contact Rose Bower, Permit	
	Technician, at <u>r.bower@rolesvillenc.gov</u> or Tanner Hayslette	
	Planner I, <u>t.hayslette@rolesvillenc.gov</u> with any questions.	
	* Amenity Centers require SDP approval and a separate review.  * Cabanas, Gazebos, Hot Tubs, Playgrounds (including Tot Lots), and Pools require separate permits.  * Construction Trailer- LDO Section 5.2 Accessory Uses Include a Pump and Hall contract if applicable.  * Dumpster Enclosure  * Irrigation permits require 2 permits. 1). from Wake County (Plumbing trade) 2). The City of Raleigh backflow and meter.  * Mail Kiosks require separate permits  * Model Homes require three permit types (CBPR, RBPR, and RABS). COs and COCs will not be issued until the sales office is converted back to a single-family dwelling.  * Retaining Walls - Each retaining wall requires a separate permit if it is located on a different PIN.  * Signs- Development signs may not be erected until the SDP or ESP is approved and recorded. Please contact Tapper.	Reviewed
	FSP is approved and recorded. Please contact Tanner	
	Hayslette at thayslette@rolesvillenc.gov and review <b>LDO</b>	
	Section 6.1 for important information on signage.	
f.)	A Foundation Verification Survey may be required if a building	Reviewed
	is placed within two feet of a setback line.	
g.	Wake County performs inspections for the Town of Rolesville. To request an inspection, please call 919-856-6222.	Reviewed
h.	Billy Clevenger performs Engineering and Infrastructure	Reviewed
	Inspections for the Town of Rolesville. Please contact him at tor.infrastructure.inspection@gmail.com or 919-522-9244. <b>The Town</b>	
	staff will not issue a Certificate of Occupancy until they	
	receive a copy of the permit card with Billy's signatures or an email from him clearing the permit.	
i. '	Cemporary Certificates of Occupancy are issued upon request after	Reviewed
	Wake County approval. Please contact Rose Bower for additional information.	

Project: Date:
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### Meeting Sign-In Sheet

Name/Company/Agency	Email	Contact Number
MIKE ELABARGER- ASST.	m.elabarger@rolesvillenc.gov	984-251-2364
PLANNING DIRECTOR		
MICHELE RABY- PLANNER II-	m.raby@rolesvillenc.gov	984-251-2365
CURRENT PLANNING		
ROSE BOWER-	r.bower@rolesvillenc.gov	984-251-2366
Permit Technician		

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

- 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.
- 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.
- 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.
- 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.
- Submit a permit application for Wake County. A permit application is not necessary for the City of Raleigh.
- Town of Rolesville staff receive notification of permit application.
- Staff reviews permit applications for:
  - a. Location- confirmation in our jurisdiction.
  - Review Zoning District- create Zoning Permit
  - 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
  - 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 <u>Homeowner Exemption</u> <u>Affidavit</u> (if the homeowner performs the work instead of a general contractor), a Lien Waiver, or a Workers' Compensation Certification.
- Staff will initiate the Wake County building plan review workflow. The review process from receipt of a <u>complete application</u> 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.
- 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.
- Please allow two business days for permit(s) issuance upon confirmation of all paid fees.
- Print and display the building permit.
- 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.
- If a contractor or building plan change is needed, please complete a <u>Town of</u> 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

### RESIDENTIAL (FSP) 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 <u>Wake County Permit Portal</u> for more details. Each subcontractor must have a portal account.



Good Morning, Guest -

Home Apply ▼ Today's Inspections Map Help ▼ Search Q

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.

# Single-Family (detached) and Single-Family (attached, i.e., Townhomes) require the following:

• Use this permit type for both single-family dwelling unit applications (RBPR).



#### Residential - New One- and Two-Family Dwelling

Apply

Category Name: Building & Construction Description:

This permit type is for the construction of a new single-family home, duplex, or townhome.

Use other permit type for manufactured home, modular home, or relocated home. \\

### Commercial Sales Offices also require:

• Use this permit type to convert the dwelling unit into a commercial sales office (CBPR).



### Commercial New Building or Addition

Apply

Category Name: Building & Construction Description:

This permit type is to construct a new commercial building or additions to an existing commercial building to include an increase in square footage, number of stories or height.

• Use this permit type to convert the sales office into a dwelling unit (RABS).



### Residential Alteration

Description:

Apply

Category Name: Building & Construction

This permit is for the alteration of residential buildings and structures, interior or exterior work. This permit type includes the installation of solar panels/system. This permit type should not be used when the footprint of the structure will increase. Please see Residential Addition permit type when the footprint of a building or structure will increase.

# Demolition/ Relocating, and Well or Septic Abandonment (\*if not previously removed under CIDs)



#### Residential Demolition

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.

Apply



### Residential Move Existing Home

Category Name: Description:

Building & Construction This permit type is to move an existing residential home to a new location.

Apply

**Apply** 



### Wastewater Abandonment

Category Name: Description: Wastewater Application to

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

Category Name: Description:

Wells Permit for Abandonment of a Well

Apply

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# Wake County Land Disturbance \*Please contact Wake County Watershed Management for details.



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

Category Name: Description

Watershed Management 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

Apply



### Land Disturbance - Non-residential

Category Name: Description:

Watershed Management Erosion control plan review & grading permits for any non-residential land disturbance

activities over 1 acre. Townhomes are considered a non-residential use.

Apply



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

Category Name: Description:

Watershed Management Erosion control plan review & grading permits for any subdivision I 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.

Apply

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Amenity Centers, pools, cabanas, and hot tubs require SDP approval and separate permits. For more information, please refer to the <u>SDP checklist</u> on our website under Pre-Construction Meetings.

Neighborhood entrance signs require a <u>Wake County Permit</u> and compliance with the Town of Rolesville <u>Land Development Ordinance</u>. Please visit the <u>Sign Permit</u> <u>webpage</u> for further information.



#### **Commercial Structures other than Buildings**



Category Name: Building & Construction

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

Retaining Walls require separate permits for each lot (PIN). Please contact <u>Wake</u> County Permit and Inspections for further information.



### **Commercial Structures other than Buildings**



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.

The City of Raleigh requires a separate portal account to establish service and pay fees. Please visit the <u>City of Raleigh Permit Portal</u> for details.

### Important contact information:

Town of Rolesville – permitting staff

• r.bower@rolesvillenc.gov

984-251-2366

• t.hayslette@rolesvillenc.gov

984-251-2431

Wake County Permits and Inspections

• 919-856-6222

City of Raleigh Public Utilities

• 919-996-3245

\*BUILDING PERMITS WILL NOT BE ISSUED UNTIL A COR ACCEPTANC LETTER OR STUB & METER ACCEPTANCE EMAIL IS RECIEVED FROM COR.

## **Notification of Conditional Acceptance**

of Water and Wastewater Infrastructure in Raleigh Water Merger Communities (Garner, Knightdale, Rolesville, Wake Forest, Wendell, Zebulon)

Project Name: Project Phase:	
Permit Number(s):	W-
	S-
and/or wastewater in Installation meets Ra preliminary acceptan other submitted docu	Nater Department has completed field inspections and testing on the water ifrastructure associated with the development project/phase referenced above. aleigh Water specifications and the infrastructure is available for use. This ice is conditional on a final review of digital as-built data, project records and amentation. Formal notification of acceptance is pending and will be provided etion of the conditional review.
Inspector Name:	
Comments:	
inspected/tested and the from and/or connect to e Acceptance boundaries a Acceptance of unapprove	g. Acceptance occurs after water <u>and</u> sewer infrastructure in an approved phase is installed, required supporting documentation has been received. Phases of construction must extend xisting (or concurrently accepted) infrastructure to be considered for acceptance. are defined by the limits identified in the Raleigh Water approved utility phasing plan(s), ed sub-phases and/or partially complete phases will not be considered. Additional in the Raleigh Water Handbook at <a href="https://www.raleighnc.gov">www.raleighnc.gov</a> .
Munici	pal Building   222 West Hargett Street   Raleigh, North Carolina 27601

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One Exchange Plaza | 1 Exchange Plaza | Raleigh, North Carolina 27601 Mailing address: City of Raleigh | Post Office Box 590 | Raleigh, North Carolina 27602-0590



### Single-Family Detached Dwelling Unit Fees

\*All new dwellings within corporate limits or ETJ pay the same fee.

New residential Zoning permit	\$150
Building permit processing fee	\$100
Single-family residential right-of-way improvement (sidewalk and driveway inspection)	\$200
Recreation Development Fee *per lot	\$3,200
Transportation Development Fee *per lot	\$3,200

Estimated Total of Building Permit Fees

\$ 6,850.00

### Single-Family Attached (Townhome) Dwelling Unit Fees

\*All new dwellings within corporate limits or ETJ pay the same fee.

New residential Zoning permit	\$150
Building permit processing fee	\$100
Single-family residential right-of-way improvement (sidewalk and driveway inspection)	\$200
Recreation Development Fee *per unit	\$3,200
Transportation Development Fee *per unit	\$2,400

Estimated Total of Building Permit Fees

\$ 6,050.00

# **Single-Family Attached (Multi-Family & Townhome) Dwellings Unit Fees** \*All new dwellings within corporate limits or ETJ pay the same fee.

New residential Zoning permit	\$150
Building permit processing fee	\$100
Single-family residential righ of way improvement (sidewalk and driveway inspection)	\$200
Recreation Development Fee *per unit	\$3,200
Transportation Development Fee *per unit	\$2,400

Estimated To	tal of Building Permit Fees
	\$

### Single-Family Attached (Senior Multi-Family) Dwelling Unit Fees

\*All new dwellings within corporate limits or ETJ pay the same fee.

1111 110	
New residential Zoning permit	\$150
Building permit processing fee	\$100
Single-family residential righ of way improvement (sidewalk and driveway inspection)	\$200
Recreation Development Fee *per unit Senior multi-family aparmtents	\$1,000 x
The second control of	=
	\$
Transportation Development Fee *per unit	\$2,400 x
	=
	\$

Estimated Total of Building Permit Fees		
	\$	

### Miscellaneous Fees

- Amenity Center- Please see the Non-Residential worksheet for fees
- Town of Rolesville- Infrastructure Fees

Inspection of other field improvements: Actual cost-net 30 billing

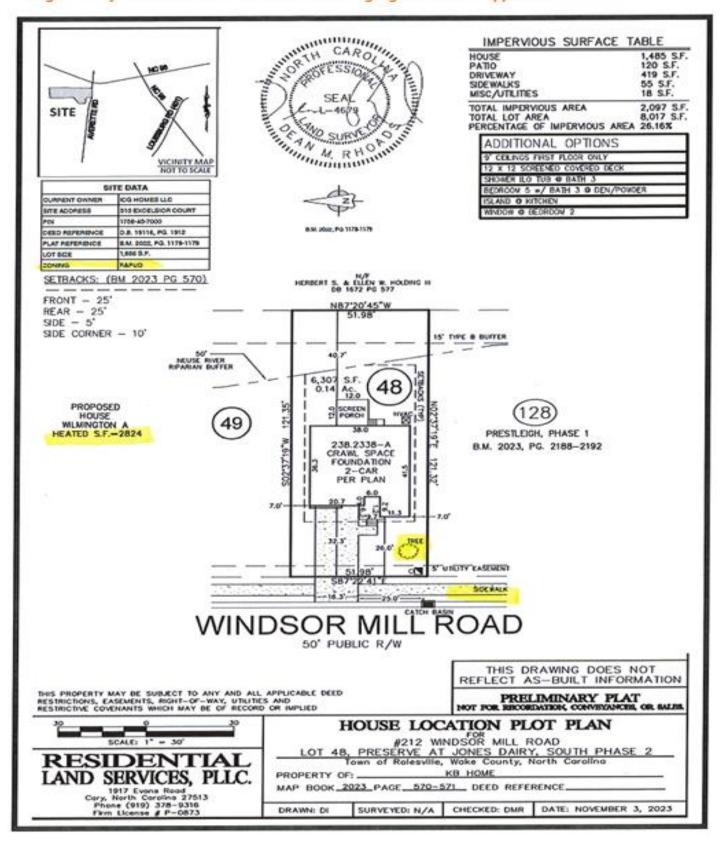
### - Town of Rolesville- Sign Fees

Permanently mounted	\$75 per sign
Building Permit Processing Fee	\$100
Zoning Permit Fee	\$50

City of Raleigh Public Utilities- <u>Fee Schedule</u> Town of Rolesville- <u>Schedule of Fees</u> Wake County Inspections & Permits- <u>Fee Schedule</u>

<sup>\*</sup>Please use this worksheet as a cost estimator. This fee sheet is intended to provide an estimate and does not encompass all applicable fees. Fees may change.

<sup>\*</sup>Important note: City of Raleigh Public Utilities and Wake County Permit and Inspections assess permit fees to be paid upon approval of permit application and before the Town of Rolesville issues a building permit.



Single-Family Detatched (Townhome) Site Plan must include highlighted items if applicable

