

Project: _____

Case #: _____

Meeting Date: _____

Residential Subdivision

☐ Pre-Vertical Building Permit Meeting (FSP recorded)

1.) Pre-Construction Meeting Request

<input type="checkbox"/>	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.
<input type="checkbox"/>	2. Locate an Indoor Facility within the Town of Rolesville to host an in-person (not virtual) 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. 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. *Reminder to please include at least 15 minutes to set up and clean up if necessary.
<input type="checkbox"/>	4.) After confirming the date that all required parties can attend and confirming an indoor meeting location, please send a calendar invitation and a complete set of signed plans (or a link) .

2.) Contacts

Town of Rolesville

<input type="checkbox"/>	Michael Elabarger- Asst. Pln. Dir. (REQUIRED)	melabarger@rolesvillenc.gov	984-251-2364
<input type="checkbox"/>	Michele Raby- Planner II-CZO (REQUIRED)	mraby@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. (REQUIRED)	rbower@rolesvillenc.gov	984-251-2366
<input type="checkbox"/>	Tanner Hayslette- Planner I -Signs, Permits (Optional)	thayslette@rolesvillenc.gov	984-251-2431
<input type="checkbox"/>	Jacob Butler- Chief (REQUIRED)	jbutler@rolesvillenc.gov	919-556-2064

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 Marshal (REQUIRED)	stephen.wolf@wake.gov	919-410-4682
<input type="checkbox"/>	Brittany Lingle- Dep. Fire Mar. (Optional)	brittany.lingle@wake.gov	919-856-6332

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

3. Topics for discussion * The Complaints Contact information will be shared on the website.

a. Noise Ordinance- TA-19-05, Ordinance 2024-O-36* Enforced by Rolesville Police non-emergency 919-556-7226. <ul style="list-style-type: none">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. Buring- 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	
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, obtain a demolition permit and confirm if 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 all deliveries/suppliers can get onto the site during the extent of construction?			Reviewed
h. Sidewalk disruption- If sidewalk disruption occurs, contact Billy Clevenger (919-522-9244) at tor.infrastructure.inspection@gmail.com (Town of Rolesville Eng. Insp.) to discuss how to mitigate the disruption and where to locate a walking path for residents.			Reviewed

i. Road Lane Closure - Please notify the Town at least five (5) business days 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 <u>only after</u> an FSP has been approved, signed, and recorded with the Register of Deeds, AND after the City of Raleigh has issued a Conditional Letter of Acceptance.	
*** A permit submitted with a zero, i.e.. 0 S Main will be withdrawn.	
a.) Plan set approved	Reviewed
b.) City of Raleigh Conditional Letter of Acceptance received	Reviewed
c.) Create an account on the Wake County Permit Portal . 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 City of Raleigh Public Utilities Permit Portal . This portal will be where an applicant pays with a credit card for each lot's Water Meter/ Stub and Irrigation (if applicable) permit	Reviewed
e.) Common Permit Types- Please contact Rose Bower, Permit Technician, at rbower@rolesvillenc.gov or Tanner Hayslette, Planner I, thayslette@rolesvillenc.gov with any questions. <ul style="list-style-type: none"> * 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. 	Reviewed

* Signs- Development signs may not be erected until the SDP or FSP is approved and recorded. Please contact Tanner Hayslette at thayslette@rolesvillenc.gov and review LDO Section 6.1 for important information on signage.	
f.) A Foundation Verification Survey may be required if a building is placed within two feet of a setback line.	Reviewed
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 Inspections for the Town of Rolesville. Please contact him at tor.infrastructure.inspection@gmail.com or 919-522-9244. The Town 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.	Reviewed
i. Temporary Certificates of Occupancy are issued upon request after Wake County approval. Please contact Rose Bower for additional information.	Reviewed

Planning Department Staff

Meredith Gruber- Planning Director Long Range Planning/ Text Amendment x 200	Michael Elabarger- Asst. Planning Director Current Planning/ Dev. Review TRC Coordinator/ Invoicing x 215
Michele Raby- Planner II, CZO Current Planning/ Dev. Review/ Map Amendments/ Annexations/ GIS LDO/UDO review x 212	Tanner Hayslette- Planner I Long Range/ Mobility Planner/ Greenway Signs/ Permits X 217
Rose Bower- Dev. Support. Specialist General Inquiry/ Permits/Invoicing x 213	

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
ROSE BOWER- Permit Technician	r.bower@rolesvillenc.gov	984-251-2366

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

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 [Wake County Permit Portal](#) for more details. Each subcontractor must have a portal account.



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.

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

[Apply](#)

Category Name:
Building & Construction

Description:
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:
Building & Construction

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

Apply



Wastewater Abandonment

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

Apply



Permit for Abandonment of a Well

Category Name:
Wells

Description:
Permit for Abandonment of a Well

Apply

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



Land Disturbance - Individual Lot or Group of Lots

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

Apply



Land Disturbance - Non-residential

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.

Apply



Land Disturbance - Subdivision (Roads or Lots)

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.

Apply

Amenity Centers, pools, cabanas, and hot tubs require SDP approval and separate permits. For more information, please refer to the [SDP checklist](#) on our website under Pre-Construction Meetings.

Neighborhood entrance signs require a [Wake County Permit](#) and compliance with the Town of Rolesville [Land Development Ordinance](#). Please visit the [Sign Permit webpage](#) 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.

Apply

Retaining Walls require separate permits for each lot (PIN). Please contact [Wake 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.

Apply

The City of Raleigh requires a separate portal account to establish service and pay fees. Please visit the [City of Raleigh Permit Portal](#) for details.

Important contact information:

Town of Rolesville – permitting staff

- r.bower@rolesvillenc.gov
- t.hayslette@rolesvillenc.gov

984-251-2366

984-251-2431

Wake County Permits and Inspections

- 919-856-6222

City of Raleigh Public Utilities

- 919-996-3245

EXAMPLE

*BUILDING PERMITS WILL NOT BE ISSUED
UNTIL A COR ACCEPTANCE LETTER OR
STUB & METER ACCEPTANCE EMAIL
IS RECEIVED 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-

The City of Raleigh Water Department has completed field inspections and testing on the water and/or wastewater infrastructure associated with the development project/phase referenced above. Installation meets Raleigh Water specifications and the infrastructure is available for use. This preliminary acceptance is conditional on a final review of digital as-built data, project records and other submitted documentation. Formal notification of acceptance is pending and will be provided on successful completion of the conditional review.

Inspector Name: _____

Date: _____

Comments:

Notes on Project Phasing: Acceptance occurs after water and sewer infrastructure in an approved phase is installed, inspected/tested and the required supporting documentation has been received. Phases of construction must extend from and/or connect to existing (or concurrently accepted) infrastructure to be considered for acceptance. Acceptance boundaries are defined by the limits identified in the Raleigh Water approved utility phasing plan(s). Acceptance of unapproved sub-phases and/or partially complete phases will not be considered. Additional information can be found in the Raleigh Water Handbook at www.raleighnc.gov.

Municipal Building | 222 West Hargett Street | Raleigh, North Carolina 27601
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 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

\$

Single-Family Attached (Senior Multi-Family) 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 Senior multi-family apartments	\$1,000 x _____ =
	\$ _____
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

*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.

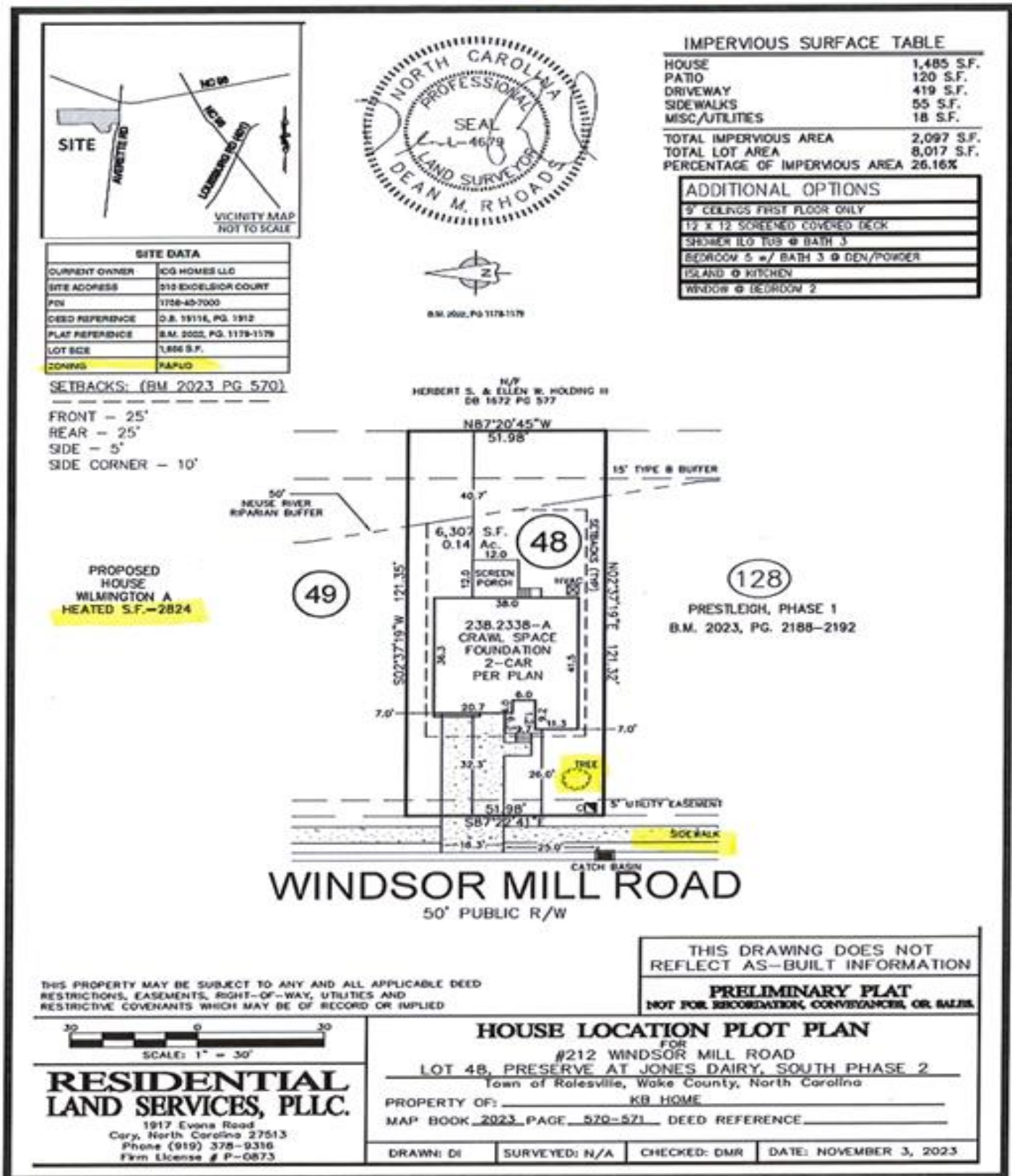
*Important note: City of Raleigh Public Utilities and Wake County Permit and Inspections assess permit fees to be paid upon approval of permit application and before the Town of Rolesville issues a building permit.

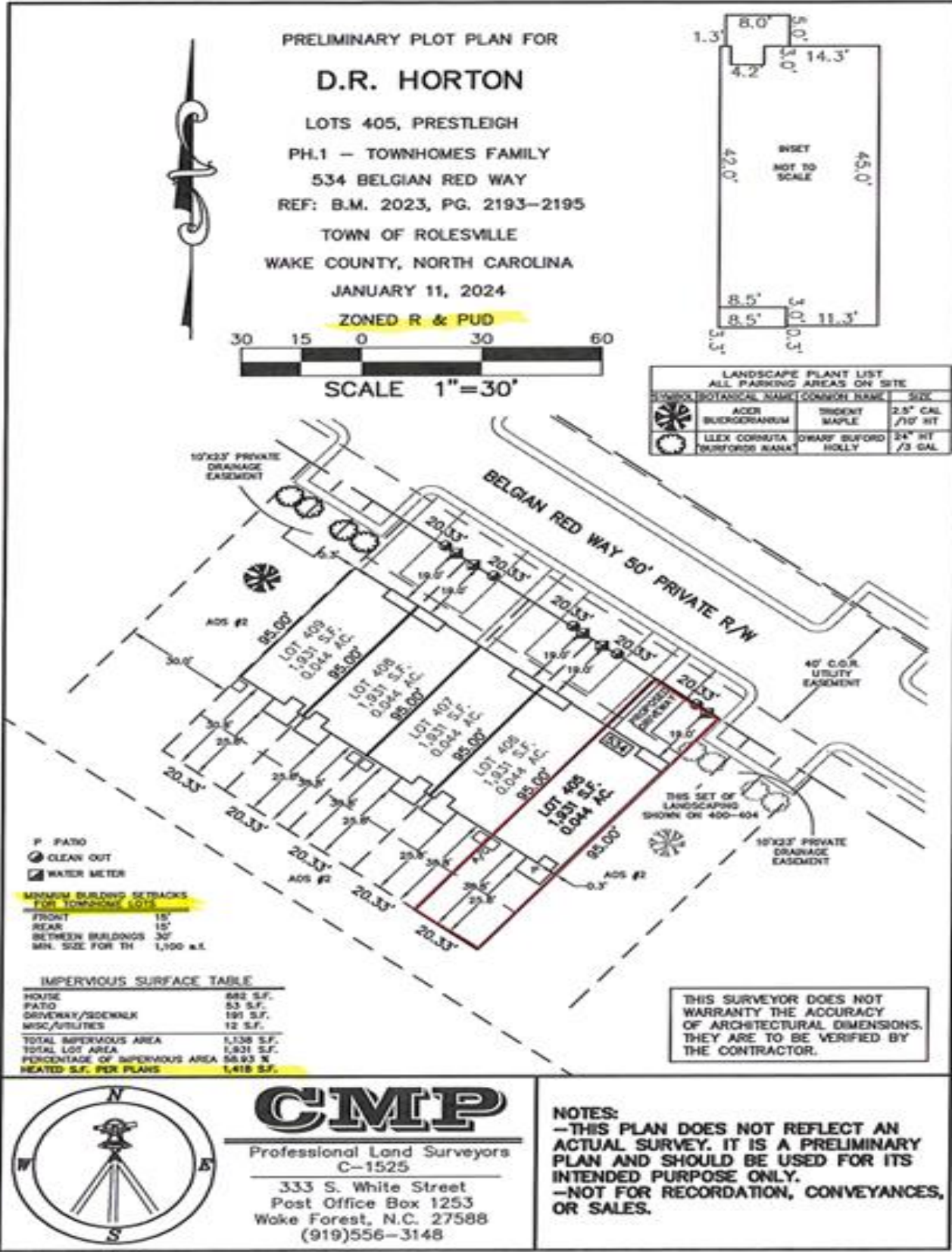
City of Raleigh Public Utilities- [Fee Schedule](#)

Town of Rolesville- [Schedule of Fees](#)

Wake County Inspections & Permits- [Fee Schedule](#)

Single-Family Detached Site Plan must include highlighted items if applicable







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

Construction Activity Notification Form

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.

Project Name:_____ Project Address:_____

Contact Name:_____ Contact Cell Phone:_____

Roads closed:_____

Blasting or Road Closure dates and times:
