



## Pre-Infrastructure/Vertical Building Permit meeting

Project: \_\_\_\_\_

Case#: \_\_\_\_\_

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

Organizer: \_\_\_\_\_

☐ Commercial- SDP

☐ Non-Residential- SDP (Amenity Center)

### 1. Pre-Construction Meeting Request

<input type="checkbox"/>	a. Confirm that the City of Raleigh, the Town of Rolesville, and Wake County have all signed the SDP. <b>Please do not schedule a meeting or submit building permits until all signatures are obtained and the meeting is held.</b>
<input type="checkbox"/>	b. Locate an indoor facility within the Town of Rolesville to host an <b>in-person</b> (not virtual) meeting that accommodates at least 10-15 people. Please plan to meet for 2 hours at a facility with tables and chairs, such as a Community Center, Church, or Co-Working Facility. <u>Confirm the reservation before sending a meeting invitation.</u>
<input type="checkbox"/>	c. Upon receiving location confirmation, email a survey or <b>Doodle poll</b> with at least three different dates and times, 7-10 business days after the date the survey is sent. For example, if you email the survey on Monday, May 1, please offer dates such as Monday, May 12, 9:00-11:00 a.m.; Tuesday, May 13, 11:00 -1:00 p.m.; or Wednesday, May 14, 2:00-4:00 p.m. <u>*Reminder to please include at least 15 minutes to set up and clean up if necessary.</u>
<input type="checkbox"/>	d. One person from each “required” agency must attend. If not all required parties can participate, please send a follow-up poll with additional dates for the following week. Once confirmed, please send a calendar invitation and a link to an approved (signed) plan set.

### 2. Contacts \* **Required parties listed in red.**

#### Town of Rolesville

<input type="checkbox"/>	<b>Stephen Wensman</b> Plan. Dir	<a href="mailto:swensman@rolesvillenc.gov">swensman@rolesvillenc.gov</a>	984-251-2492
<input type="checkbox"/>	<b>Mike Elabarger-</b> Asst. Pln. Dir.	<a href="mailto:melabarger@rolesvillenc.gov">melabarger@rolesvillenc.gov</a>	984-251-2364
	<b>Michele Raby-</b> Planner II-CZO	<a href="mailto:mraby@rolesvillenc.gov">mraby@rolesvillenc.gov</a>	984-251-2365
<input type="checkbox"/>	Rose Bower- Permit Tech.	<a href="mailto:rbower@rolesvillenc.gov">rbower@rolesvillenc.gov</a>	984-251-2366
<input type="checkbox"/>	Billy Clevenger- Eng. Insp.	<a href="mailto:tor.infrastructure.inspection@gmail.com">tor.infrastructure.inspection@gmail.com</a>	919-522-9244
<input type="checkbox"/>	<b>Jacob Butler-</b> 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.	<a href="mailto:chris.hurt@raleighnc.gov">chris.hurt@raleighnc.gov</a>	984-272-9417
<input type="checkbox"/>	Decarus Vinson- Eng. Sup. Mgr.	<a href="mailto:decarus.vinson@raleighnc.gov">decarus.vinson@raleighnc.gov</a>	919-868-0526
<input type="checkbox"/>	C. DeCarlo Sanders, Utilities Analyst (*Required for food service/vehicle maintenance)	<a href="mailto:courtney.sanders@raleighnc.gov">courtney.sanders@raleighnc.gov</a>	919-996-2334
Division of Transportation (NC DOT)			
<input type="checkbox"/>	Johnsua Zhang- Asst. Dist. Eng.	<a href="mailto:jpzhang@ncdot.gov">jpzhang@ncdot.gov</a>	919-814-6115
<input type="checkbox"/>	Jeff Womble – DOT Trans. Tech. III *Commercial Projects & Main Street	<a href="mailto:Ext-jlwomble@ncdot.gov">Ext-jlwomble@ncdot.gov</a>	336-504-0474
Wake County Fire Services			
<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
Wake County Building Permits and Inspections			
<input type="checkbox"/>	Mike McLamb- Insp. & Permits Dir.	<a href="mailto:Michael.mclamb@wake.gov">Michael.mclamb@wake.gov</a>	919-524-2914
<input type="checkbox"/>	Randy Bennett- Permits Administrator	<a href="mailto:randy.bennett@wake.gov">randy.bennett@wake.gov</a>	919-856-2894
<input type="checkbox"/>	Kenny Dorman- Insp. Admin	<a href="mailto:k.dorman@wake.gov">k.dorman@wake.gov</a>	919-524-4623

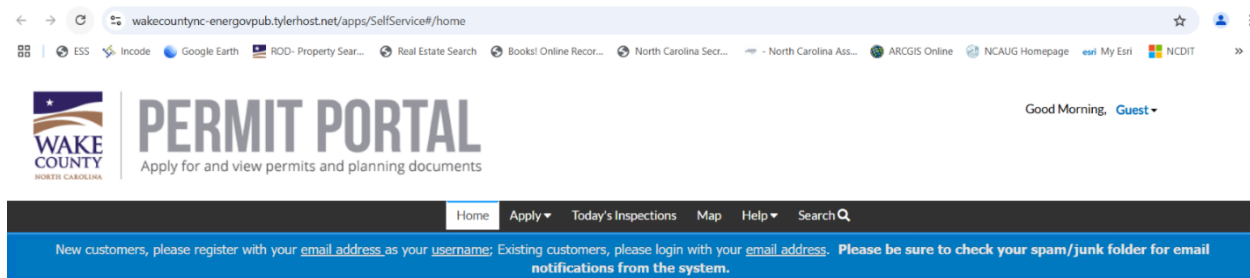
3. Topics for discussion- <b>*The shared contact information will be on the website.</b>		
<p>a. Noise Ordinance - TA-19-05, Ordinance 2024-O-36 *</p> <p><b>Enforced by Rolesville Police non-emergency 919-556-7226.</b></p> <ul style="list-style-type: none"> <li>○ Blasting activity is allowed between 10:00 a.m. and 6:00 p.m.</li> <li>○ Construction activity is allowed between 8:00 a.m. and 6:00 p.m.</li> <li>○ Please email the town a complete Construction Activity Notification Form at least 72 hours (3 business days) before blasting.</li> </ul>		Reviewed
<p>b. Burning- Town Code Section § 93.10 –<b>No Open Burning</b> and § 93.11. A Fire Service Burn Permit from the North Carolina Forest Service does not grant permission to burn in town limits.</p> <p><b>Please contact the Rolesville Fire Chief with any questions at 919-556-2064.</b></p>		Reviewed
* Complaints Contact:	Company Name:	Email/Phone #
<p>c. City of Raleigh Public Utilities Approval—An acceptance Email, Letter, or Stub Permit <b>must be received before a building permit is issued.</b></p>		Reviewed
<p>d. If a structure exists on site, please apply for a Wake County Demolition permit and confirm if Asbestos Mitigation is needed.</p> <p>*RFD may be interested in using the structure for training exercises.</p>		Reviewed
<p>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.</p>		Reviewed
<p>f. What Road or Street will the construction entrance be on?</p> <p>1. _____</p> <p>2. _____</p>		Reviewed
<p>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?</p> <p>*Parking on public streets is prohibited.</p>		Reviewed
<p>h. Sidewalk disruption: If a public sidewalk will be disrupted, please contact Billy Clevenger to discuss where to locate a walking path for residents.</p>		Reviewed
<p>i. Road Lane closure: Please notify the Town 48 hours before road closures, water shutoffs, etc. The town will broadcast the dates and times to residents and Emergency Services.</p>		Reviewed
<p>j. NC DOT may require</p> <ol style="list-style-type: none"> <li>1. Approved Driveway and Encroachment Permit</li> <li>2. Bond</li> </ol>		Reviewed
*Please confirm with Jeff Womble, <a href="mailto:Ext-jlwomble@ncdot.gov">Ext-jlwomble@ncdot.gov</a> .		

4. Permits		
<p>*Permits submitted with a “0”, i.e., 0 South Main Street, will be withdrawn.</p> <p><b>Multi-Tenant Buildings must include the building number and the suite number.</b></p>		
<p>a. Create an account on the <b>Wake County Permit Portal</b>. This is where an applicant applies for all building permits, reviews inspection comments, pays the combined Town of Rolesville/ Wake County fees with a credit card, schedules inspections, downloads building permits and TCOs or COCs, and more. <b>Each subcontractor is required to have an individual online portal account.</b> Please contact WC at 919-856-6222 with questions.</p>	Reviewed	
<p>b. 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 card for each lot's Water Meter/ Stub and Irrigation (if applicable) permit. Please contact COR at 919-996-3245 with questions.</p> <p><b>Irrigation permits</b> require separate permits. One Wake County Plumbing trade permit (CTP) and one City of Raleigh Stub &amp; Meter permit (PU).</p>	Reviewed	
<p>c. <b>Common Non-Residential (Commercial permit types)-</b></p> <ul style="list-style-type: none"> <li>○ <u>ABC Permits</u> are requested from the NC ABCC and processed through the Wake County Permit Portal. <ul style="list-style-type: none"> <li>1) Inspection Zoning Compliance Form</li> <li>2) Local Government Opinion From</li> </ul> Please email Samantha Charney with questions at: <a href="mailto:samantha.charney@abc.nc.gov">samantha.charney@abc.nc.gov</a> </li> <li>○ <u>BDA Permits</u>- See Wake County Checklist</li> <li>○ <u>Construction Trailer</u>- LDO Section 5.2 Accessory Uses Include a Pump and Hall contract and a Temporary electric pole, if applicable</li> <li>○ <u>Commercial Stocking Permits/TCOs</u> are issued upon request at the discretion of the Wake County Fire Marshal's Office and Wake County Inspections Office.</li> <li>○ <u>Commercial Up-Fit Permits</u> will be reviewed, but a Pre-Issuance Hold will be incurred until the building receives a TCO or COC.</li> <li>○ <u>Commercial Knox Box</u> (<a href="https://www.knoxbox.com/products">https://www.knoxbox.com/products</a>) may be required. For multi-suite buildings, please purchase the larger box. For additional information, please contact the Rolesville Rural Fire Department at 919-556-2064.</li> <li>○ <u>Demolition</u> (DPR Permits) Requires a Wake County Permit.</li> <li>○ <u>Signs</u> may not be erected until the SDP is approved. Please do not place a “Coming Soon” sign until the SDP is signed. <b>For information on sign permits, please contact Tanner Hayslette at <a href="mailto:thayslette@rolesvillenc.gov">thayslette@rolesvillenc.gov</a> and review LDO Section 6.1.</b></li> <li>○ <u>Dumpster Enclosure</u>- Requires a Wake County Permit.</li> </ul>	Reviewed	

<ul style="list-style-type: none"> <li>○ The <u>City of Raleigh Public Utilities</u> Division requires <b>food service establishments or vehicle maintenance facilities</b> to request pretreatment approval before submitting commercial building plans to the Wake County Plan Review Office for a building permit.</li> <li>○ <u>Irrigation</u> (see item b. above)</li> <li>○ <u>Fire Alarm/ Fire Sprinkler</u> permits- please reference the commercial building permit number on the application.</li> <li>○ <u>Mail Kiosk</u>- Each kiosk requires a separate permit.</li> <li>○ <u>Retaining Walls</u>- over four feet in height, each retaining wall requires a separate permit if the retaining wall is on a different PIN.</li> <li>○ Wake County performs <u>inspections</u> for the Town of Rolesville. Please request inspections on the portal or call: 919-856-6222.</li> </ul> <p>c.1 - <b>Common Amenity Center Permits</b> * The permits below may also be requested in addition to those listed above.</p> <ul style="list-style-type: none"> <li>- Cabanas, Gazebos, Hot Tubs/Spas, Playgrounds (including Tot Lots), and Pools require separate permits</li> </ul> <p>d. – Please email Amendment forms to change a contractor or request a new plan review <b>after</b> a permit has been issued to Rose Bower or Tanner Hayslette. An amendment fee will be imposed for each form submitted.</p>	
<p><b>Important note:</b> Permits will be withdrawn if submitted with a “0” in the address, such as 0 South Main. Please confirm the address with Wake County E911/ GIS Addressing <b>before</b> submitting for a permit.</p> <p>For additional information, please contact:</p> <p style="padding-left: 40px;">Dianne Saunders GIS Analyst- E911/Addressing Team Wake County Government- IT/GIS <a href="mailto:dianne.saunders@wake.gov">dianne.saunders@wake.gov</a> 919.856.6397 office (leave message)</p>	

## Non-Residential Permit Type examples

Here is a list of proposed permit types your project **may or may not** need to obtain.




- **Club/ Pool House**— Mail kiosk (CBU) can be included if connected to the building (CBPR)



**Commercial New Building or Addition**  
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.

Apply


- Commercial Upfit- To be used **after** the building shell is completed.



**Commercial Alteration**  
Category Name: Building & Construction  
Description: This permit type is for alterations, renovations or repairs to existing commercial buildings. This permit type should not be used for additions or to increase the square footage of existing commercial buildings.

Apply


- **Demolition of an existing structure-** WC may request an Asbestos report- (DPR)



**Commercial Demolition**  
Category Name: Building & Construction  
Description: This permit type is for the complete demolition of a commercial building or the partial demolition of a commercial building to include interior or exterior.

Apply


- **Fire Alarm – (FSTR) (ERCES)**



**Fire Services Trade - Fire Alarm**  
Category Name: Fire Services  
Description: This permit is for the installation of or modification of fire alarm systems (new, existing and replacements.)

Apply

- Fire Services Trade- Alternate Extinguishing System



**Fire Services Trade - Alternate Extinguishing System**  
Category Name: Fire Services  
Description: This permit is for the installation of or modification to an Alternate fire suppression systems. Examples include; Argonite, Carbon Dioxide, Dry Chemical, Clean Agent, Foam, Liquid Agents, Water Mist, etc.

Apply

- **Fire Sprinkler (FSTR)**

	<b>Fire Services - Fire Sprinkler</b>	<a href="#">Apply</a>
Category Name: Fire Services	Description: This permit is for the installation of or modification to an Automatic fire-sprinkler systems. Examples include; NFPA 13 and 13R systems, Fire Pumps and related equipment.	

- **Flammable/ Combustible Storage Tank Removal**

	<b>Storage Tank Removal Permit</b>	<a href="#">Apply</a>
Category Name: Fire Services	Description: Apply for this permit as required per NC Fire Code section 105.7.8. This permit is issued to allow the removal of flammable and/or combustible liquid tanks. Wake County only issues this permit in the unincorporated Wake County AND the Towns of Rolesville and Wendell.	

- **Irrigation \* Reminder to obtain a City of Raleigh permit as well.**

	<b>Commercial Trade Permit. Plumbing, Mechanical, Electrical, or Refrigeration</b>	<a href="#">Apply</a>
Category Name: Building & Construction	Description: This permit type is for plumbing, mechanical, electrical, or refrigeration work on commercial properties, buildings, or structures when a building permit is not required. Use Fire Services permit type for fire alarm, fire sprinkler, flammable/combustible liquid tank, or alternate extinguishing system permits.	

- **Mail Kiosk (CBUs)**


	<b>Commercial Structures other than Buildings</b>	<a href="#">Apply</a>
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.	

- **Pool and or Hot Tub (Pool and Hot Tub may be put on one permit application)**

	<b>Commercial Pool, Spa or Hot Tub</b>	<a href="#">Apply</a>
Category Name: Building & Construction	Description: This permit type is for constructing a pool, spa or hot tub on a commercial property including community pools or at apartment complexes.	

	<b>Public Pool Permit</b>	<a href="#">Apply</a>
Category Name: Food, Facilities, & Pools	Description: All swimming pools, hot tubs (spas), spraygrounds, etc. This does not include residential pools for a single family home.	

- **Retaining Walls over 4 feet in height-** Each wall requires a separate permit (\*except on a single lot with no encroachment onto another lot)




**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

- **Septic Tank Removal**




**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

- **Signs** LDO Section 6.1- \*Contact Tanner Hayslette thayslette@rolesvillenc.gov.




**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

- **Well Abandonment**



**Permit for Abandonment of a Well**


Category Name: Wells

Description: Permit for Abandonment of a Well

Apply

- **Commercial Knox Box- Suggested- No permit needed. Contact Chief Butler, RFD, 919-556-2064 with questions.** Single-Building = smaller box/ multi-Tenant buildings = larger box




knoxbox.com/products/commercial-knoxboxes




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Rolesville Fire Dept - ROLESVILLE, NC


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**THE #1 KEY LOCK BOX NATIONWIDE**



Non-Residential Building Permit Fee Worksheet- Fee schedule is subject to change and can be found at: <https://www.rolesvillenc.gov/finance/financial-documents>

Description	Fee	Projected Cost
Commercial new structure Zoning permit	\$250	\$250
Building permit processing	\$100	\$100
<b>Transportation Development Fee</b>		
<b>Industrial</b>		
Manufacturing or Agricultural processing	\$181 /1,000 square feet or \$1,835 /acre (whichever is greater)	\$_____ x
Warehouse, Wholesale, or Distribution	\$302 /1,000 square feet	_____ =
Mini-warehousing (aka self-storage units)	\$80 /1,000 square feet	
<b>Institutional</b>		
Churches	\$135 /1,000 square feet	\$_____ x
Day care facility	\$42 /licensed enrollee	
Cemetery	\$127 /acre	
Group quarters	\$80 /bed	
Elementary & Middle Schools	\$32 /student	_____ =
High Schools	\$43 /student	
<b>Office, hospital, and medical care facility</b>		\$_____ x
Less than 100,000 square feet	\$543 /1,000 square feet	
100,000 to 199,999 square feet	\$438 /1,000 square feet	_____ =
Greater than 200,000 square feet	\$334 /1,000 square feet	
<b>Recreational amenity centers</b>	\$185 /1,000 square feet	\$_____ x
		_____ =

		\$ _____ x _____ = \$ _____
Retail	\$1,092 /1,000 square feet	
49,999 square feet or less	\$982 /1,000 square feet	
50,000 to 99,999 square feet	\$1,247 /1,000 square feet	
100,000 to 199,999 square feet	\$1,148 /1,000 square feet	(+) gas if applicable
200,000 to 299,999 square feet	\$950 /1,000 square feet	
Greater than 300,000 square feet	\$190 /pump	
Retail gasoline delivery pumps		\$ _____ x _____ = \$ _____

#### Miscellaneous Fees

##### Town of Rolesville- Wake County Fire Services Inspection

Commercial structures	Actual cost-net 30 billing
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##### Town of Rolesville- Infrastructure Fees

Inspection of other field improvements	Actual cost-net 30 billing
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##### Town of Rolesville- Sign Fees + Additional Building Permit Fees

Permanently mounted	\$75 per sign
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##### Town of Rolesville- Street or right-of-way closure

Permanent closure	\$1,000.00
Temporary closure	\$100.00

\*Please use this worksheet as a cost estimator. This fee sheet is intended to provide an estimate and 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 the 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](#)



**(919) 554-6517**

Physical: 211 S Main Street  
Mailing: 502 Southtown Circle  
Meetings by appointment only  
[www.rolesvillenc.gov](http://www.rolesvillenc.gov)

## Planning Department Staff

Meredith Gruber- Planning Director  
Long Range Planning/ Text Amendment

x 200

Michele Raby- Planner II, CZO  
Current Planning/ Dev. Review/ Map  
Amendments/ Annexations/ GIS  
LDO/UDO review

x 212

Michael Elabarger- Asst. Planning Director  
Current Planning/ Dev. Review  
TRC Coordinator/ Invoicing

x 215

Tanner Hayslette- Planner I  
Long Range/ Mobility Planner/ Greenway  
Signs/ Permits

X 217

Rose Bower- Dev. Support. Specialist  
General Inquiry/ Permits/Invoicing  
x 213

## Sign-in Sheet

**Project Name:**\_\_\_\_\_ **Meeting Date:**\_\_\_\_\_

[illegible]

[illegible]