

R Town Of Rolesville

North Carolina

How do I get a Building Permit in Rolesville?

☑ Step One

This is a frequently asked question of the town staff. Maybe the question should be... "Do you need a permit?". There are some requirements that determine if a permit is needed. You need a permit if:

1. the cost of construction exceeds \$5,000; and/or
2. any wall being constructed exceeds 12 feet in length or height; and/or
3. if the square footage of the improvements exceeds 144 square feet; and/or
4. if the improvements will be attached to the existing residence or other building; and/or
5. if one is installing, replacing or relocating any plumbing or heating appliance or equipment; and/or
6. if one is installing, altering, repairing, replacing, or relocating any electrical material, appliances, or equipment.

☑ Step Two

Okay...so you don't fall under one of these four requirements? Then you do **not** need a permit. If you do fall under one or more of these four requirements then we need to start the permit application process. The Town of Rolesville contracts with Wake County to do all building inspections. Rolesville staff assists in the application process and performs zoning inspections only. No structural inspections are completed by the Town...they are completed by Wake



County staff. When applying for a permit, there are three main things that need to be submitted.

1. The Application

This form can be picked up at the Planning Department at Town Hall. It contains several parts and forms depending on what improvements are being done and whether or not the homeowner is performing the work.

Please contact Planning Department staff to verify all required applications.

2. The Plans

There must be two copies submitted of any plans of the proposed improvements. These plans must be drawn to North Carolina State Codes. They do not however have to be drawn by an engineer or architect. Any questions pertaining to the North Carolina State Code should be directed at the Wake County Building Inspector. Please check with Town Staff about plans because some improvements do not require plan submittal (i.e. minor electrical, plumbing, and mechanical improvements). Improvements plans should contain the following information:

- Foundation and first floor framing - showing all specific wall footing width and depth of pour; detailed foundation wall size and construction type; wall construction size and type of construction; floor slab details; pier and footing sizes with dimensions for their location and spacing; girder sizes and locations, floor joist directions, bearing, size, spacing, and species; foundation vent calculations and foundation access door size and location; and anchor bolts.

- Floor - showing location and size of walls, windows, doors, stairs; beams and headers with their supports and attachments; ceiling plan with ceiling joist directions, size, species, and spacing.



- Roof - showing direction, size, species, and spacing of rafters as well as special ridges or support for vaults, cathedral areas, and valley supports; roof vent calculations and roof coverings; Layouts are required for all but the simplest roof designs when manufactured roof trusses are to be used.

- Electrical, Mechanical, and Plumbing - showing the locations of all electrical outlets, air vents, units, sinks, bathtubs and showers, and toilets.

- Miscellaneous Information - showing insulation values for floors, walls, and ceilings for conditioned spaces; attic access, elevations, and calculated areas for finished floor spaces and garages; fenestration calculations are required and must be provided on all plans with conditioned spaces and structures within more than 15% fenestration must show a method of energy compliance with NC Energy Code Chapter 5; assumed mean roof height.

3. The Site or Plot Plan

There must be two copies submitted of the site plan showing how the improvements are located on the property. The plan does not have to be drawn by an engineer or architect. When submitted, they must include:

- A. The scale
- B. The north arrow
- C. The property lines
- D. The easements (include the location, width, and description)
- E. The flood plain & Neuse River Riparian Buffer
- F. Any existing structures
- G. Proposed structures (show dimensions of structure; distance from all property lines, right-of-ways, easements, etc.)
- H. The driveway
- I. STEP System Utilities (if the property is on a S.T.E.P. system then the location of the tank must be shown).



☑ Step Three

You must now submit the building permit application, copies of the building plans, and copies of the site/plot plan. You do not pay any fees at this time. All fees are paid when the permit is approved and released. Once everything is submitted, the packet will be reviewed here in Rolesville by a Wake County Building Inspector. After zoning approval by the Rolesville staff and plan approval by the Wake County Inspector, you will be notified concerning the permit cost. If the permit is denied or if the Inspector needs further information, a list will be given to you stating what is needed.



A schedule of the Wake County permitting fees is available at Town Hall or on the Wake County website at (www.wakegov.com). When coming to pick up the permit, you will need to have TWO checks. One check must be made out to Wake County (for inspection fees) and one check to the Town of Rolesville (for any site plan review, processing, or associated impact fees. Below are some useful phone numbers that may assist you in the permitting process

Town of Rolesville

Bryan Hicks (Planning Director)
200 East Young Street
Rolesville, NC 27571
Office Phone: 919.554.6517
Fax: 919-556-6852
Email: bryan.hicks@ncmail.net
Nextel ID: 150*173226*1

Wake County Building and Inspections Department

Greg Vance
Mobile Phone: 919.524-4661
Email: greg.vance@co.wake.nc.us
Nextel ID: 150*26*18712

**Town of Rolesville
Website**

www.ci.rolesville.nc.us

**Wake County
Website**

www.wakegov.com



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**Created by for and by the
Town of Rolesville and
Wake County Inspections**