

APPLICATION AND REVIEW PROCESS

1. Determine/confirm that the subject property is in Rolesville's Town Limits or ETJ by checking **IMaps**.
2. Review the **Wake County Permit Portal Guide & Tutorials**
3. **Register for an account**
4. Select **permit type**
5. Complete and submit all required documents, including a list of contractors (name, business name, phone or email, and LICENSE) information.
6. Town of Rolesville staff will review for **Land Use and Zoning** and **LDO** compliance, then move the application on to Wake County for plan review and approval.
7. If comments or questions arise during the review, an email will be sent to the account holder.
8. Once approved by the Town of Rolesville **and** Wake County, credit card payment instructions will be autogenerated in an email with no reply.
9. Pay the Town of Rolesville/Wake County combined fees through the permit portal. Cash or checks cannot be processed in person, nor can a credit card be accepted over the phone.
10. Review the [City of Raleigh Utility Permit Portal](#) Guide
11. Remit City of Raleigh utility fees (irrigation or initial public utilities connection only) via credit card on the [City of Raleigh Utility Permit Portal](#).
12. Allow 72 hours for the permit to appear as an attachment under documents on the permit portal.
13. Print the permit and stamped building plans to post on the building site.
14. All inspection requests are made through the Wake County Permit Portal or by calling the **Wake County Inspections Office at 919-856-6222**. **The Town of Rolesville has no role in scheduling inspections.**
15. Please contact Town Planning at 919-554-6517 for further assistance.