



Project: _____
 Case #: _____

Residential Subdivision

Pre-Vertical Building Permit (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, a Community Center, Church, or Co-Working Facility.		
<input type="checkbox"/>	3.) Email a poll to all required parties listed below. Please provide 3 different dates and times, at least 7 – 10 business days after the date that the poll 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, Wednesday, May 15. 1 – 3 pm, or Tuesday, May 21, 10 am -12 pm.		
<input type="checkbox"/>	4.) After you confirm a date ALL required parties can attend and find an indoor meeting location, please send a calendar invitation and full set of signed plans (or a link) to all invitees.		
Town of Rolesville			
<input type="checkbox"/>	Mike Elabarger- Asst. Pln. Dir. (REQUIRED)	michael.elabarger@rolesville.nc.gov	984-251-2364
<input type="checkbox"/>	Michele Raby- Planner II (REQUIRED)	michele.raby@rolesville.nc.gov	984-251-2365
<input type="checkbox"/>	Billy Clevenger- Eng. Insp. (REQUIRED)	tor.infrastructure.inspection@gmail.com	919-522-9244
<input type="checkbox"/>	Meredith Gruber Pln. Dir. (Optional)	meredith.gruber@rolesville.nc.gov	984-251-2363
<input type="checkbox"/>	Rose Bower- Perm. Tech. (REQUIRED)	rose.bower@rolesville.nc.gov	984-251-2366
<input type="checkbox"/>	Tanner Hayslette- Planner I (Optional)	tanner.hayslette@rolesville.nc.gov	984-251-2431
City of Raleigh Public Utilities			
<input type="checkbox"/>	Chris Hurt-Sr. Eng. Insp. (REQUIRED)	chris.hurt@raleighnc.gov	984-272-9417

<input type="checkbox"/>	Tim Beasley- Sr. Eng. (Optional)	tim.beasley@raleighnc.gov	919-996-2176
<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 Mar. (REQUIRED)	stephen.wolf@wakegov.com	919-410-4682
<input type="checkbox"/>	Brittany Lingle- Dep. Fire Mar. (REQUIRED)	brittany.lingle@wakegov.com	919-856-6332

Rolesville Rural Fire Department			
<input type="checkbox"/>	Donnie Lawrence- Chief (REQUIRED)	chief@rolesvillefire.com	919-556-2064

Wake County Inspections & Plan Compliance			
<input type="checkbox"/>	Mike McLamb- Bldg. Insp. Dir. (Optional)	michael.mclamb@wake.gov	919-856-2894
<input type="checkbox"/>	Kenny Dorman- Insp. Admin. (Optional)	kenny.dorman@wake.gov	919-524-4623
<input type="checkbox"/>	Keith Leonard- Commercial Spcl. Proj. Insp. (REQUIRED)	keith.leonard@wake.gov	919-856-6068
<input type="checkbox"/>	Don Harris- Bldg. Insp. (Optional)	don.harris@wake.gov	919-524-2017
<input type="checkbox"/>	Ed Savage- Mechanical & Plumbing Insp. (REQUIRED)	ed.savage@wake.gov	919-524-4639
<input type="checkbox"/>	Joseph LeFrancois- Bldg. Insp. (Optional)	joseph.lefrancois@wake.gov	919-524-4666
<input type="checkbox"/>	Matthew McLaughlin- Bldg. Insp. (Optional)	matthew.mclaughlin@wake.gov	919-208-0684

NC Department of Transportation (NC DOT)			
<input type="checkbox"/>	Jacob Nicholson (Optional)	jpnicolson@ncdot.gov	919-814-6115
<input type="checkbox"/>	Montel Sparrow (Optional)	mvsparrow@ncdot.gov	919-814-6115

Wake County Environmental Service			
<input type="checkbox"/>	Jeevan Neupane- Watershed Management (Optional)	jeevan.neupane@wake.gov	919-856-7431

2.) Topics for Discussion

a.) Noise Ordinance - TA-19-05, Ordinance 2024-O-36-* Enforced by Rolesville Police non-emergency line 919-556-7226. ~ Blasting activity allowed between 10:00 a.m. and 6:00 p.m. ~ Construction activity allowed between 8:00 a.m. and 6:00 p.m.		Reviewed <input type="checkbox"/>
Blasting Company	Contact	Email/ Phone
b.) Burning- Town Code Section § 93.10 –No Open Burning and § 93.11. A Fire Service Burn Permit from the North Carolina Forest Service does not grant permission to burn in town limits. Please contact the Town Manager and RRFD Fire Chief with questions.		Reviewed <input type="checkbox"/>
c.) Who is the contact for complaints?		Reviewed <input type="checkbox"/>
Contact	Email/ Phone	
d.) City of Raleigh Public Utilities- Acceptance Letter- Contact Chris Hurt		
Requested	Received	
e.) If a structure exists on site, it will need a Demolition permit and an Asbestos Mitigation report. The Rural Rolesville Fire Department may be interested in using the structure for training exercises if possible.		Reviewed <input type="checkbox"/>
f.) 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 <input type="checkbox"/>
g.) Entrance-What Road or street will your construction entrance be located on?		Reviewed <input type="checkbox"/>
g1. _____ g2. _____		

<p>h.) On-Site Staging- Where will your on-site staging area be prepped so that all worker parking and all deliveries/suppliers will be able to get onto the site during the extent of construction?</p>	<p>Reviewed</p> <input data-bbox="1295 195 1442 254" type="checkbox"/>
<p>h1. _____</p> <p>h2. _____</p>	
<p>i.) Sidewalk disruption- If sidewalk disruption occurs, contact Billy Clevenger (919-522-9244) tor.infrastructure.inspection@gmail.com (Town of Rolesville Eng. Insp.) to discuss how to mitigate disruption and where to locate a walking path for residents.</p>	<p>Reviewed</p> <input data-bbox="1295 573 1442 632" type="checkbox"/>
<p>j.) Road Lane Closure- Please notify the Town at least 48 hours in advance of road closings, water shut off, etc. so that the Town may broadcast dates and times to Town residents and Emergency Services.</p>	<p>Reviewed</p> <input data-bbox="1295 762 1442 821" type="checkbox"/>
<p>3. Permits- Vertical Building Permits may be applied for only after 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.</p>	
<p>a.) Plan set approved</p>	<p>Reviewed</p> <input data-bbox="1295 1182 1442 1241" type="checkbox"/>
<p>b.) City of Raleigh Conditional Letter of Acceptance received</p>	<p>Reviewed</p> <input data-bbox="1295 1287 1442 1346" type="checkbox"/>
<p>c.) Create an account on the Wake County Permit Portal. This portal will be 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, and prints building permits and certificates of occupancy/completion.</p>	<p>Reviewed</p> <input data-bbox="1295 1476 1442 1535" type="checkbox"/>
<p>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 a Water Meter/ Stub and Irrigation (if applicable) permit for each lot.</p>	<p>Reviewed</p> <input data-bbox="1295 1675 1442 1734" type="checkbox"/>

<p>e.) Common Permit Types- Please contact Rose Bower- Permit Technician at rose.bower@rolesville.nc.gov or Tanner Hayslette Planner I tanner.hayslette@rolesville.nc.gov with any questions.</p> <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 * Model Homes require 3 permit types (CBPR, RBPR, and RABS). * Retaining Walls- each retaining wall requires a separate permit. * Signs- Development signs may not be erected until SDP or FSP are approved and recorded. Please contact Austin Keefer at austin.keefer@rolesville.nc.gov and review LDO Section 6.1 for information on signage. 	<p>Reviewed</p> <input data-bbox="1295 422 1442 478" type="checkbox"/>
<p>f. Wake County performs inspections for the Town of Rolesville. Please call 919-856-6222 to request inspections.</p>	<p>Reviewed</p> <input data-bbox="1295 789 1442 846" type="checkbox"/>
<p>g. 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 or before you request your Certificate of Occupancy to approve your sidewalk and driveways.</p>	<p>Reviewed</p> <input data-bbox="1295 936 1442 993" type="checkbox"/>
<p>h. Temporary Certificates of Occupancy are issued upon request. Please contact Rose Bower for additional information.</p>	<p>Reviewed</p> <input data-bbox="1295 1104 1442 1161" type="checkbox"/>
4. NOTES	

