



Project: _____

Case # : _____

Meeting Date: _____

- Pre-Infrastructure/ Vertical Building Permit for:
- 1. Commercial-SDP
- 2. Non-Residential- SDP (Amenity Center)

1.) Pre-Construction Meeting Request

- 1). Confirm that the City of Raleigh, the Town of Rolesville, and Wake County have all signed the SDP. **Please do not attempt to meet before all signatures are obtained.**
- 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, such as a Community Center, Church, or Co-Working Facility.
- 3.) **Email a survey to all required parties listed below.** Please provide three different dates and times, at least 7 – 10 business days **after** the date that the survey is sent. For example, if you email the survey 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.
- 4.) After you confirm the date **ALL required parties** can attend and find an indoor meeting location, please **send all invitees a calendar invitation and a complete set of signed plans (or a link).**

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. (Optional)	tor.infrastructure.inspection@gmail.com	919-522-9244
<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"/>	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. (Optional)	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"/>	Randy Bennett- Permits Administrator (REQUIRED)	randy.bennett@wake.gov	919-856-2894
<input type="checkbox"/>	Keith Leonard- Commercial Spcl. Proj. Insp. (Optional)	keith.leonard@wake.gov	919-856-6068
<input type="checkbox"/>	Don Harris- Bldg. Insp. (Optional)	don.harris@wake.gov	919-524-2017
NC Department of Transportation (NC DOT)			
<input type="checkbox"/>	Jacob Nicholson (Optional)	jpnicholson@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 any 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 or Stub Permit approval- 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.		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 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 can get onto the site during the extent of construction?</p>	<p>Reviewed</p> <input data-bbox="1295 247 1442 310" type="checkbox"/>
<p>h1. _____</p> <p>h2. _____</p>	
<p>i.) 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 disruption and where to locate a walking path for residents.</p>	<p>Reviewed</p> <input data-bbox="1295 625 1442 688" type="checkbox"/>
<p>j.) Road Lane Closure- Please notify the Town at least 48 hours before 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 814 1442 877" type="checkbox"/>
<p>3. Permits- Vertical Building Permits may be applied for <u>only after</u> an SDP has been signed and 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 1234 1442 1297" type="checkbox"/>
<p>b.) City of Raleigh Conditional Letter of Acceptance or Stub Permit approval email received</p>	<p>Reviewed</p> <input data-bbox="1295 1339 1442 1402" type="checkbox"/>
<p>c.) Create an account on the Wake County Permit Portal. 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, and prints building permits and TCOs or COCs. Each subcontractor is required to have an individual online portal account.</p>	<p>Reviewed</p> <input data-bbox="1295 1528 1442 1591" 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 each lot's Water Meter/ Stub and Irrigation (if applicable) permit</p>	<p>Reviewed</p> <input data-bbox="1295 184 1442 243" 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 an additional pre-construction meeting. * 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 and a Temp electric pole if applicable. * Dumpster Enclosure * Irrigation- 2 permits, 1 WC Trade permit, and 1 COR Utility Connection Permit- each PIN requires a separate irrigation permit. WC/TOR and COR will assess fees. * Mail Kiosk- require separate permits * Retaining Walls- each retaining wall requires a separate permit if the retaining wall is on a different PIN. * Signs- Development signs may not be erected until SDP or FSP are approved and recorded. Please contact Tanner Hayslette at tanner.hayslette@rolesville.nc.gov and review LDO Section 6.1 for information on signage. 	<p>Reviewed</p> <input data-bbox="1295 613 1442 672" type="checkbox"/>
<p>f.) **Commercial Up-Fit Permits can be reviewed but will NOT be issued until the shell receives a TCO or COC. If a permit is applied for, it will be reviewed and placed on a pre-issuance hold until the shell is finalized.</p>	
<p>g. The City of Raleigh requires Food Service Establishments or Vehicle Maintenance Facilities to request Pretreatment Approval before submitting commercial building plans to the Wake County Plan Review Office for a building permit. Please contact: C. DeCarlo Sanders Utilities Analyst City of Raleigh Public Utilities/ Raleigh Water Sewer Maintenance Division Raleigh, NC 27604 919-996-2334 Courtney.Sanders@Raleighnc.gov</p>	
<p>h. 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 1560 1442 1619" type="checkbox"/>
<p>i 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 to approve your sidewalk if applicable.</p>	<p>Reviewed</p> <input data-bbox="1295 1707 1442 1766" type="checkbox"/>
<p>j. Commercial Stocking Permits and Temporary Certificates of Occupancy are issued upon request. Please contact Rose Bower for additional information.</p>	<p>Reviewed</p> <input data-bbox="1295 1833 1442 1892" type="checkbox"/>

4. NOTES

Project:

Date:

Meeting Sign- In Sheet

Name & Company	Email	Contact number
MIKE ELABARGER- TOR A. P.DIRECTOR	michael.elabarger@rolesville.nc.gov	984-251-2364
MICHELE RABY- TOR PLANNER II	michele.raby@rolesville.nc.gov	984-251-2365
TANNER HAYSLETTE- TOR PLANNER I	tanner.hayslette@rolesville.nc.gov	984-251-2431
ROSE BOWER- TOR PERMIT TECH.	rose.bower@rolesville.nc.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. 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—The system will notify staff after completing all inspections. Please allow two business days for a certificate of completion or compliance to be issued.
* A Temporary Certificate of Occupancy (TCO) may be requested if a partial building final is passed. Please get in touch with the permit technician for further information.
20. 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

Non-Residential (SDP) Permit Types

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

wakecountync-energypubtyferhostnet/apps/SelfService#/home






ESS Incode Google Earth RCD Property Search Real Estate Search Books Online Record North Carolina Sec... North Carolina As... ARCGIS Online NCAUG Homepage My ERI NCEIT

WAKE COUNTY NORTH CAROLINA **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.

- **Club/ Pool House**
 -  **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](#)
 - **Demolition of existing structure**
 -  **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**
 -  **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 Sprinkler**
 -  **Fire Services - Fire Sprinkler**
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.
[Apply](#)
 - **Flammable/ Combustible Storage Tank Removal**
 -  **Storage Tank Removal Permit**
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.
[Apply](#)

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



Commercial Pool, Spa or Hot Tub

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.

Apply

- **Retaining Walls over 4 feet in height- Each wall requires a separate permit (*except on a single lot where more than one wall will be installed)**



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**



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 RRFD with questions.**

knoxbox.com/products/commercial-knoxboxes

You're shopping [Change](#)
Rolesville Fire Dept - ROLESVILLE, NC

Contact Cart Login



INDUSTRIES PRODUCTS SUPPORT BUY LOCALLY

Search Product

THE #1 KEY LOCK BOX NATIONWIDE

EXAMPLE

*BUILDING PERMITS WILL NOT BE ISSUED UNTIL A COR ACCEPTANC LETTER OR STUB & METER ACCEPTANCE EMAIL IS RECIEVED 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.



Non- Residential Building Permit Fee Worksheet.

Description	Fee	Projected Cost
Commercial new structure Zoning permit	\$250	\$250
Building permit processing	\$100	\$100
Transportation Development Fee		
Industrial		
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	
Institutional		
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	
Office, hospital, and medical care facility		
Less than 100,000 square feet	\$543 /1,000 square feet	\$ _____ x
100,000 to 199,999 square feet	\$438 /1,000 square feet	_____ =
Greater than 200,000 square feet	\$334 /1,000 square feet	
Recreational amenity centers		
	\$185 /1,000 square feet	\$ _____ x _____ =
Retail		
49,999 square feet or less	\$1,092 /1,000 square feet	\$ _____ x
50,000 to 99,999 square feet	\$982 /1,000 square feet	_____ =
100,000 to 199,999 square feet	\$1,247 /1,000 square feet	\$ _____
200,000 to 299,999 square feet	\$1,148 /1,000 square feet	(+) gas if applicable
Greater than 300,000 square feet	\$950 /1,000 square feet	\$ _____ x
Retail gasoline delivery pumps	\$190 /pump	_____ = \$ _____

Estimated Total of Building Permit Fees

\$



Non- Residential Building Permit Fee Worksheet.

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

Permanently mounted	\$75 per sign
Temporary sign or banner	\$25 per sign

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 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](#)