

**The Town of Rolesville issues building permits within town limits and extraterritorial jurisdiction. Building permits may be applied for by clicking on the Wake County Permit Portal link below.**



# PERMIT PORTAL

Apply for and view permits and planning documents

Sample permit application types include:

	<b>Residential - Accessory Building</b> Category Name: Building & Construction Description: This permit type is for the construction of residential accessory buildings - detached garage, carport, shop, storage buildings, sheds, etc.
	<b>Residential Addition</b> Category Name: Building & Construction Description: This permit type is to construct an addition to a residential building increasing the footprint. This permit type includes room additions, porches, attached garage, attached carport, etc.
	<b>Residential Alteration</b> Category Name: Building & Construction Description: This permit is for the alteration of residential buildings and structures, interior or exterior work. This permit type includes the installation of solar panels/system. This permit type should not be used when the footprint of the structure will increase. Please see Residential Addition permit type when the footprint of a building or structure will increase.
	<b>Residential Deck</b> Category Name: Building & Construction Description: This permit type is for the construction of attached or free standing decks. This permit type should not be used for covered porches. Please see Residential Addition permit type for covered porches.
	<b>Residential Non-Building Structures</b> Category Name: Building & Construction Description: This permit type is for the construction or installation of retaining walls, awning, fences, etc. Residential non- building structures.
	<b>Residential Pool, Spa &amp; Hot Tub</b> Category Name: Building & Construction Description: This permit type is for the construction or installation of a residential inground or above ground pool, spa or hot tub. Pools, spas and hot tubs require their own permits and cannot be included on other permits.
	<b>Residential Trade Permit. Plumbing, Mechanical, or Electrical</b> Category Name: Building & Construction Description: This permit type is for plumbing, mechanical, or electrical work on residential properties, buildings, or structures when a building permit is not required.

\*Please refer to the [Wake County Permit Portal Application Assistant](#) for additional permit types.

\* A **General Contractor** licensed in North Carolina must perform all work where the construction cost is \$40,000 or more. Any person who is paid to manage a project where the construction cost is \$40,000 or more must be a North Carolina licensed general contractor. An unlicensed contractor may perform work where the cost is less than \$40,000. Any person may act as their own general contractor with a [notarized affidavit owner contractor form](#) for construction of a home, addition or accessory structure if they own the property and will personally occupy the structure for 12 months after completion.

\***Residential Accessory Structures** - The following scopes of work qualify as Accessory Structures and thus require Permit approval - construction exceeding twelve feet wide or tall (12 feet x 12 feet or 144 square feet) including vehicular carports, decks (either attached to a dwelling or floating/freestanding), garages (either attached or detached to a dwelling), gazebos, hot tubs/spas, Pergolas (if attached to the dwelling or has a non-slatted roof), pools, retaining walls, sheds, solar panels and many more. Accessory structures must be on the same lot as a Single or Two-family dwelling/structure but is used for a different reason. Accessory Structure permits require a **sealed site plan**, building plans, **certificate of workers' compensation insurance** or a completed affidavit of **workers compensation exemption** form for contractors, a notarized **affidavit owner contractor** form for projects costing \$40,000 or more and where an owner is listed as the general contractor. No more than one dwelling unit (used as a primary residence) may be on any property.

\* Additional forms and information may be found on the [Wake County Permit and Inspections](#) website.

-\* **Note:** If the property will be served by an on-site wastewater system (septic) and or a water well, separate permits will be required from Wake County Environmental Services; further information regarding requirements may be obtained via:

- Wastewater: [919-856-7434](tel:919-856-7434) or [wastewater@wake.gov](mailto:wastewater@wake.gov)
- Stormwater and Groundwater: [919-856-7400](tel:919-856-7400)

A Land Disturbance permit is required for any lot within a subdivision (even if the land disturbance is less than 1 acre) and for any lot with a disturbance over 1 acre outside of a subdivision. Apply through the [Permit Portal](#) for *Land Disturbance – Individual Lot(s)*. For more information about erosion and sedimentation (E&S) control visit **Environmental Services**.

Your permit may also require a review by Wake County Watershed Management if there are flood hazard areas or if your proposed [impervious area](#) exceeds the allowable limit.