



Town of Rolesville Planning Department

502 Southtown Circle Rolesville, NC 27571

Phone: 919-554-6517

Permit Amendment From & Add / Change Contractor Form

To amend permits, plans, site plans and to add or change contractors, please upload this form to the Wake County Permit Portal **and** email rbower@rolesvillenc.gov. ***Important note: EnerGov does NOT notify staff when a document is submitted to the portal. Please allow 5 business days to process the request.**

Permit Amendment Information

Permit Number	Click or tap here to enter text.		Date:	
Project Address				
Permit Contact		Company:		
Phone Number		Email:		
Complete description of amendment: Click or tap here to enter text.				
New plans submitted? ☐ Yes ☐ No			New site plan submitted? ☐ Yes ☐ No	
Number of bedrooms changing? ☐ Yes ☐ No			New Added SQFT:	

Add / Change Contractor & Contractor Information

Add / Change Contractors & Contractor Information

Changing or Adding a General Contractor ☐ Yes ☐ No ☐ Adding ☐ Changing		
Changing or Adding a Trade Contractor ☐ Yes ☐ No ☐ Adding ☐ Changing		
Only current property owners are authorized to change General Contractors on a permit. A new certificate of insurance or workers compensation exemption form will be required for each change of General Contractor. Current property owners or General Contractors may add or change trade subcontractors on a permit.		
General Contractor:		Add ☐ Change ☐
City:	Zip:	License #
E-Mail:		Phone #
Electrical Contractor:		Add ☐ Change ☐
City:	Zip:	License #
E-Mail:		Phone #
HVAC Contractor:		Add ☐ Change ☐
City:	Zip:	License #
E-Mail:		Phone #
Plumbing Contractor:		Add ☐ Change ☐
City:	Zip:	License #
E-Mail:		Phone #