

## Planning and Development Department – Permit Application Center

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## REAL ESTATE SALES OFFICE / MODEL SALES HOME

**One (1) temporary real estate sales office or model sales home per fifty (50) lots in the subdivision may be allowed as incidental to a new residential or non-residential development provided that it meets all City zoning and building code requirements. Reference Section 4-500 (F)(2) of the Rock Hill Zoning Ordinance.**

### Duration

*Temporary Real Estate Sales Office* - Temporary real estate sales offices may be approved for a period of up to one (1) year. This period may be renewed for two (2) additional twelve (12) month periods, for good cause shown, upon approval of a written request for such an extension, submitted to the Development Services Director, thirty (30) days prior to the expiration of the permit. In no event shall the extension allow the temporary structure to remain on the site for more than three (3) years.

*Model Sales Home* – Model sales homes may be approved for a period of up to three (3) years. This period may be renewed for additional six (6) month periods, for good cause shown, upon approval of a written request for such an extension submitted to the Development Services Director, thirty (30) days prior to the expiration of the permit. There is no time limit on the use of model sales units for rental housing.

### Plan Review Checklist:

- Architectural building plan showing the following:**
  - Provide foundation plan and anchoring details.
  - Provide front, rear and side elevations.
  - Floor plan of the model home or sales trailer showing dimensions and how each room will be used. Show location of water fountain or water cooler. Offices with less than 1500 square feet may require only one unisex handicap accessible restroom.
  - New homes:
    - Provide floor joist layout including size and span of joists.
    - Provide details for the R and U values and SHGC for all windows, R values for all insulation, and mechanical duct insulation values. Provide the Manual J calculations or equal to show compliance with the 2012 IECC. Provide ResCheck or equal to show compliance with the 2012 IECC. See [www.energycodes.gov](http://www.energycodes.gov) for more information.
    - Window schedule to show compliance with the minimum clear opening size for the egress windows in each sleeping area.
    - Wall framing details, including cross section or “slice” that depicts the structure from the foundation through the roof and includes thickness of footings or slabs, size of studs, size of joists and rafters, bolting and anchoring, insulation and exterior finish.
    - Roof plan (bird’s eye view) and in the case of a complex or multi-level roof, a roof framing plan.
    - Electrical plan showing location of electrical outlets, lights, smoke detectors, appliances, etc.
    - Construction details of stairs, landings and handicap ramps. An accessible route to the model home needs to have a minimum width of 48" and a slope no greater than 1' in 20' unless a landing is provided with every rise greater than 30".
  - For sales trailers:
    - Provide certification that the manufactured or modular unit has been approved by the South Carolina Building Code Council for office use. Proof of certification may be in the form of a photo of the existing SC Building Code Council certification label or submittal of plans reviewed by the Building Code Council with affixed seal.
    - Complete and sign an electrical load data form. Show location of electric meter and power riser detail.
    - Construction details of stairs, landings and handicap ramps. An accessible route to the office needs to have a minimum width of 48" and a slope no greater than 1' in 20' unless a landing is provided with every rise greater than 30".

- Site plan showing the following:**
  - Scaled site plan showing location of model home or sales trailer/modular office. Manufactured homes are not permitted to be used as sales offices or any other commercial use.
  - Show setbacks from each property line.
  - Show driveway locations and parking spaces. Off-street parking is required based on square footage of office space used plus one (1) handicap space. Spaces must be 9 feet wide and 19 feet deep. Handicap space must be 9 feet wide with an 8 foot wide aisle between spaces and 19 feet deep.
  - Show water and sewer connections including size and location of water meter. Water meters cannot be located in driveways.
  - Show location of nearest operable fire hydrant. An operable fire hydrant is required to be within five hundred (500) feet of the structure.
  - Show required landscaping including species and size of trees and shrubs.
  - Show any utility or other easements.
  - When applicable, show any floodplain and floodway lines that may exist on the property.
- Building Permit application**
- Temporary Use Permit application**
- For new homes, complete these additional forms:**
  - Stormwater Erosion Control Form**
  - Zoning Permit application**

Real estate sales office and model sales home permit applications go through commercial review which may take up to 10 business days. Reference Article 4, Section 4-500, Temporary Uses and Structures (F), of the Rock Hill Zoning Ordinance.

Impact fees will be charged for water, wastewater, and fire as applicable. For sales trailers, credit will be provided towards the impact fees for any future permanent structure at this same address and parcel (when temporary structure is removed and a building permit is issued for permanent structure).

**Final Inspection Checklist:**

- All plumbing fixtures (if applicable) are to be operational
- The address must be posted and visible from street
- Handicap parking space must be installed and identified with approved signage
- Handicap ramp, if required
- Electric meter inspected and approved
- Access road installed to meet requirements of Rock Hill Fire Department
- Confirm operational fire hydrant within 500 feet of structure
- Landscaping installed per plan
- Parking spaces identified
- Dumpster pad available (if required)