Residential Addition or Renovation Checklist

Please use this checklist to ensure all necessary paperwork is submitted for plan review to:

- Perform renovations to an existing home
- Construct a deck, porch or screened room
- Construct attached addition or garage to an existing dwelling
- Construct detached accessory buildings or garage over 120 square feet in floor size

In order to streamline our review process and maintain a high level of customer service, we will no longer be able to accept plans missing required paperwork.

Complete this required information for plan review:

- Building Permit Application
- Residential Zoning Form (not needed for interior work only)
- Construction Plans – foundation plan, floor plans, elevations, sections/details, electrical plan
- Site Plan – showing easements, lot dimensions, setbacks, proposed house location and flood zone (if applicable)
- Inspection Checklist

Additional forms and information that may be required are:

- Stormwater Erosion Control Form – For additions that involve grading
- Rescheck Form – Energy efficiency rating of house and components (rating for addition only)
- Window Energy Code Info & Manufacturer – If replacing or installing new windows (U-factor and SHGC rating)
- Manual J & S – If replacing/installing HVAC equipment, Manual D – if it includes ductwork
- Owner/Builder Affidavit - If owner acts as their own contractor (must reside in house for 2 years)
- Flood Elevation Certificate – If house will be located in a flood zone
- Certificate of Appropriateness (COA) – If residence is located in a historic district
- Utilities Electric Service Conversion Request and Installation Agreement – If upgrading or relocating electric service, converting from overhead to underground
- Homeowner’s Association (HOA) approval letter

RESIDENTIAL ADDITION OR RENOVATION PERMIT APPLICATION

This checklist will assist you when applying for a permit to:

- Perform renovations to an existing home
- Construct a deck, porch or screened room
- Construct attached addition or garage to an existing dwelling
- Construct detached accessory buildings or garage over 120 square feet in floor size

The information needed on the attached forms must be provided by the property owner or the contractor and should be as complete and accurate as possible. General contractors are required to have a SC state license and a City of Rock Hill business license. Subcontractors are required to have a SC state license and a City of Rock Hill business license. For more information, see Contractor Licensing Information (http://www.cityofrockhill.com/Modules/ShowDocument.aspx?documentid=2137).

In addition to submitting paper copies of your plans for review, plans may be submitted for review digitally online at www.cityofrockhill.com/onlineservices.

Building Plans and Building Permit Application

Complete the attached Building Permit application and include the information listed below on your building plans. Please note, plans for detached single-family or two-family dwellings are not required to be sealed by an architect. Plans for attached dwelling units do require architectural sealed plans. See SCLR Architectural Statutes and Regulations in Title 40, Chapter 3 for more information.

Construction plans or drawings should be no smaller than 11 inches by 17 inches and should include, at a minimum, the following:

- Foundation plan - include overall foundation layout, type of foundation (craw, slab) and pier location and sizes. Provide dimensions for all pier locations. Locate all foundation vents on crawl space plan. Foundation sections shall also be provided. In certain applications, queen's brick does not meet certain load bearing requirements in curtain wall assemblies. Please indicate the type of brick being used in these circumstances.
- Floor joist layout - Include size, type, span and direction of joists along with spacing.
- Elevation Drawings – Include front, rear, and side elevations.
- Floor plan - Include floor plan of each floor with dimensions and all rooms labeled. Provide window and door sizes along with header and structural information. Plans must be oriented as shown on the site plan. For example, if garage will be located on the left, the building plans must show the garage on the left.
- Electrical plan - Provide location of all outlets, GFCI outlets, lights, smoke detectors, carbon monoxide detectors and appliances along with water heater location with type labeled (gas or electric).
- Mechanical and Energy Information
  - Manual J, S (equipment sizing) and D (ductwork) Calculations - Supplied by the heating and air contractor.
  - SEER ratings for all units
  - Duct insulation values
  - U-factors and SHGC values for windows
  - R values for all insulation
  - ResCheck - A ResCheck form showing energy code information is required on any new construction or conditioned addition. Information included in a ResCheck will be wall sq. ft., ceiling/floor sq. ft., window sq. ft. and U values, door sq. ft. and values and insulations R-values. A ResCheck form can be completed online and printed out by going to https://energycode.pnl.gov/REScheckWeb/. The form must be signed and dated. For more info about energy codes, visit www.energycodes.gov.
- 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.

Please note, building plans that have been purchased online or by mail and are copyrighted must be submitted with the red stamp present on the plans. Duplicated plans will not be accepted for plan review and approval.

Site Plan and Zoning Compliance Form

Complete the attached Zoning Compliance form and attach a copy of the site plan of the property including the information listed below. A sample site plan is included in this packet. Your site plan should show the following:

- Property dimensions drawn to scale with the proposed building footprint (bird’s eye view) including decks and porches.
- The side (left and right), rear, and front setback dimensions from the dwelling to each property line.
- Any easements, rights-of-way, underground or overhead utilities.
- Location of the driveway and mailbox.
- Location of electrical service. Note if service is overhead of underground.

Stormwater Erosion Control/ Grading Permit

Some locations require a grading permit. Please see the Stormwater Erosion Control Permit Information inside for more information about what type of permit you will need.
Fees

Permit fees and impact fees are required to be paid at the time you pick up your building permit and are described in detail in this packet. You may also need to pay water meter set fees for any new water meters. See our Fee Schedule (http://www.cityofrockhill.com/Modules/ShowDocument.aspx?documentid=2237) for those fees.

Please note that there may be other types of permits or fees needed in addition to your building permit such as:


Electrical Service Fees
Any residential addition that requires the upgrading or relocation of the electric service must reinstall the electric service underground as required by the Rock Hill Utilities Department. If this applies to your project, please complete the attached Electric Service Conversion Request and Installation Agreement.

<table>
<thead>
<tr>
<th>Installation Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 150 feet</td>
</tr>
<tr>
<td>Each additional foot over 150</td>
</tr>
<tr>
<td>Conduit</td>
</tr>
</tbody>
</table>

Please contact Utilities at 803-329-5500 to discuss the new electric meter location to ensure the best location. This will help to avoid additional underground footage fees over 150 feet of service line.
Date: __________

Property Owner: ___________________________ Phone: ___________________________

Property Owner Address: ________________________________________________________ Email: ___________________________

Construction Address: __________________________________________________________ Subdivision: __________ Lot #: ________

Contractor Name: ___________________________ Phone: ___________________________ Email: ___________________________

Contractor Address: ___________________________________________________________ State Lic. #: ________ City BL #: ________

Description of Work: ____________________________________________________________

Building Use: ☐ Non-Residential ☐ Single-Family Residential ☐ Multi-Family Residential ☐ Other ___________________________

If non-residential OR other, please list type of business or use: ____________________________________________________________

Heated/Conditioned SF: ________ Unheated SF: ________ # Bedrooms: ________ # Baths: ________ Stories: ________ # of Buildings: ________ # of Units: ________

Are you upgrading or relocating your electric service? ☐ Yes ☐ No Will a fire sprinkler system be installed or modified? ☐ Yes ☐ No

Heating: ☐ Gas ☐ Electric Water Heater: ☐ Gas ☐ Electric If all appliances are electric, residential customers may qualify for City Smart Choice rebates and loans.

Valuation of Work: ___________________________ Total cost of project (include site development, professional design, and all subcontractors; exclude land cost)

☐ Attach a copy of your signed contract.

Electrical Contractor: ___________________________ Phone: ___________________________ Contract Cost $ ___________________________

Electrical Contractor Address: ___________________________________________________ State Lic. #: ________ City BL #: ________

Mechanical Contractor: ___________________________ Phone: ___________________________ Contract Cost $ ___________________________

Mechanical Contractor Address: __________________________________________________ State Lic. #: ________ City BL #: ________

Plumbing Contractor: ___________________________ Phone: ___________________________ Contract Cost $ ___________________________

Plumbing Contractor Address: ___________________________________________________ State Lic. #: ________ City BL #: ________

Gas Contractor: ___________________________ Phone: ___________________________ Contract Cost $ ___________________________

Gas Contractor Address: ________________________________________________________ State Lic. #: ________ City BL #: ________

Other Contractor: ___________________________ Phone: ___________________________ Contract Cost $ ___________________________

Other Contractor Address: ______________________________________________________ State Lic. #: ________ City BL #: ________

Is this property located in a flood zone? ☐ Yes ☐ No If yes, what is the flood zone classification? ___________________________

For projects with entrances on City maintained streets, will you need a culvert installed under your driveway? ☐ Yes ☐ No

(This should apply to properties located in older subdivisions or infill lots.) For projects with entrances on SCDOT maintained streets, please contact the SCDOT office at (803) 327-6186.


Certification

☐ I certify to the best of my knowledge that all information provided herein is true and correct and all work performed under this permit shall conform to the plans and specifications herewith submitted and to all applicable Building Codes and Laws and Ordinances pertaining thereto.

☐ By signing this application I certify that I have the authority to make the foregoing application and I am the property owner or an authorized agent for the company performing the work stated above. I understand that I must use contractors licensed or registered with the State of South Carolina. If I choose to represent myself as the owner/builder, I understand that I or my immediate family members are required to occupy the property, that only contractors and subcontractors duly licensed as required by the State of South Carolina and the City of Rock Hill must be used to perform work associated with this application and permit, and as owner/builder I may not rent, lease or sell the property for a period of no less than two years from the date of final inspection for which this permit is issued.

☐ I further understand that if any information provided is found to be incorrect or falsely stated that this permit will be null and void and that I may be responsible for violation of other related state laws and local ordinances.

☐ I certify no construction or portion of construction will be built over or under any electrical, water, sewer, storm water or any other utility easements or rights-of-way.

☐ Renovation and demolition of most facilities are subject to State and Federal asbestos regulations. The facility owner and the renovation or demolition contractor are both responsible for ensuring compliance with these regulations. Please visit http://www.scdhec.gov/environment/baq/Asbestos/regulatory_information.asp for more information. The EPA requires contractors to have a Lead Paint Removal Certification when working on a structure built before 1978. Visit http://www.epa.gov/lead/rrp/contractors.html for more information.

Applicant Signature: ___________________________ Applicant Title: ___________________________

(Applicant, Owner, Agent, etc.)

Applicant Printed Name: ___________________________

Sworn to and subscribed before me on this __________ day of ________________________, 20 ________

Signature of Notary: ___________________________

(Place Notarial Seal Here)

Notary Public for: ___________________________

My commission expires: ___________________________

OFFICE USE ONLY ☐ Approved ☐ Disapproved By: ___________________________ Zoning Permit Required: ☐ Yes ☐ No

Occupancy Type ___________________________ Sub Occup. Type ___________________________ Construction Type ___________________________

Comments: ___________________________

VALUATION:

HEATED ___________________________

UNHEATED ___________________________

TOTAL ___________________________

Page 4 of 14
A Certificate of Zoning Compliance is required for any residential development activity which requires a Building Permit. Allow 48 hours for processing. For new construction or additions, the permit fee is paid with the building permit fee. Please refer to sections 4, 5, and 6 of the Rock Hill Zoning Ordinance for specific standards. If the location is located in Old Town (see Old Town map), refer to the Old Town standards in Section 6-800[F] of the Rock Hill Zoning Ordinance.

Applicant Name: ________________________________________________________________

Phone: ________________________________________________________________

Applicant Mailing Address:_______________________________________________________________________________________

Property Owner: _______________________________________________________________

Phone: ________________________________________________________________

Property Owner Mailing Address:_________________________________________________________________________________

Property Address: _________________________________________________________________

Subdivision: ____________________ Lot #: __________

ACTIVITY DETAILS:

☐ New Principal Structure (new home): New Sq. Ft. __________

☐ Addition to Principal or Accessory Structure: Addition Sq. Ft. __________

☐ New Accessory Structures (garages or storage buildings): New Sq. Ft. __________ Existing Sq. Ft. __________

Total Final Size of Principal Structure: ___________ Total Size of All Accessory Structures*: ____________

*Note: the size of the principal use must be provided to insure compliance with Section 4-400 of the Zoning Code – Accessory Uses and Structures. Generally the size of all accessory uses is limited to 30% of the principal use or 600 feet.

Are there any recorded deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the permitted activity being requested? For example, is there a mandatory architectural review or homeowner association approval required?

☐ Yes ☐ No If yes, please describe restrictions: _________________________________________________________________

SETBACKS: State the closest actual distance from the exterior building wall to the following property lines:

Front: ____________ Side [left]: ____________ Side [right]: ____________ Rear: ____________

☐ Please attach a site plan indicating all existing and proposed improvements and the location of any utility or other easements.

UTILITIES: Property will be served by:

☐ Public water ☐ Well ☐ Sewer ☐ Septic tank ☐ Other: ________________________________________________________________

The applicant certifies information on this application is true and correct. If any information is false or misleading, the zoning permit shall be considered void. This permit shall expire six (6) months from approval date if a Building Permit is not obtained or no activity occurs. Applicant also attests that there are no recorded deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the permitted activity being requested.

_________________________________________________ ________________

Signature of Applicant Date

____________________________________________________________ ________________

Applicant Printed Name Applicant Title

FOR OFFICE USE ONLY:

Date Filed: ______________________ [ ] Fee Paid/ Receipt#: ______________________

If incomplete, returned: ______________________ Date: ______________________

Zoning Action: [ ] Rejected: [ ] Approved [ ] Old town [ ] Conditional Approval/or Exemption:

Comments: _________________________________________________________________________________________________

Planning & Development Director/Designee: ______________________ Date: ______________________
STORMWATER EROSION CONTROL RESIDENTIAL PERMIT APPLICATION

Date: ________________________

NPDES Permit Number (if applicable): ____________________________

NPDES Permit Holder Name (if applicable): ____________________________

Site Address: ____________________________________________ Subdivision: ___________ Lot #: ___________

Anticipated Start Date: ____________________ Anticipated Completion Date: ____________________

Job Site Contact Person: ____________________________________________

Phone: ____________________ Fax: ____________________ Email: ____________________

Erosion control measures are required to be in place prior to any site work taking place and shall remain in place at all times until the project is completed and approved by the City. Erosion control inspection(s) is not a scheduled inspection and may take place at any time. Building inspections will not be performed if erosion control measures are not in place.

General information and minimum requirements:

☐ Contractor shall perform all earthwork operations in such a manner as to control erosion and prevent sedimentation from entering streams, adjacent properties or being tracked onto roadways.

☐ All erosion control structures will be inspected and maintained by the homebuilder/general contractor for stability and operation at the end of each workday. Many times erosion control measures are damaged/torn down during the day by delivery vehicles and sub-contractors.

☐ Install construction entrance in accordance with SCDHEC standards to serve as tire scrubber.

☐ Install silt fence along the low spots of the property and along all lower adjacent properties.

☐ Road shall be swept daily if sediment gets on the road. Do not wash/hose the road down.

☐ Construct swale to drain away from adjacent property or direct to designated stormwater feature/control.

☐ Install any additional permanent and/or temporary sediment and erosion control necessary to reduce erosion.

Failure to Install or Maintain Erosion Control Measures will Result in a Stop Work Notice and/or Fines

Each day any such violation shall continue to exist shall constitute a separate offense.

STORMWATER AND SEDIMENT CONTROL CERTIFICATION

By signing this application, I certify that I am an authorized agent for the company performing the work stated above and that all information provided is true. I further understand that if any information provided is found to be incorrect or falsely stated that this permit will be null and void and that I may be responsible for violation of other related state laws and local ordinances.

I certify that the City of Rock Hill may enter the property stated on the permit application for the purpose of investigation and Inspection of land disturbing activities at a frequency deemed necessary to carry out the duties prescribed in the Stormwater Management and Sediment Control Regulations of the Rock Hill Zoning Code. I understand that failure to implement control practices according to the approved plan will result in penalties as prescribed in the ordinance and/or stop-work order.

Signed By: ____________________________ Date: ____________________________

Signature of Applicant or NPDES permit holder if applicable

Printed Name

Fines Associated with Stormwater Violations – Table 9-600(D)(4)(a)

<table>
<thead>
<tr>
<th>Violation Description</th>
<th>Fine Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to submit “as-built” plan</td>
<td>$100.00</td>
</tr>
<tr>
<td>Failure to follow the requested notes on a Stormwater Management and Sediment Control Plan</td>
<td>$250.00</td>
</tr>
<tr>
<td>Failure to record deed of easements</td>
<td>$100.00</td>
</tr>
<tr>
<td>Failure to implement corrective measures</td>
<td>$250.00</td>
</tr>
<tr>
<td>Failure to follow approved Stormwater Management and Sediment Control Plan</td>
<td>$250.00</td>
</tr>
<tr>
<td>Failure to comply with notice of violation</td>
<td>$100.00</td>
</tr>
<tr>
<td>Failure to protect offsite areas from sedimentation or other stormwater-related damages</td>
<td>$250.00</td>
</tr>
<tr>
<td>Failure to comply with a Stop Work Order</td>
<td>$1000.00</td>
</tr>
</tbody>
</table>
**RESIDENTIAL INSPECTION CHECKLIST**

Use this checklist for Single-Family Residential, Multi-Family Residential and Apartments up to 2 stories or under 16 units

### General Information

Inspections are performed between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday. For your convenience, the City provides a twenty-four hour inspection line and an internet inspection request site. Any telephone request made prior to 3:00 p.m., will be scheduled for the following business day. Inspections requested from our website prior to 7:00 a.m. may be scheduled for the same day. Please provide the following information when calling:

- Permit number
- Address
- Lot number (if in subdivision)
- Contractor name and phone number
- Type of inspection requested
- Date the inspection is needed

To request an inspection by phone, call 803-329-5590. To schedule and inspection online, visit our website at [www.cityofrockhill.com/Onlineservices](http://www.cityofrockhill.com/Onlineservices).

At the time of the first inspection you should have the following in place:

- The address and permit placard posted so as to be visible from the road or street and the placard accessible to the inspector.
- The permit placard you receive is to be protected from the weather (placing it in plastic wrap or plastic bags will not protect it because of leakage and condensation). A weather proof enclosure is recommended or place it in a construction trailer that is always open during our hours of inspection.
- Plans stamped as “Field Copy” and any comment sheets from the Permit Application Center are to be on site for all inspections. The plans are required to be kept at the job site for the duration of the project.
- Readily available toilet facilities (within 300 feet of the job site).
- Silt fencing as required to control erosion (prior to clearing or grading).
- Gravel or paved access to site.

### Inspections

- **Footing and Foundation:** Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94 the concrete need not be on the job. **Property corners are to be marked and identified and strings pulled in order to verify zoning setbacks.**

- **Plumbing Underslab:** Inspection is made when all supply line and building drains are in place, a 10’ head pressure test is on the vents and drain lines, and the Plumbing Code or manufacturers’ required pressure is on the water lines.

- **Concrete Slab and Under-floor Inspection:** Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place but before any concrete is placed or floor sheathing installed, including the subfloor. Vapor barriers and termite/soil treatment is to be in place for this inspection.

- **Lowest Floor Elevation:** In flood hazard areas, the elevation certification required in Section 1612.5 shall be submitted to the building official upon placement of the lowest floor including the basement and prior to vertical construction.

- **Open Floor/Foundation Strapping (Floor Framing Inspection):** For crawl space construction this is performed when the foundation walls are up, the girders and bands are in place, and the required anchoring is in place, prior to any floor decking being installed. Any drainage system to be installed or required grading in the crawl space shall be completed at this time.

- **Exterior Sheathing Inspection:** Exterior sheathing shall be inspected after the exterior wall sheathing is applied and **before any energy wrap, felt, siding, or brick is installed.** This inspection is required as a separate inspection.

- **House Wrap/ Water Barrier Inspection** – A water-resistive barrier applied over studs or sheathing of all exterior walls is required. One layer of No. 15 asphalt felt complying with ASTM D 226 or other approved water resistive barrier that is free from breaks or holes may be used. The material is to be applied horizontally with the upper layer lapped over the lower layer not less than 2”. Where joints occur, the material shall be lapped not less than 6” and shall be continuous to the top of the walls. It is not required under the paper backed stucco lath when the paper backing is an approved weather-resistive sheathing paper. This inspection can be performed with the framing all roughs inspection.

Reminder, you will need to submit a written request form to Utilities for the underground electric line to be installed. The meter base should be installed at this point. Sometimes the line will need to be installed under your driveway. If your driveway has already been poured, contact Utilities at 803-329-5500. Your underground electric line will need to be installed before you request your Temporary Power Inspection.

- **Framing All Roughs:** Framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and windows and doors are installed. The rough electrical, plumbing, heating wires, pipes and ducts shall also be installed. This also includes the water-resistive barrier inspection of all exterior walls.

- **Gas Piping:** The gas piping inspection is made after the gas line has been installed with a pressure gauge on the line. The pipe size, length of run, BTU’s of heating units and dip pipe will be verified at the time of inspection. This inspection can be scheduled with the Framing All Roughs inspection.

- **Firewall or Fireproofing:** Protection of joints and penetrations in fire resistance rated assemblies shall not be concealed from view until inspected and approved. Lath and gypsum board that is part of a fire rated assembly or shear assembly shall be inspected after lathing and gypsum board, interior and exterior, is in place but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

---

X:\PLNDCC\Planpdf\WORD DOCS for all\PERMIT_PACKET_RESIDENTIAL_ADDITION_PlanDev_20200623.docx  6/23/2020  Page 7 of 14
- Sidewalk Compaction: This is an inspection of the area where the sidewalk will be poured before the concrete is poured. The forms for the concrete must be in place.

- Building Thermal Envelope Air Leakage Verification - The building thermal envelope should be durably sealed to limit infiltration. Air tightness can be verified by either of the following options:
  o Option 1 - Visual inspection to verify all caulking, blocking and air sealing measures have been performed. Inspection should be done prior to the installation of insulation and drywall and must be done before the insulation inspection can be performed. A Thermal Envelope Air Leakage Compliance Certificate, completed by a third party, is required to be completed before the insulation inspection can be performed.
  o Option 2 – Door Blower Test to verify less than 7 ACH (air changes per hour). Testing should be done after rough in and after installation of penetrations of the building envelope, including penetrations for utilities, plumbing, electrical, ventilation and combustion appliances.

- Duct Air Leakage Verification – Ducts, air handlers, filter boxes and building cavities used as ducts shall be sealed. Test must be performed by certified tester. A copy of the test results must be submitted before the certificate of occupancy can be issued. Duct tightness can be verified by either of the following options:
  o Option 1 - Rough-in stage test - 6 cfm/ 100 SF w/ air handler, 4 cfm/ 100 SF w/o air handler
  o Option 2 - Post-construction Final inspection stage test - 8 cfm/ 100 SF leakage to outdoors, 12 cfm/ 100 SF total leakage

- Insulation: This is performed after the framing all roughs inspection has been approved and after all walls and floors requiring insulation are complete. Any ceiling areas where it is not possible to use blown insulation or where blown insulation is not to be used must be complete at this time. A copy of the Building Thermal Envelope Air Leakage Verification results should be on the job site for the inspector.

- Energy Efficiency Inspections: Inspections shall be made to determine compliance with Chapter 13 and shall include but not be limited to inspections for envelope insulation R and U values, fenestration U value, duct system R value and HVAC and water heating equipment efficiency.

Before you request the Temporary Power inspection, the underground electric line must be installed. You must submit a written request form to the Utilities Dept. to start the installation process.

- Temporary Power: For residential installations this inspection is performed when all circuits have been completed, receptacles and covers installed, ceiling outlets wire nutted and covered and the electrical panel completed with all circuit breakers installed. An exception may be considered for receptacles installed in areas to be tiled or awaiting special order counters or cabinets.

- Final Sidewalk: This inspection should be scheduled in conjunction with the Final All Trades inspection. The inspector will make sure there are no cracks or breaks in the sidewalk. Effective July 1, 2007, the builder is responsible for the repair and/or replacement of any damaged curb and sidewalk directly adjacent to the permitted lot. Before the C.O. for the house will be issued, all repairs/replacements must be completed to the satisfaction of the City.

- Final All Trades Inspection: This inspection is performed when the structure is ready for occupancy. All plumbing fixtures are to be functional, the heating/air conditioning system complete and functioning, floor coverings installed in kitchen, bath, and laundry areas, and any tile in bathrooms completed. The address is to be posted with lettering a minimum of 3” in height and placed so that it can be seen from the street. If the structure is more than 50’ from the improved portion of the street, the address shall also be displayed on a freestanding pole or on the mailbox.

- Duct Air Leakage Verification – Ducts, air handlers, filter boxes and building cavities used as ducts shall be sealed. Test must be performed by certified tester. A copy of the test results must be submitted before the certificate of occupancy can be issued. Duct tightness can be verified by either of the following options:
  o Option 1 - Rough-in stage test - 6 cfm/ 100 SF w/ air handler, 4 cfm/ 100 SF w/o air handler
  o Option 2 - Post-construction Final inspection stage test - 8 cfm/ 100 SF leakage to outdoors, 12 cfm/ 100 SF total leakage

- Other Inspections: In addition to the inspections specified above, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the division of building/codes.

- Special Inspections: Special inspections shall be regulated by the provisions of the section of the International Building Code addressing special inspection requirements.

### Re-inspection Fees (Residential)

Re-inspection fees are assessed as follows when correction of code violations is required:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>First failed inspection</td>
<td>$25</td>
</tr>
<tr>
<td>Additional failed inspection (at the same site for the same violation)</td>
<td>$50</td>
</tr>
<tr>
<td>Failed final inspection</td>
<td>$100</td>
</tr>
</tbody>
</table>

Re-inspection fees must be paid prior to receiving the Certificate of Occupancy.

### Certification

By signing below you are verifying you have read and understand the inspection requirements above.

Applicant Signature __________________________ Date __________________________

Applicant Printed Name __________________________

X:\PLNDCO\Plandf\WORD DOCS for all\PERMIT_PACKET_RESIDENTIAL_ADDITION_PlanDev_20200623.docx
ELECTRIC SERVICE CONVERSION REQUEST AND INSTALLATION AGREEMENT

I, ___________________________, property owner, have requested the City of Rock Hill, South Carolina Utilities Department to convert the electric service at ___________________________ from overhead to underground. I understand that the City's fee is $325.00 for the first 150 feet and $4.00 per foot for each additional foot required over 150 feet. In addition, the City will charge $1.00 per foot for installation of any conduit required. I understand that these fees will be added to my utility bill if I reside at this address; otherwise, the City will bill me at my home address for these fees.

Once the service has been dug in, I will be required to hire and pay a licensed electrician to complete all necessary work to prepare the meter base for the new underground service. As the property owner, I, or the electrician I hire, will contact the City of Rock Hill Utilities Department dispatch office at 803-329-5500 at least 24 hours in advance to allow sufficient time to schedule a service crew to disconnect the overhead service so that the electrician can complete the necessary work to the meter base. I will also be required to contact the appropriate permitting authority to inspect the meter base prior to reconnection of service.

I also understand that if my meter base needs to be replaced in order to accommodate a 200 amp service, I will be responsible for all expenses related to this replacement.

_________________________________________  ______________________________________
Date                                           Date

_________________________________________
Signature of Property Owner                  Signature of City Technician

_________________________________________
Mailing Address of Property Owner
City of Rock Hill  
Under Ground Request Form

757 Anderson Rd S.  
P.O. Box11706  
Rock Hill, SC 29731-1706  
Phone: 803-329-5500  
Fax:803-329-5608  
E-mail:  
utility.dispatch@cityofrockhill.com

**Please Note:** Underground Requests must be submitted in writing. You may submit requests in person, via fax, or regular mail. All of the information listed below is required in order to process your request. Thank you.

<table>
<thead>
<tr>
<th><strong>Company Name:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Company Address:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>What size service is being requested:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Address where UG Service is being installed:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Contact Persons Name:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Contact Persons Phone Number:</strong></th>
<th><strong>Fax Number:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Contact Person’s Signature:</strong></th>
</tr>
</thead>
</table>
| |}

Is the Meter Base, Grounding, and Entrance Cable installed?  ________________

**Please be advised:** All equipment and building materials need to be removed from the path between the source and the meter base. Installation cannot begin until meter base and associated wiring has been installed, as well as equipment and material has been moved. Also all conduit crossing underneath driveways needs to be marked as well if applicable.
Rock Hill residential electric customers can achieve energy and home maintenance savings through the SmartChoice customer incentives program. SmartChoice offers cash rebates, low-interest loans and an "all-electric" billing rate.

**Water Heater Replacement**
Customers installing a new 40 gallon electric water heater are eligible for a $225 rebate.

**Heat Pump Replacement**
Customers replacing their existing heating systems with a minimum 16 SEER (Seasonal Energy Efficiency Rating) electric heat pump are eligible for a $400 rebate. Financing is available on electric heat pump installations at a low interest rate of 6% for a maximum 60 months (pending loan application approval).

**Great Rate**
Customers who qualify as all-electric and energy efficient qualify for the Great Rate, the lowest residential electric rate offered by the City. This all electric rate can lower your winter energy costs **up to 3 cents per kilowatt hour during winter heating months**. The customer must have an electric water heater with a Smart Switch and a minimum 14 SEER heat pump to be eligible.

To qualify for these incentives, all new and existing electric water heaters are required to have a Smart Switch load management device. Installation of a Smart Switch is free.

Customers must obtain a permit for a water heater or heat pump installation/replacement.

**For additional information, please call Laura Little at (803) 325-2640.**
A single permit will be issued for new construction and major renovation projects. The prime contractor is responsible for providing the name, business license number, and state license number for the plumber, electrician, mechanical and gas piping subcontractors.

For structures, the valuation of any proposed construction will be determined either by contract price indicated on the permit application or by utilizing the per square foot value determined from the Standard Building Valuation Data table published by the International Code Council, whichever is greater. This value will then be applied to the fee schedule.

The current fee schedule is listed below:

<table>
<thead>
<tr>
<th>Total Valuation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000.00 and less</td>
<td>$35.00</td>
</tr>
<tr>
<td>$1,001.00 to $200,000.00</td>
<td>$35.00 for the first $1,000.00 plus $5.00 for each additional $1,000.00 or portion thereof, to and including $200,000.00</td>
</tr>
<tr>
<td>$201,000.00 to $1,000,000.00</td>
<td>$1,030.00 for the first $200,000.00 plus $3.00 for each additional $1,000.00 or portion thereof, to and including $1,000,000</td>
</tr>
<tr>
<td>$1,001,000.00 and above or portion thereof</td>
<td>$3430.00 for the first $1,000,000.00 plus $2.00 for each additional $1000.00 or portion thereof</td>
</tr>
</tbody>
</table>

The current per square foot values from the Standard Building Valuation Data table from the ICC are as follows for occupancy group R-3, type V-B construction:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Heated sq. ft.</td>
<td>$122.46</td>
</tr>
<tr>
<td>Unheated sq. ft.</td>
<td>$48.73</td>
</tr>
</tbody>
</table>

To view the data table from the ICC, you can visit their website at [www.iccsafe.org/cs/techservices](http://www.iccsafe.org/cs/techservices).

To determine the permit fee for a new single family detached home see the example below:

Heated sq. ft. – 3,821  
Unheated sq. ft. – 654  

3,821 x $122.46 = 467,919.66  
654 x $48.73 = 31,869.42  

Total Value = $499,789.08

This value is applied to the fee schedule above. The calculated Permit Fee is $1930 for the example above.

For a single family home, other fees are added to the permit. Those fees are listed below:

<table>
<thead>
<tr>
<th></th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading Fee</td>
<td>$15</td>
</tr>
<tr>
<td>Zoning Site Plan Review Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Underground Electric Fee (if on City electric)</td>
<td>$325</td>
</tr>
<tr>
<td></td>
<td>$1930</td>
</tr>
<tr>
<td></td>
<td>$2290</td>
</tr>
</tbody>
</table>

These fees are added to the Permit Fee.

**Penalty for Work Without a Permit**

When work for which a permit is required is commenced before obtaining a permit, the Building Official shall charge a double fee before the issuance of the required permit.
CONSTRUCTION INFORMATION

Erosion and Sediment Control

Erosion control measures must be in place before your first inspection. Building inspections will not be performed if the erosion control measures are not in place.

- Gravel for drives – a construction entrance (10’ x 25’ x 6” thick with No. 4 or larger washed stone) is to be in place prior to starting construction. All deliveries to the lot are to be via the driveway.
- To avoid unnecessary sediment being carried onto the street and into the storm drains, only vehicles making deliveries should use the driveway and no other vehicles should be driven onto the site.
- Install silt fence along the low spots on the property and along all lower adjacent properties and ensure that the fence is intact and functioning at the end of each day. Wire-backed silt fence shall be used when contributing slope exceeds 3%.
- Provide barricades such as silt fence or orange barricade fencing to prevent suppliers or subcontractors from driving onto the lot without using drive.
- If mud is carried into the street by vehicles, it should be swept up at the end of the work day. Do not wash/hose down unless proper inlet protection measures are in place.

Failure to adhere to the above requirements will result in a “stop work order” and possibly significant fines.

Swales

Prior to the issuance of a Certificate of Occupancy, each lot shall have swales as required to direct storm water away from adjacent properties and to the designated storm water feature/control. Some subdivisions have engineer designed swales that are to be constructed for each lot. Check with your developer to determine if your subdivision has such a requirement. For these subdivisions, a final survey showing the finished grade elevations and the flow direction of the swales shall be submitted to the Rock Hill Infrastructure Division at City Hall. Call (803) 329-5515 for further information.

Curb and Gutter/Sidewalks

Effective July 1, 2007, the home builder is responsible for the installation of any required sidewalk or the repair and/or replacement of any damaged curb and sidewalk directly adjacent to the permitted lot. Before the Certificate of Occupancy for the house will be issued, all repairs/ replacements must be completed to the satisfaction of the City. If a sidewalk is required to be installed, the plan reviewer will note this during plan review and on your field copy set of plans.

Open Burning

Open burning is prohibited within the City limits except for construction site warming fires in containers approved by the Fire Department. Before you open burn contact the Rock Hill Fire Department at (803) 329-7220 for further information.

Plans and Permit Card on Site

- Your yellow building permit card is to be posted on the site at all times and posted at eye level above grade.
- The stamped “field copy” of the construction drawings and plot plan is to be on site for ALL inspections.
- Permit card and plans are to be protected from the weather. There are enclosures you can purchase that are reusable and very effective or you can fabricate your own. Do not place them in plastic bags or laminate the permit card. Bags tend to trap or condense moisture and damage the permit card or make it difficult to sign. Because the inspector needs to sign the permit card, please do not laminate it in plastic.
- Failure to provide your permit card and plans will result in a failed inspection.

Helpful Phone Numbers

- Permits and Inspections: (803) 329-5590 (for scheduling inspections, requesting saw service or water meters, and permit related questions)
- Erosion Control: (803) 329-5515
- Online Services: www.cityofrockhill.com/onlineservices
Sample Site Plan

CHERRY HILLS PLACE

50' PUBLIC R/W

THIS DRAWING DOES NOT REFLECT AS-BUILT INFORMATION

PRELIMINARY PLAT
NOT FOR RECORDATION, CONVEYANCE OR SALE

HOUSE LOCATION PLOT PLAN
FOR
LOT 144, WATERFORD GLEN, PHASE III
City of Rock Hill, York County, South Carolina
PROPERTY OF: THE FARWAYS @ WATERFORD GLEN
MAP BOOK C-250, PAGE 2, DEED REFERENCE

EASTOVER
ENGINEERING & SURVEYING, INC.

DRAWN BY: BSI
DATE: OCTOBER 31, 2004

SCALE: 1" = 20'

30 60

X:\PLNDCC\Planpdf\WORD DOCS for all\PERMIT_PACKET_RESIDENTIAL_ADDITION_PlanDev_20200623.docx