

Planning & Development Department - Permit Application Center

P.O. Box 11706, or 155 Johnston Street
Rock Hill, South Carolina 29731-1706
Phone: 803-329-5590 Fax: 803-329-7228
www.cityofrockhill.com



INTERIOR UPFIT INSTRUCTIONS AND CHECKLIST

Use this checklist to prepare plans for interior upfit or tenant improvement plans within an existing building or building shell or a remodel or alteration of an existing tenant space.

Plans should be submitted to the Permit Application Center (PAC) at the address above. The PAC is responsible for distributing and tracking your plans through the City's plan review process. The PAC may route plans to any or all of the following departments as needed: Building Inspections/Fire, Zoning, Infrastructure (Water, Sewer, Roadway, Stormwater, Landscape), Utilities (Electrical), etc. Plan review may take up to 10 business days.

When the review is complete, the contacts listed on the Plan Submittal Form will receive an email with the results. If plans are disapproved, a listing of items to be corrected will be attached. Use the Plan Resubmittal Instructions to guide you in preparing your plans for resubmittal. Architectural design standards are listed in the Rock Hill Zoning Ordinance available online.

Notes:

- **You are responsible for routing your plans to other agencies outside of the City.** Food service establishments should check with SCDHEC for their required specifications. **All new fire sprinkler system plans should be submitted to the SC Fire Marshal's office for review. The SCLLR approved fire sprinkler plans and specs should be sent to the City for stamping and then kept on the job site. Please see the Fire Sprinkler System Plan Checklist for more information.**
- **Some plans are required to be sealed by a S.C. registered architect or engineer.** Contact the PAC if you have questions or see Architectural Seal Requirements (<http://www.cityofrockhill.com/Home/ShowDocument?id=2215>).
- **Some occupancies, types and sizes of buildings require a South Carolina architect and/or engineer preparation with the seal and signature of the architect or engineer on each page of the plans.** South Carolina allows a digital seal to be used on the plans when submitting plans for review digitally. Corporations must include their COA (certificate of authorization) seal if the corporation name is listed on the title block of the plans. See **Architectural Seal Requirements** (<http://www.cityofrockhill.com/Home/ShowDocument?id=2215>) for more information.

Please submit the following for plan review:

- Building Plans** - Digital plan submittal is required for plans with multiple pages and allows for a faster plan review. Due to a high volume of submittals we no longer have time to scan your paper plans. Please combine all sheets into one .pdf file and add bookmarks listing the sheet number to each page. This will expedite the plan review process. Plans can be submitted via our ftp site (contact us for login information) or the Online Services website at www.cityofrockhill.com/OnlineServices.
 - Two complete printed sets of plans should be submitted to the PAC after the building plans have been approved. One plan set will be stamped as the "field copy" for the contractor and will be given to the contractor at the time the building permit is issued. This set of plans must be available at the job site for the duration of the project. The other set will be kept on file at our office.
- Plan Submittal Form** – (<http://www.cityofrockhill.com/Home/ShowDocument?id=3578>)
- Electrical Load Data form** – This form is required by the Utilities Department to complete their plan review. (<http://www.cityofrockhill.com/Home/ShowDocument?id=2223>)
- COMCheck forms** (if required, see checklist below) – Visit www.energycodes.gov for more information.
- Special Inspection Information.** See the SCLLR Special Inspection Manual for detailed information. (<http://www.llr.state.sc.us/POL/BCC/PDFfiles/SPECIAL%20INSPECTION%20MANUAL%20082609.pdf>)
 - Provide a **Schedule of Special Inspections**. If none are required, list this on the plans. (<http://www.cityofrockhill.com/Home/ShowDocument?id=4549>)
 - Complete the **Special Inspections form** with a list of the special inspectors and a copy of their certifications. (<http://www.cityofrockhill.com/Home/ShowDocument?id=2245>)
- Business License Application** – The architect of record is required to obtain a City business license before the plans can be approved. (<http://www.cityofrockhill.com/home/showdocument?id=2253>)
- FOG Grease Discharge Permit Application** - Food Service Establishments will need to obtain a Grease Discharge Permit and install a Grease Removal Device. Visit www.cityofrockhill.com/FOG for more information. This is required before the certificate of occupancy can be issued. Specifications for the grease removal device should be submitted during plan review.

The tenant(s) occupying the space should complete an **Application to Start or Change a Business (Zoning and Building Code Compliance Form)**. This is required for plan review unless a tenant is not known at this time.

- Application to Start or Change a Business (Zoning and Building Compliance form)** - New tenants should complete this form. (<http://www.cityofrockhill.com/Home/ShowDocument?id=2269>)

The general contractor should complete these forms to obtain the building permit after plan approval:

- Building Permit Application** – (<http://www.cityofrockhill.com/Home/ShowDocument?id=2099>)
- New Contractor Application** - for general contractors and subcontractors new to Rock Hill. (<http://www.cityofrockhill.com/Home/ShowDocument?id=2137>)
- Business License Application** – the general contractor and all subcontractors are required to obtain a City business license. (<http://www.cityofrockhill.com/home/showdocument?id=2253>)

Interior Upfit Checklist

Please provide the following, when applicable:

BUILDING DATA

- Provide an overall floor plan that will identify your space in relation to other spaces, corridors, exits, etc. Label your space and suite number and last tenant, if known. If in a multi-tenant building, provide overall floor plan for entire building and identify use of adjoining tenants. This overall key plan will also be used for addressing purposes if a suite number needs to be assigned so make sure the road names are also shown so the Addressing Coordinator can determine the location.
- Provide an index of drawings and a contact list of all parties including Architect, Engineers, Property Owner, Tenant and Contractor. Include name, address, phone number and license numbers of each professional.
- Include Building Code Summary information (also known as Appendix B in NC) on cover sheet. Provide the following information:
 - Building Data
 - i. Construction Type
 - ii. Identify if sprinkler system is present
 - iii. Square footage of total building and square footage of space
 - iv. Building Height and Number of Stories
 - v. Occupancy class
 - vi. Occupant load - include any calculations
 - vii. List applicable building code editions (see our list of Building Codes currently enforced)
 - Fire Protection Requirements and Life Safety System Requirements
 - i. Identify the number of exits within space and building and note exit travel distance.
 - ii. Tenant separation walls must be detailed with fire rating listed and method used to obtain such rating.
 - iii. Provide a floor plan identifying rated and non-rated partitions, corridors, door and other openings.
 - Structural Design Info
 - Plumbing Fixture Requirements
 - Accessible Parking Requirements
- Specials Inspections, if applicable. See the **SCLLR Special Inspection Manual** at <http://www.llr.state.sc.us/POL/BCC/PDFfiles/SPECIAL%20INSPECTION%20MANUAL%20082609.pdf> for more information.
 - Complete the **Special Inspections Schedule** (<http://www.cityofrockhill.com/Home/ShowDocument?id=4549>) and **Special Inspections Form** (<http://www.cityofrockhill.com/Home/ShowDocument?id=2245>). Provide a list of any special inspections that will be required. A list of each special inspector along with his state license information is required to be provided before a building permit can be issued.

ARCHITECTURAL PLAN

- Detail plans including room names, dimensions and notes.

- Toilet Room layout at a sufficient scale to determine required details and dimensions.
- Seating and furniture layout, if applicable.
- Ramp and Stair details for any new structures.
- Identify accessible clearance, routes and fixtures as required by ADA code. See **Building Construction Codes** (<http://www.cityofrockhill.com/Home/ShowDocument?id=2201>) we enforce for current code editions.
- Schedules as applicable: window, door and hardware, interior finishes, etc.
- Wall detail and framing information.
- Show exit lights, emergency lights and smoke detectors, if required.
- Fire alarm system, cooking equipment, etc. when required.

ARCHITECTURAL DESIGN STANDARDS FROM THE ROCK HILL ZONING ORDINANCE (RHZO)

The City of Rock Hill architectural design standards help create attractive and lasting buildings. These standards specifically address elements such as the materials used, the amount of glass used, roof design, building entry design, etc. Please review section 6-800 of the Rock Hill Zoning Ordinance (<http://www.cityofrockhill.com/home/showdocument?id=2065>).

ELECTRICAL PLAN

- Power riser diagram and panel schedules.
- Show location and size of electrical service, meter, disconnect, panel, transformer, etc.
- Fixture layout and schedule including manufacturer and load information.
- COMCheck details must be provided. See www.energycodes.gov for more info.
- Complete, sign and return the **Electrical Load Data form** (<http://www.cityofrockhill.com/Home/ShowDocument?id=2223>). The City of Rock Hill is the electric service provider in most areas. Provide the owner's/tenant's name and mailing address so that we can contact them for any service agreements that may need to be signed. If no changes will be made to existing service, please select "Existing Service" and write "no change" on form.

PLUMBING PLAN

- Show all new plumbing with riser diagram. Restrooms, drinking fountains or other elements required to be accessible to handicapped should be detailed on plans. See **Building Construction Codes** (<http://www.cityofrockhill.com/Home/ShowDocument?id=2201>) we enforce for current code editions.
- Cross connection protection details (pits, valves, etc.).
- Grease trap details showing type, design and capacity meeting the City Fat, Oil and Grease (FOG) control ordinance (if applicable). See www.cityofrockhill.com/FOG for more information.
- Wastewater Survey and Discharge Permit** application, if applicable (<http://www.cityofrockhill.com/Home/ShowDocument?id=2345>)
- Backflow prevention test reports for irrigation and fire sprinkler systems from third party inspector must be submitted before C.O. can be issued.

MECHANICAL PLAN

- HVAC floor/ceiling plans - show equipment, ductwork, location of thermostats and controls.
- COMCheck details must be provided. See www.energycodes.gov for more info.
- Energy calculations and lighting power budget. (OTTV, COP, EER, Power Factor) per Model Energy Code for buildings 5000 sq.ft. or greater.

FIRE PROTECTION PLAN

- Fire sprinkler plans must be submitted to the SC State Fire Marshal if adding 12 or more additional heads. If adding 11 heads or less, the sprinkler plan can be reviewed by City. The plan must be approved before rough-in inspections can be scheduled. See the Fire Sprinkler System Plan Checklist for more information (<http://www.cityofrockhill.com/Home/ShowDocument?id=7645>).
- If a fire suppression system is to be installed, a separate plan review and permit is required. See the Fire Suppression System Plan Checklist for more information (<http://www.cityofrockhill.com/Home/ShowDocument?id=8267>).

- If a fire alarm system is to be installed, a separate plan review and permit is required. See the Fire Alarm System Plan Checklist for more information (<http://www.cityofrockhill.com/Home/ShowDocument?id=7643>).
- Backflow prevention test reports for irrigation and fire sprinkler systems from third party inspector must be submitted before C.O. can be issued.

SIGN PERMITS

- Signs and sign details. If signs will be installed, a separate Sign plan review and Sign Permit Application (<http://www.cityofrockhill.com/Home/ShowDocument?id=2261>) is required. The City's sign regulations can be found online in the Rock Hill Zoning Ordinance (<http://www.cityofrockhill.com/home/showdocument?id=2065>). Visit our website at <http://www.cityofrockhill.com/departments/planning-and-development/permit-application-center/sign-permits> for more information.

SPECIAL APPROVALS

- Prior to demolition or renovation, interior or exterior, you must notify SCDHEC and obtain their approval for asbestos removal if the structure is not residential with four units or less. Visit <http://www.scdhec.gov/environment/bag/Asbestos/index.asp> for more information or contact SCDHEC at 803-898-4123.
- Check SCDHEC requirements for food establishments and exhaust hoods at <http://www.scdhec.gov/FoodSafety/FoodServiceIndustry/Permits/>.
- Fire sprinkler plans should be submitted to the SC Fire Marshal for review when a new system is installed or any modifications are made to an existing system adding 12 or more sprinkler heads. The plan must be approved before rough-in inspections can be scheduled. Visit <http://scfiremarshal.llronline.com/> for more information.

Other Agencies Contact Information

SCDHEC - Midlands EQC Lancaster
 2475 DHEC Road
 Lancaster, SC 29720
 Phone: (803) 285-7461
 Fax: (803) 285-5594
www.scdhec.gov

SCDOT
 John Wellborn
 Encroachment Permits
 Phone: 803-327-6186
www.dot.state.sc.us

SC Fire Marshal – SCLLR
 Mailing Address:
 Office of State Fire Marshal
 141 Monticello Trail
 Columbia, S.C. 29203
 Phone: (803) 896-9800
 Fax: (803) 896-9806
scfiremarshal.llronline.com

York County Natural Gas Authority
 965 W. Main St.
 Rock Hill, SC 29730
 Phone: 803-323-5304 or 866-578-4427
 Fax: 803-323-5400
www.ycnga.com

Comporium
 PO Box 470
 Rock Hill, SC 29731
 Phone: 866-889-2667
www.comporium.com