

Planning and Development Department - Permit Application Center

P.O. Box 11706 or 155 Johnston St.

Rock Hill, SC 29731-1706

Ph: 803-329-5590

Fax: 803-329-7228 -- website: www.cityofrockhill.com



FREQUENTLY ASKED QUESTIONS

City of Rock Hill
Building Department
155 Johnston Street
Rock Hill, SC 29730

Contact: Kenneth Jackson
Commercial Plans Examiner
ph. 803-329-5581
fax 803-329-7228

Current Code Information

What are the current applicable codes?

- INTERNATIONAL BUILDING CODE 2006 EDITION
- INTERNATIONAL RESIDENTIAL CODE 2006 EDITION (except Chapter 11 - Energy Efficiency)
- INTERNATIONAL PLUMBING CODE 2006 EDITION
- INTERNATIONAL MECHANICAL CODE 2006 EDITION
- INTERNATIONAL GAS CODE 2006 EDITION
- INTERNATIONAL ENERGY CONSERVATION CODE 2006 EDITION
- INTERNATIONAL FIRE PREVENTION CODE 2006 EDITION
- NATIONAL ELECTRICAL CODE 2008 EDITION (effective July 1, 2009)
- ZONING CODE (CITY OF ROCK HILL) JAN 2006 – as amended
- INTERNATIONAL EXISTING BUILDING CODE 2003 EDITION
- ICC/ANSI 117.1 AMERICAN NATIONAL STANDARD 2003 EDITION

Is there a state or local energy code?

Yes, the International Energy Conservation Code – 2006 Edition.

Are there any City revisions or local requirements?

Third Party tests are required on all backflow preventers prior to the issuance of the certificate of occupancy.

What is the frost line? 10"

What is the ground snow load? 10"

What is the roof live load? 20 psf

What is the wind speed? 80 mph, 3 sec. gust

What are the seismic requirements?

Site Class "C"

Latitude: 35° 23 " N

Longitude: 80° 85 " W

Are energy calculations required?

Yes, compliance reports are required in some situations.

Are structural calculations required?

In some situations they are required depending on the structure. Contact the Plans Examiner for more information.

Is this an area of union influence? No

Building Review and Permitting

What is the building permit process (for initial review and resubmittals)?

Plan review typically takes 10 business days. When all reviewers have submitted their comments, you will be notified by email with a list of comments. You can then revise your plans and resubmit them for review. Printed plans as well as digital plans can be submitted for review but digital plan submittal is preferred in .pdf format. When the plans are approved you can obtain your building permit. For more information please contact the Permit Application Center at 803-329-5590.

How many sets of plans and specifications are required?

4 Paper Building Plans
1 Specification Book

If plans are submitted digitally for review, only two paper copies of the approved plan are required at the end. Digital plans can be submitted by email or by using our ftp website. Please note that the City email system will not accept emails with .zip files attached. Please contact the Permit Application Center at 803-329-5590 for information about the ftp site.

Please see our website at www.cityofrockhill.com for civil site plan requirements.

What is the required size of sheets?

Minimum 11" x 17"
Maximum 30" x 42"

What is the initial review time? Up to 10 Business Days

What is the resubmittal review time? Up to 10 Business Days

Is FedEx an acceptable delivery method?

Yes, but please submit plans with a transmittal sheet with a description of the work.

What is the building plan review fee? 50% of the building permit fee. The plan review fee is paid with the building permit fee at the time the building permit is issued.

What is the permit fee formula? See [How to Calculate Permit Fees](#).

Where do I submit plans for review?

Permit Application Center
City of Rock Hill
155 Johnston Street
Rock Hill, SC 29730

Plans can be hand delivered to our office at the above address Monday through Friday, 8:00 a.m. – 5:00 p.m. Plans can also be submitted digitally online or by email.

Do we need Health Department approval prior to building plan submittal? No

Can plans be approved with comments or do all comments need to be addressed before we can get a permit?

All comments need to be addressed prior to permitting.

What is the time frame for permit expiration? 180 days from the date the permit was issued.

Can a grading permit be obtained prior to a building permit approval?

Yes, please contact Kathy Paterniti in the Infrastructure Division at 803-329-5515.

Who assigns the address for the site?

The City of Rock Hill will assign an address during plan review.

Does an address have to be obtained prior to Building Department review? No

Do drawings need to be submitted to anyone other than the Permit Application Center?

Yes, fire sprinkler system drawings must be submitted to the SC State Fire Marshal for review. For more information, visit <http://www.scfiremarshal.llronline.com/EngServices/index.asp?file=main.htm>.

Are separate permits and/or plan reviews required for specific trades?

A separate permit and plan review is needed for:

- Cooking hood suppression system
- Irrigation system
- Signs

A separate plan review is required for:

- Fire alarm system (no permit required for low voltage wiring)
- Fire sprinkler system (plans review by SC State Fire Marshal, sub is listed on general contractor's permit)

These permits should be obtained by the subcontractor performing the work. Other subcontractors will be listed under the general contractors permit.

If there are any public improvements, are bonds required?

Yes, in some cases. Contact the Infrastructure Division at (803) 329-5515 for more information.

Inspections

Does the Engineer or Architect of record need to make any inspections to certify any part of the construction?

This will be determined by the Architect in compliance with Chapter 17 of the IBC.

Are as-builts required? Yes, as-builts are usually only required for new building construction that involves any civil site improvements. As-builts are required to be submitted for review and approved before the certificate of occupancy can be issued.

Is there any order to which the inspections are made (Building, Health, Fire, etc.)? No

How many days in advance do we need to call for the inspections?

You can schedule on the internet prior to 7:00 a.m. for a same day inspection. Please contact the PAC at 803-329-5590 to set up a password to schedule inspections online. If you call in your inspection, you should call before 3:00 p.m. to schedule an inspection for the next day.

After operations have begun, are there any agencies that will need to inspect other than Fire and Health?

Yes, in some cases special inspections are required by third party inspectors.

Are any special inspections required?

This will be determined by the Architect in compliance with Chapter 17 of the IBC.

Certificate of Occupancy

Can a building be occupied for hiring and training prior to the issuance of a certificate of occupancy?

There is a possibility if the building is considered safe for habitation and all sanitary facilities are functional, to be determined by the Building Official and Fire Marshal. Please complete the [Request to Place Equipment/Furnishings](#) form.

Is a Temporary Certificate of Occupancy available?

Possibly, to be determined by the Building Official.

Is a trailer allowed to be placed on site for hiring purposes?

In some cases, but it must be permitted and approved prior to installation.

What is the final inspection procedure for obtaining the certificate of occupancy?

Please see [How to Obtain Your CO for Commercial Buildings](#).

Demolition

What is the process for issuing a demolition permit?

Submit drawings for demo work to be performed along with a [Demolition Permit application](#).

What is the review time for a demolition permit? Up to 10 business days.

Do you require a letter from the utility companies for disconnection of existing service prior to issuing the demo permit?

In most cases the City of Rock Hill is the utility company. Please make your request 48 hours prior to disconnect.