

## **HOW TO OBTAIN YOUR CERTIFICATE OF OCCUPANCY FOR COMMERCIAL BUILDINGS**

### **Final Inspections:**

#### **I. How do I schedule my final inspection?**

You should call the inspection line at (803) 329-5590 to schedule your final inspection. You can also schedule inspections online at <http://devservices.ci.rock-hill.sc.us>. The Permit Application Center will notify the other departments who need to do a final inspection when you request your final building inspection. Our goal is to perform the inspections within 24 hours of your request but occasionally an emergency situation can delay the inspection by the Fire Inspector.

#### **II. Who needs to do a final inspection and what will they inspect?**

The following is a list of inspectors who may need to inspect your project:

1. Building Inspector
  - a. Handicapped accessibility per requirements of ANSI A117.1
  - b. Constructed as shown on approved building plans
2. Fire Inspector
  - a. Emergency lighting
  - b. Fire extinguisher locations
  - c. Sprinkler systems
  - d. Fire alarm systems
  - e. Letter of approval from State Fire Marshal for fire sprinkler system.
3. Zoning Inspector
  - a. Dumpster screening
  - b. Parking lot striping
  - c. Signs
  - d. Fencing
  - e. Parking lot lighting fixtures
4. Landscape Architect
  - a. Placement of landscape material
  - b. Quantity and size of landscape material
  - c. Species of landscape material
  - d. Test new irrigation systems
5. Infrastructure Inspector
  - a. Curb and gutter

- b. Sidewalks
- c. Dumpster enclosure opening
- d. Water meter boxes
- e. SC DHEC approval of water and sewer (if required)
- f. Final site stabilization
- g. Positive drainage pattern

6. Industrial Pre-Treatment Inspector (for businesses that discharge non-domestic water or processed waste water)

- a. Grease trap
- b. Pre-treatment

**III. Are there any fees involved in final inspections?**

Reinspection fees are charged if you fail an inspection. These fees are due at the time you pick up your certificate of occupancy.

**IV. When can I get my Certificate of Occupancy?**

All of the inspections from each department must be approved before a C.O. can be issued.

**V. Can I place furnishings and equipment prior to the C.O.?**

In some cases you can complete a form to allow you to move in furniture and equipment before the C.O. is issued. This form is obtained from the Permit Application Center and must be approved by the Fire Marshal and Building Official.

**VI. What are some of the more common reasons that may cause failure of a final inspection?**

The following is a list of some of the most common reasons that a final inspection would not pass:

1. Dumpster screening is not installed.
2. Dumpster gates missing hold open rods.
3. Required fencing not installed. (Chain link fencing must be black or green. Chain link may not be used when visual screening is required.)
4. Parking lot striping incomplete or not accurate.
5. Lighting fixtures exceed height limits or do not have adequate shielding from glare or spillover onto adjacent sites when brighter than 100 watts.
6. Permits not obtained for signs.
7. Handicapped fixtures not placed per requirements of ANSI A117.1.
8. Counters and vanities improper height or configuration do not allow for handicapped accessibility.
9. Improper handicapped rails and ramp slope.
10. Backflow preventor not tested.
11. Water meter boxes not properly set to grade.
12. Stormwater measures not complete.
13. Landscaping not complete or not placed per approved plan (for example: not enough plants or plants that are not the required caliper/species or improper spacing).

14. South Carolina Department of Health and Environmental Control approval of water and sewer not obtained.
15. Letter of approval from State Fire Marshal for the building sprinkler system not obtained.
16. As-builts for water, sewer, storm drainage, and best management practices not approved.