

Insulation Inspection

This inspection is performed after the approval of the framing and after the insulation has been installed in the sidewalls, floors, and any ceiling areas where insulation will not be blown in. No wall finishes are to be installed until the insulation has been inspected and approved.

Final Building Inspection

This inspection is performed after all systems have been installed and are operational and all portions of the structure are ready for occupancy.

ISSUING THE CERTIFICATE OF OCCUPANCY

As a rule, commercial buildings will require final inspections from a representative of each of the following departments prior to issuance of the Certificate of Occupancy:

- Building Inspections Division
- Fire Marshal
- Utilities
- Public Works
- Infrastructure/Stormwater
- City Landscape Architect
- Planning/Zoning

These inspections may be requested by calling 803-329-5590. Please specify if you are requesting a final inspection by all of the above departments or need an inspection by a specific department or departments. If you schedule your final inspection on the website, please call the Permit Application Center at 803-329-5590 to notify a representative that you are ready for the final inspection so they may send your request to the above departments.

All of the departments required to perform a final inspection must give their approval before a Certificate of Occupancy will be issued.

REINSPECTION FEES

Reinspection fees are assessed as follows when correction of code violations is required:

- First failed inspection\$15
 - Second failed inspection at the same site for the same violation\$20
 - Third failed inspection at the same site for the same violation\$30
 - Failed final inspection\$50
- Reinspection fees must be paid prior to receiving the Certificate of Occupancy.**

INSPECTION DIVISION TELEPHONE NUMBERS

24 Hour Inspection Request Line.....	803-329-5590
Permitting Staff	803-329-5590
Plans Examiner	803-329-5581
Building Official	803-329-5598
Plan Submittal Questions.....	803-329-5569 or 803-329-7089
Impact Fees	803-329-5515

WEBSITE ADDRESSES

City of Rock Hill	www.cityofrockhill.com
SC Dept. of Labor & Licensing	www.llr.state.sc.us

OTHER HELPFUL TELEPHONE NUMBERS

Plan Submittal/Plan Tracking.....	803-329-5569
or	803-329-7089
Impact Fees	803-329-5515
Business Licenses.....	803-329-7042
Utilities Department.....	803-329-5500
Public Works Department	803-329-5600
Landscape Architect.....	803-329-5688
Zoning Inspector.....	803-329-7088
Zoning and Land Development Information (“Planner of the Day”)	803-329-5587
Customer Service (for utility account information)	803-325-2500
PUPS (Palmetto Utility Protection Service)	811 or 1-888-721-7877



City of Rock Hill • Development Services
P.O. Box 11706 • 155 Johnston Street, Suite 300
Rock Hill, SC 29731

COMMERCIAL



COMMERCIAL BUILDING PROCEDURES



NEW CONSTRUCTION AND ADDITIONS

New commercial construction is required to go through a development approval process that is facilitated by our **Permit Application Center (PAC)** located in the Development Services Department. Our PAC staff will provide you with publications explaining the needed information and the steps in the development review process. You may obtain this information at the Development Services Department on the third floor of City Hall or call 803-329-5569 or 803-329-7089 for information or visit our website at www.cityofrockhill.com.

RENOVATIONS

Plans for renovations are submitted to the PAC for distribution to the staff that will review the plans. Generally there are fewer persons involved in the review of this type of project unless it is in conjunction with a change of use for the structure. A change of use will many times require compliance with current codes and regulations governing that type of use. In this situation the project would most likely go through the same process as new construction.

THE BUILDING PERMIT

The building permit includes the mechanical, electrical, and plumbing permits. Permits for gas piping, fire sprinklers, fire alarms, and hood systems are permitted separately. The building permit will be issued after the reviewing parties are satisfied that the project complies with the applicable codes and regulations and all required permits from other regulatory agencies are obtained and submitted with a completed Building Permit Application.

Note: plans for fire sprinkler permits must be submitted to the State Fire Marshal's office for review. A letter of approval from the State is required before a certificate of occupancy can be issued.

Licensing Requirements to Obtain Permits

You can view licensing requirements on our website at www.cityofrockhill.com, Development Services, Licenses & Permits, Contractors Licensing Requirements. You can find State licensing requirements for contractors on the Dept. of Labor website at www.lr.state.sc.us. You can also speak with the Permit Application Center at 803-329-5590 for licensing requirements.

INSPECTIONS

General Information

Inspections are performed between the hours of 7:00 a.m. and 2:30 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 schedule for the following business day. Inspections requested from our website **prior to 7:00 a.m.** may be schedule 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, Online Services, Building Inspections.

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 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.
- 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.

Construction may not take place until fire hydrants and roads serving the construction location are approved for use by the Fire Marshal.

SPECIFIC INSPECTIONS

Concrete Inspections

Footing and pier pad inspection – After trenches or pad locations are dug and prior to pouring concrete. If reinforcement is required, it is to be in place.

Slab Inspection – After the termite treatment has been applied, the wire reinforcement (if used) is in place, and the moisture barrier is paced prior to pouring.

Monolithic Slab Inspection – After the footing area is dug out, any required steel reinforcement is in place, the wire reinforcement is placed (if used), the termite treatment applied and the moisture barrier is in place.

Reinforced Concrete – Any reinforced concrete poured on site is to be inspected after the reinforcement is in place and prior to pouring.

Reinforced Masonry Walls – Masonry walls requiring vertical reinforcement or reinforced bond beams and lintels are to be inspected prior to pouring concrete.

Concrete test results are to be submitted to City of Rock Hill Inspections Division, 155 Johnston Street, Rock Hill SC, 29731.

Plumbing Inspections

Under Slab Plumbing – Inspected after all water lines and building drains are in place. No backfilling of the trenches is to take place prior to inspection. A 10' column of water is to be on the drain system and either City water connected to the water lines or 100 psi of pressure on the water lines.

Building Sewer – Inspected after all of the pipe is installed and ran to the point of connection to the City sewer line. Water is to be on the sewer line from the clean out next to

the building to the point of connection to the City sewer line. The trench is to be open until inspected.

Plumbing Rough-in Inspection – For commercial construction this inspection can be performed either in stages or in conjunction with the mechanical, electrical, and framing inspection depending on the size of the project. Water is to be on all drain lines and 100 psi of pressure on water lines.

Plumbing Final Inspection – All plumbing fixtures are to be installed and functioning and the water and sewer lines are to be connected to City services. The final inspection is typically performed in conjunction with the other final inspections.

Gas Piping – This inspection is performed when the gas piping is complete and 10 psi of pressure has been maintained for at least 30 minutes. **Galvanized piping may not be used.**

Mechanical Inspections

Mechanical Rough-in Inspection – For commercial installations this inspection may be performed either in stages or at the same time as the electrical, plumbing, and framing inspection depending on the size of the project.

Mechanical Final Inspection – For commercial installations the final inspection is typically performed in conjunction with the other final inspections.

Electrical Inspections

Electrical Rough-in Inspection – For commercial installations it may be performed in stages.

Electric Temporary Power – If power is required for commercial installations prior to all of the circuits being completed and devices installed, the electric panels are to be complete and capable of being secured from access by all persons but the electrical contractor or the job superintendent.

Final Electrical Inspection – For commercial installations the final inspection is typically performed in conjunction with the other final inspections. All devices are to be installed, wiring to fixtures complete, and the panel(s) labeled.

Framing Inspection

For commercial construction this inspection may be performed either in stages or in conjunction with the mechanical, electrical, and plumbing rough-ins, depending on the size of the project. For steel structures, all field welds and bolted structural connections are to be certified by an independent testing company. A signed and sealed copy of the report is to be on the job site for the framing inspection.

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