



# New Contractor Forms

**Are you applying for your first permit with the City of Rock Hill? Please fill out the attached forms and submit with your permit application or when submitting for plan review.**

**Required:**

- New Contractor Application (to be filled out by the SC State License Holder)
- Color copy of SC State License Holder's driver's license or other acceptable photo ID
- City of Rock Hill Business License Application

**Optional:**

- Authorization to Obtain Permits

**Online Services Website:**

- Go to [www.cityofrockhill.com/onlineservices](http://www.cityofrockhill.com/onlineservices) to apply for permits or submit plans for review.

**If you have any questions, please contact our office at 803-329-5590.**

## NEW CONTRACTOR APPLICATION

**Contractors obtaining their first permit or being listed as a subcontractor on their first permit with Rock Hill must provide photo identification of the state license holder to be entered into our system. This is required for your protection to ensure someone other than yourself does not obtain a permit using your information.**

**Subcontractors are notified by email when they have been listed on a building permit. If you receive an email that you have been listed on a permit for a project you are not doing, please notify us immediately.**

State License Holder Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Do you have any other offices other than the address listed above?  Yes  No

If Yes, please list the address(s): \_\_\_\_\_

State License Number: \_\_\_\_\_ License Type: \_\_\_\_\_

City of Rock Hill Business License #: \_\_\_\_\_

Attach a clearly legible color copy of the state license holder's photo ID.



To setup access to our Online Services Website, please provide:

Email: \_\_\_\_\_ Password: \_\_\_\_\_

NOTE: If you wish to authorize someone other than yourself to obtain permits for you, please complete the [Authorization to Obtain Permits Form](#).

## AUTHORIZATION TO OBTAIN PERMITS

In an effort to protect licensed contractors and citizens of this jurisdiction from unlawful and unlicensed contractors, we have developed this form that will remain on file. This form authorizes someone to pull permits on your behalf in your name. Please attach a color copy of the state license holder's photo ID with this form.

Date: \_\_\_\_\_

State License Holder Name: \_\_\_\_\_

State License Number: \_\_\_\_\_ License Type: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I give the following person(s) permission to pull construction permits under my name and/or state license number:

Name(s): \_\_\_\_\_

Company Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

One Time Only for work located at: \_\_\_\_\_

On an On-going Basis until I revoke this authorization in writing

**\* A color copy of the state license holder's picture identification must accompany this form.**

\_\_\_\_\_  
License Holder Signature

\_\_\_\_\_  
Date

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_ personally appeared before me

State License Holder

\_\_\_\_\_ who stated that he/she is the

Notary Public

\_\_\_\_\_ of \_\_\_\_\_, and that the instrument

Position/Title

Company Name

was signed on behalf of the said company/ corporation by authority of its board of directors and acknowledged said instrument to be its voluntary act and deed.

Before me:

\_\_\_\_\_

Notary Public for \_\_\_\_\_

Seal

My Commission Expires: \_\_\_\_\_.

# CITY OF ROCK HILL NEW BUSINESS LICENSE APPLICATION

155 Johnston Street, Suite 300  
P.O. Box 11706, Rock Hill, SC 29730  
Email: [businesslicense@cityofrockhill.com](mailto:businesslicense@cityofrockhill.com)

Phone: 803-329-5590  
Fax: 803-329-7228  
Website: [www.cityofrockhill.com](http://www.cityofrockhill.com)



For new businesses or businesses obtaining their first business license. Please complete this form and return it to our office.

## 1. Business Information

Legal Business Name: \_\_\_\_\_

Doing Business As (DBA): \_\_\_\_\_

Type of Business Ownership:

Corporation  LLC  LLP  LP Federal Tax ID No.: \_\_\_\_\_

Sole Proprietor (Individual) – Complete the following:

Social Security No.: \_\_\_\_\_

Driver's License No. & State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

What does your business do? \_\_\_\_\_

NAICS Code that best describes your business: \_\_\_\_\_

Date Business Opened: \_\_\_\_\_

Estimated Gross Revenue \$ \_\_\_\_\_

New businesses should project their gross revenue through the end of the current calendar year. Existing businesses obtaining a license for the first time should report their gross revenue from each calendar year in operation.

## 2. Business Location Information

You must provide a physical location for your business. If your business is physically located inside City limits you will need an approved [Zoning and Building Code Compliance Certificate](#). If your business is mobile and/or you wish to use your home address inside City limits as the business location, you will need a [Home Occupation Permit](#). Peddlers, Solicitors, Canvassers, Door-to-Door Sales, see section G of this form.

Business Address: \_\_\_\_\_

Inside Rock Hill City Limits  Outside Rock Hill City Limits

Business Mailing Address:  Same as Business Address

If different, provide here: \_\_\_\_\_

Local Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is this the address to which the business license renewal form should be mailed?  Yes  No

If no, print the corporate mailing address, contact name and phone number for the corporate contact.

Corporate Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Form continued on Page 2

### FOR OFFICE USE ONLY

Date: \_\_\_\_\_ Approved By: \_\_\_\_\_ License Fee: \$ \_\_\_\_\_

Location ID #: \_\_\_\_\_ Method of payment: Cash ( ) Check ( ) Credit Card ( )

H-Tax #: \_\_\_\_\_ LAT #: \_\_\_\_\_ Utility Account #: \_\_\_\_\_

NAICS #: \_\_\_\_\_ Rate Class: \_\_\_\_\_ BL Account #: \_\_\_\_\_ BL#: \_\_\_\_\_

### 3. Owner/ Principal Information

Individual names and titles of all officers/principals of the business must be provided. No corporate names. Use a separate sheet if needed.

Owner/Principal Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Person Responsible for Business License

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work #: \_\_\_\_\_ Other #: \_\_\_\_\_ Email: \_\_\_\_\_

How would you like to receive your business license?  By Mail  By Email

### 4. Please review and complete any sections below that apply to your business.

#### A. Businesses Regulated by SCLLR – [www.llr.state.sc.us](http://www.llr.state.sc.us)

Many business are regulated by SCLLR (South Carolina Labor, Licensing and Regulation) such as Architects, Contractors, Cosmetologists, Engineers, Physicians and Therapists. A SC license must be provided to obtain a business license for a business type regulated by SCLLR.

State License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on License: \_\_\_\_\_

#### B. Contractors Outside City Limits

You have the option to obtain a per job license that will cover your work in the City for the duration of the project. You can also obtain an annual license that must be renewed yearly. Use this section for a per job license. Attach a copy of your bid, quote or contract for the project.

Per Job License – Address of your job site in City limits: \_\_\_\_\_

Expected Completion Date of Project: \_\_\_\_\_ Contract Amount: \$ \_\_\_\_\_

#### C. Professional Practices

Where two or more people makeup a firm or partnership, each principal, in addition to the first, are subject to the applicable minimum license tax under the business license ordinance (Sec. 11-36). After payment of the required minimum(s):

- all principals may pay as a firm, partnership or association on a total gross income basis, after taking credit for the number of minimums paid, or
- each principal may pay against his own gross income only. Submit separate applications for this option.

Number of Principals in Firm: \_\_\_\_\_

#### D. Retail Sales

Sales tax is imposed on the sale of goods and certain services in South Carolina. Visit the SC Department of Revenue website at <https://dor.sc.gov/tax/sales> for more information.

SC Department of Revenue Sales Tax ID No.: \_\_\_\_\_

Will you be selling goods in other places outside the City?  Yes  No

#### E. Food Service Businesses

In addition to a business license, restaurants and other food service businesses must have a Food Service Permit from SCDHEC. Visit their website at <http://www.scdhec.gov/FoodSafety/FoodServiceIndustry/> for more information. Mobile food trucks are also regulated by SCDHEC. Mobile food trucks cannot have permanent fixtures such as tables and chairs. Please provide a copy of your food service permit or approval from SCDHEC. Businesses selling prepared meals, foods and beverages are also required to pay a local 2% Hospitality Tax to the City (See Section N).

#### F. Alcohol Beverage License

Business that wish to sell alcohol must have the appropriate license from SCDOR. Visit <https://dor.sc.gov/tax/abl> for more information. Note: A license for a bar (NAICS 722410) must be issued in the name of the individual who has been issued a state ABC license and will have actual control and management of the business. Businesses selling prepared meals, foods and beverages are also required to pay a local 2% Hospitality Tax to the City (See Section N).

SCDOR ABL License No.: \_\_\_\_\_ Name on License: \_\_\_\_\_

#### G. Peddlers, Solicitors, Canvassers, Door-to-Door Sales

All traveling salespeople or commercial travelers selling merchandise directly to consumers are considered peddlers. You must provide written authorization from the property owner for the intended location of the sale. Other permits may be required for the location of the sale to comply with City zoning regulations such as a [Temporary Use Permit](#).

- Regular Activities – More than two sale periods of more than three days each per year.  
A minimum fee will apply on gross sales \$0 to \$2,000 of \$150. Sales over \$2,000 are charged \$1.80 per \$1,000 or fraction thereof.
- Seasonal Activities – Maximum of two sale periods with maximum of three days each year. A separate license is required for each sale period.  
A minimum fee will apply on gross sales \$0 to \$2,000 of \$15. Sales over \$2,000 are charged \$1.80 per \$1,000 or fraction thereof.

#### H. Amusement Machines/Coin Operated Devices

Use this section if your business has any coin-operated amusement machines. In addition to a business license, coin-operated devices require a license from the SC Department of Revenue. Visit their website at <https://dor.sc.gov/tax/coin-operated-device> for more information.

Are you:  Owner/Operator of Machines  Distributor Selling or Leasing machines

Type of Machines: \_\_\_\_\_ Number of Machines: \_\_\_\_\_

Type 1 Machines: Any machine for the playing of music or kiddie rides operated by a slot; or mechanical amusement deices and juke boxes operated by a coin slot (for depositing coins or a thing of value). Includes: billiard or pocket billiard table, foosball table, bowling lane table, and ~~skee-ball~~.

Type 2 Machines: Any machine for the playing of amusements or video games (without a free play feature) or crane-type machines operated by a slot where a coin (or thing of value) is deposited. Any game or amusement machine (with a free play feature) operated by a coin slot (for depositing coins or a thing of value), featuring a ~~pop-out~~ pin table type with levers or "flippers" (operated by the player) which change the course of the balls.

Type 3 Machines: A machine of the ~~pop-out~~ type, or in-line pin game, operated by a coin slot (for depositing coins or a thing of value); except machines of the ~~pop-out~~ pin-table type with levers or flippers operated by the player to change the course of the balls.

#### I. Billiard or Pool Rooms

Number of pool tables: \_\_\_\_\_

#### J. Scrap Metal Hauling

In addition to a business license, anyone who buys or sells scrap nonferrous metal must get a permit from the York County Sheriff's office under SC state law Section 16-17-680 (<http://www.scstatehouse.gov/code/t16c017.php>).

#### K. Dealers in Precious Metals/ Precious or Semiprecious Stones or Gems

A precious metal is any article made in whole or in part of gold, silver or platinum. A precious or semiprecious stone or gem is any stone or gem that is rare or costly or any stone or gem that is of lower value than those classified as precious. A dealer is any person, corporation, or partnership who buys precious metal or precious or semiprecious stones or gems from the general public with an intent to obtain a monetary profit for himself or for a principal. Dealers in Precious Metals are regulated by SC state law, Title 40, Chapter 54. Anyone wishing to become a dealer must first obtain approval from the Rock Hill Police Department.

Police Contact: Lt. Brad ~~Redfean~~, Ph. 803-329-7263, Email: [Brad.Redfean@cityofrockhill.com](mailto:Brad.Redfean@cityofrockhill.com)

#### L. Vehicles for Hire - Taxicab Service or Wrecker Service

A motor-driven vehicle in which the public or a vehicle is carried from place to place for a price or for hire is considered a vehicle for hire. In addition to a business license, a vehicle for hire service must comply with regulations in the City's

municipal ordinance (Chapter 30, Vehicles for Hire), and get approval from the Rock Hill Police Department. The vehicle for hire service will need a background check and business license. Each driver also needs a background check and license. You must attach a copy of your approval from the Rock Hill Police Department before your business license can be issued.

**Police Contact:** Lt. Brad Redfeam, Ph. 803-329-7263, Email: [Brad.Redfeam@cityofrockhill.com](mailto:Brad.Redfeam@cityofrockhill.com)

#### M. Child Care

Child care businesses are regulated by the SC Department of Social Services (SCDSS) and must be registered or licensed with SCDSS in addition to a City business license. Visit their website at <http://www.scchildcare.org/> for more information. Other permits and regulations may apply for the location to comply with City zoning, building and fire code regulations.

#### N. Hospitality Tax

Businesses selling meals, foods and beverages that are prepared and/or consumed on your premises are required to pay a local 2% Hospitality Tax to the City. Find reporting forms online here:

<http://www.cityofrockhill.com/departments/finance/more/finance/business-tax-forms>.

#### O. Accommodations Tax

Hotels, motels, bed and breakfasts and other businesses providing accommodations are required to pay a local 3% Accommodations Tax to the City. Find reporting forms online here:

<http://www.cityofrockhill.com/departments/finance/more/finance/business-tax-forms>.

The SC Department of Revenue also requires an Accommodations Tax. Visit their website at

<https://dor.sc.gov/tax/accommodations> for more information.

### 5. Certifications

I (We) do hereby certify under oath that:

- the above information given in this license application is true and correct;
- that the gross income is accurately reported, or estimated for a new business, without any unauthorized deductions;
- that all assessments and personal property taxes on business property due and payable to the city have been paid;
- that all building, electrical, plumbing, fire, and zoning codes citations have been complied with; and
- that I understand this application is subject to review by all applicable City departments to assess compliance with any applicable requirements for this business.

I understand that this license may be denied, suspended or revoked, in addition to other penalties, for making false or fraudulent statements in this application. It is unlawful for any person to make a false application for a business license, or to give or file, or direct the giving or filing of any false information.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Applicant Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

Sworn to and subscribed before me on

this day of \_\_\_\_\_, 20\_\_\_\_\_

Signature of Notary: \_\_\_\_\_

(Place Notarial Seal Here)

Notary Public for: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**Note: We need to verify the identity of the applicant. You can provide a color copy of your government issued picture ID or have your signature notarized to verify identity. If completing this application online, please attach a color copy of your government issued picture ID.**

# Online Services Website

## Applying for Permits Online

Use the **Apply for Permit** option to submit small plans and “over-the-counter” permits. This includes plans and permits for:

- Building permits for minor alterations or repairs (window replacement, siding, remodeling, etc.)
- Electrical, HVAC, Gas and Plumbing Permits
- Roofing Permits
- Fence Permits
- Temporary Sign Permits
- Zoning Permits for Accessory Buildings

### How to Use the Site:

1. Go to <https://rockhillgis.cityofrockhill.com/permitting>. Make sure your pop-up blocker is turned off in your web browser.
2. Login with your email and password. If you don't have an account yet, click **New Account**.
3. Click **Apply for Permit** to apply for a permit and the site will walk you through the application.
4. Staff will review your application and email you when it's approved so you can pay online.
5. To pay online, click the **Pay Online** button on the left. You should receive an email with your permit, permit card, and receipt.

### My Permits

Click on **My Permits** to view your permits. Click on the permit to view the permit details and inspection history. You can also schedule and cancel inspections.

Online Home New Account Login My Account

PERMITS

PAY ONLINE

APPLY FOR PERMIT

PERMIT SEARCH

MY PERMITS

SCHEDULE INSPECTION

CANCEL INSPECTION

PROJECTS

PAY ONLINE

SUBMIT PLANS

PROJECT SEARCH

MY PROJECTS

Welcome to Online Services for Planning and Development.

Make sure your pop-up blocker is turned off.

Here you can view permit info, schedule and cancel inspections, apply for permits and submit plans for review.

Use the **Permit Application** option to submit small plans and “over-the-counter” permits. This includes plans and permits for:

- Building Permits for minor alterations or repairs (windows, siding, remodeling, etc.)
- Electric, HVAC, Gas and Plumbing Permits
- Roofing Permits
- Fence Permits
- Temporary Sign Permits
- Zoning Permits for Accessory Buildings

Use the **Project Submittal** option to submit residential plans, commercial plans and larger plans that require plan review.

- Civil Construction Plans
- Commercial Building Plans
- Encroachment Applications
- Fire System Plans
- Interior Upfit or Renovation Plans

Clicking Apply for Permit will walk you through the application step by step.

Be sure not to enter any special characters (\* \$ %). This may prevent your application from going through.



# Online Services Website

## Submitting Plans for Review Online

Use the **Project Submittal** option to submit new residential plans, commercial plans and larger plans that require plan review including:

- Civil Construction Plans
- Commercial Building Plans
- Interior Upfit or Renovation Plans
- Multi-Family or Apartment Building Plans
- Residential Alterations and Additions
- Residential One and Two-Family Building Plans
- Sign Plans
- Site Plans
- Sketch Plans
- Subdivision Plats

### How to Use the Site:

1. Go to <https://rockhillgis.cityofrockhill.com/permitting>. Make sure your pop-up blocker is turned off in your web browser.
2. Login with your email and password. If you don't have an account yet, click **New Account**.
3. Click **Submit Plans** to submit new plans for review. A window will open and walk you through the submittal process.
  - a. If you are submitting revised plans for an existing project, click on **My Projects** and select your project from the list. Select your plan type from the drop down list. Upload your revised plan to the plan in the Documents section.
  - b. If you are submitting a new plan for an existing project, use the **Submit Plans** option and select the plan type, then select your project number from the list.
4. Staff will review your plans and email you with any plan review comments.
5. When the plans are approved you can apply for any required permits.

**PERMITS**

- PAY ONLINE
- APPLY FOR PERMIT
- PERMIT SEARCH
- MY PERMITS
- SCHEDULE INSPECTION
- CANCEL INSPECTION

**PROJECTS**

- PAY ONLINE
- SUBMIT PLANS**
- PROJECT SEARCH
- MY PROJECTS**

**PERMITS**

Make sure your pop-up blocker is turned off.

Here you can view permit info, schedule and cancel inspections, apply for permits and submit plans for review.

Use the **Permit Application** option to submit small plans and "over-the-counter" permits. This includes plans and permits for:

- Building Permits for minor alterations or repairs (windows, siding, remodeling, etc.)
- Electric, HVAC, Gas and Plumbing Permits
- Roofing Permits
- Fence Permits
- Temporary Sign Permits
- Zoning Permits for Accessory Buildings

Use the **Project Submittal** option to submit residential plans, commercial plans and larger plans that require plan review including:

- Civil Construction Plans
- Commercial Building Plans
- Encroachment Applications
- Fire System Plans
- Interior Upfit or Renovation Plans

**Clicking Submit Plans will walk you through the submittal process step by step.**

**Be sure not to enter any special characters (\* \$ %). This may prevent your application from going through.**