

Planning and Development Dept. - 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



**COMMERCIAL SWIMMING POOL and/or CLUBHOUSE CHECKLIST
FOR APARTMENT COMPLEXES, SUBDIVISIONS, HOTELS ETC.**

Checklist:

- Site Plan** - Use the [Site Plan Checklist](#) to prepare your site plan. Show all utility easements, lot dimensions, setbacks, clubhouse and pool location, fence location, landscaping, water and sewer connections / meters and erosion/sediment control plans. If site plan has been approved previously, please attach a copy of the approved plan with the architectural construction plans. Not needed for indoor pools.

- Construction Plans** - showing pool specifications and construction details including:
 - **Complete construction plans for clubhouse, if applicable** - See [Building Plan Review Checklist](#) for complete list of information to include on construction drawings.

 - **Electrical Plan**
 - Location of electrical service.
 - Location of pump and filtration system. Pump must be at least 10 ft. from pool.
 - Electrical bonding and grounding information showing wire sizes. All metal parts must be grounded. See Chapter 41 of the 2006 IRC for more information.
 - Power Riser Diagram.
 - **Electrical Load Data Form** - <http://www.cityofrockhill.com/Home/ShowDocument?id=2223>

 - **Pool Plan**
 - Pool dimensions (length, width, depth).
 - Cross section of pool showing material (fiberglass, concrete, vinyl) and reinforcement material with thickness and depth shown.
 - Need to show sewer cleanout location.
 - Floor plan showing location of pool (for indoor pools).

- Submit these additional forms:**
 - **Electrical Load Data Form** - <http://www.cityofrockhill.com/Home/ShowDocument?id=2223>
 - **Building Permit Application form** for the clubhouse, if applicable. <http://www.cityofrockhill.com/Home/ShowDocument?id=2099>
 - **Swimming Pool Permit Application** found in this packet.
 - **Fence Permit Application and Checklist** for any fences that will be installed. <http://www.cityofrockhill.com/Home/ShowDocument?id=2083>

Note: A swimming pool permit and building permit for the clubhouse can not be issued before the grading permit is issued for the site. For more information on grading permits, please contact Kathy Paterniti at 803-329-5515.

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COMMERCIAL CLUBHOUSE/SWIMMING POOL CONSTRUCTION PLAN CHECKLIST

Plans can be submitted digitally for review using our **Online Services website** or **ftp site**. Plan review may take up to **10 business days**.

Plan Submission Options:

- Electronically - Electronic plan submission is preferred. Please combine all sheets into one .pdf file and add bookmarks listing the sheet number to each page. Once plans are approved a paper copy will be requested. Submit plans using the following -
 - Via FTP site (contact us for login info)
 - Via Online Services website at www.cityofrockhill.com/onlineservices
- Paper - Plans may be mailed or hand delivered to the address above. Two paper copies are needed.

A grading permit is needed for the swimming pool installation if work is not being done in conjunction with an existing grading permit for the whole site. Call Kathy Paterniti at (803) 329-5515 for more information.

Construction Plan Checklist:

1. Provide owner's name, address and phone number.
2. Provide contractor's name, address, phone number, contractor state and business license numbers.
3. Include building summary information on cover sheet.
4. Complete set of building plans for clubhouse. See **Building Plan Review Instructions and Checklist** - <http://www.cityofrockhill.com/Home/ShowDocument?id=2217> .
5. Floor plan showing restrooms and handicap accessible elements meeting the minimum requirements of Section 1109.14 of the current International Building Code and the current ANSI A117.2003. See **Building Codes Currently Enforced** - <http://www.cityofrockhill.com/Home/ShowDocument?id=2201> for a list of current building codes.
6. Show how suction inlet system will be protected by approved antivortex covers and with a back-up system of vacuum relief as required by Section 3109.5 of the current International Building Code. See **Building Codes Currently Enforced** - <http://www.cityofrockhill.com/Home/ShowDocument?id=2201> for a list of current building codes.
7. Plumbing (riser detail). Restrooms, drinking fountains or other elements required to be accessible to handicapped should be detailed on plans. Refer to the current ANSI Standard A117.2003 for more information. See **Building Codes Currently Enforced** - <http://www.cityofrockhill.com/Home/ShowDocument?id=2201> for a list of current building codes.
8. Please notate on the pool plans the minimum required number of plumbing fixtures (toilets and lavatories) that will be available to serve the occupant load for the pool.
9. Cross connection protection details (pits, valves, etc.).
10. All commercial pool plans must be approved by SCDHEC (South Carolina Dept. of Health and Environmental Control) using SC pool guidelines.
11. Commercial pools are not allowed to discharge into site stormwater drainage system. Contact the Infrastructure Division at (803) 329-5515 for more information.



SWIMMING POOL PERMIT APPLICATION

Date: _____

Property Owner Name: _____ Phone: _____

Property Owner Address: _____

Construction Address: _____ Subdivision Name: _____ Lot #: _____

Contractor Name: _____ State Lic # _____

Contractor Address: _____ City Bus Lic # _____

Phone: _____ Fax: _____ Email: _____

Description of Work: _____

Is pool heated? Yes No If heated, please list gas contractor below.

Valuation of Work: \$ _____
Total cost of project (includes site development, professional design, and all subcontractors)

Please list all applicable subcontractors below. All subcontractors must have SC state license and a City of Rock Hill business license.

Electrical Contractor: _____ Phone: _____ Contract Cost \$ _____

Electrical Contractor Address: _____ State Lic.# _____ City BL# _____

Gas Contractor: _____ Phone: _____ Contract Cost \$ _____

Gas Contractor Address: _____ State Lic.# _____ City BL# _____

Plumbing Contractor: _____ Phone: _____ Contract Cost \$ _____

Plumbing Contractor Address: _____ State Lic.# _____ City BL# _____

Is this property located in a flood zone? _____ If yes, what is the flood zone classification? _____

I certify no construction or portion of construction will be built over or under any electrical, water, sewer, storm water or any other utility easements or rights-of-way. _____ (initials).

I certify to the best of my knowledge that all information provided herein is true and correct and all work performed under this permit shall conform to the plans and specifications herewith submitted and to all applicable Building Codes and Laws and Ordinances pertaining thereto. By signing this application I certify that I have the authority to make the foregoing application and I am the property owner or an authorized agent for the company performing the work stated above. I understand that I must use contractors licensed or registered with the State of South Carolina. If I choose to represent myself as the owner/builder, I understand that I or my immediate family members are required to occupy the property, that only contractors and subcontractors duly licensed as required by the State of South Carolina and the City of Rock Hill must be used to perform work associated with this application and permit, and as owner/builder I may not rent, lease or sell the property for a period of no less than two years from the date of final inspection for which this permit is issued. I further understand that if any information provided is found to be incorrect or falsely stated that this permit will be null and void and that I may be responsible for violation of other related state laws and local ordinances.

Applicant Signature: _____ **Applicant Title:** _____
(Contractor, Owner, Agent, etc.)

Applicant Printed Name: _____

Sworn to and subscribed before me on
this _____ day of _____, 20 _____
Signature of Notary: _____
Notary Public for: _____
My commission expires: _____

(Place Notarial Seal Here)

FOR OFFICE USE ONLY: Date Filed: _____ Action: []Denied []Approved By: _____

Comments: _____