

Planning & Development Department
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



FREQUENTLY ASKED QUESTIONS FOR COMMERCIAL BUILDING PLAN REVIEW

Plans should be submitted to:

City of Rock Hill
Permit Application Center

Physical Address:

155 Johnston Street, Room 300
Rock Hill, SC 29730

Mailing Address:

P.O. Box 11706
Rock Hill, SC 29731

Plan Submittal Questions: ph. 803-329-5590

Building Plan Reviewers:

Kenn Jackson
Commercial Plans Examiner
ph. 803-329-5581

kenn.jackson@cityofrockhill.com

Mike Nugent
Building Official
ph. 803-329-5598

mike.nugent@cityofrockhill.com

Current Code Information

What are the current applicable codes?

2015 International Residential Code (with modifications)
2015 International Building Code (with modifications)
2015 International Fire Prevention Code (with modifications)
2015 International Plumbing Code
2015 International Fuel Gas Code (with modifications)
2015 International Mechanical Code
2014 National Electrical Code (with modifications)
2009 International Energy Conservation Code
2009 ICC/ANSI A117.1 American National Standard
2015 International Existing Building Code
City of Rock Hill Zoning Ordinance

The SC modifications can be found at:

<http://www.llr.state.sc.us/POL/BCC/PDFfiles/2015%20Code%20Modifications.pdf>

Is there a state or local energy code?

Yes, the International Energy Conservation Code – 2009 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.

Special inspections reports are required to be submitted weekly for each project to the building official. A final special inspections report is required before the Certificate of Occupancy can be issued.

New fire sprinkler systems must be approved by the SC State Fire Marshal. An above ground piping approval letter and underground piping approval letter is required before the C.O. can be issued.

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? See the 2012 IBC for wind loading requirements

What are the seismic requirements?

Site Class "C"

Latitude: 34° 55'-29" N

Longitude: 81° 1'-31" W

Are energy calculations required?

Yes, compliance reports are required in most situations - ComCheck or equal are required for the building envelope, mechanical system and the electrical system (interior and exterior)

Are structural calculations required?

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

Are flood elevation certificates required?

As required by FEMA (See the FEMA flood maps).

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. Digital plan submittal is required 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?

Please submit all plans and specification book in digital format (.pdf). Digital plans can be submitted online at www.cityofrockhill.com/onlineservices or by using our ftp website. Please note that the City email system will not accept emails with .zip files attached or files larger than 10 MB. Please contact the Permit Application Center at 803-329-5590 for information about the ftp site.

After the plans are approved, two paper copies of the approved plan are required at the end.

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

What is the building plan review fee? 25% 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 our website for permit fees at www.cityofrockhill.com.

Where do I submit plans for review?

Plans are required to be submitted digitally in pdf format for review. You can submit plans online at

www.cityofrockhill.com/onlineservices.

Approved paper plans can be hand delivered or mailed to our office at the address below Monday through Friday, 8:00 a.m. – 5:00 p.m.

Permit Application Center
City of Rock Hill
155 Johnston Street, Room 300
Rock Hill, SC 29730

Do we need Health Department approval prior to building plan submittal?

No, however we suggest that you meet with DHEC with any questions you might have in reference to commercial kitchen requirements prior to plan submittal.

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. A comment response letter is required to be submitted with your revision to assure all comments have been addressed.

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/>.

Plans may also need to be submitted to SCDHEC for food service establishments. Visit their website at <http://www.scdhec.gov/FoodSafety/FoodServiceIndustry/> for more information.

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

Generally, subcontractors are listed on the general contractors permit. This would include the electrician, plumber, mechanical and gas contractors.

A separate permit and plan review is needed for:

- Cooking exhaust hood/ fire suppression system
- Retaining walls
- Irrigation system
- Signs
- Fire alarm system
- Fire sprinkler system (new systems reviewed by SC State Fire Marshal, sub can be listed on general contractor's permit)

These permits should be obtained by the subcontractor performing the work.

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 special inspections to certify any part of the construction?

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

Are site 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 approval 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 (by phone), 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 most cases special inspections are required by third party inspectors as outlined in the Schedule of Special Inspections determined by the design professional.

Are any special inspections required?

This will be determined by the Architect in compliance with Chapter 17 of the IBC. You can find more information about special inspections online on the SCLLR website at

<http://www.llr.state.sc.us/POL/BCC/PDFfiles/SPECIAL%20INSPECTION%20MANUAL%20082609.pdf>.

Certificate of Occupancy

Can furnishings and equipment be moved in prior to the issuance of a certificate of occupancy?

Please complete the Request to Place Equipment/ Furnishings form. The Building Official and Fire Marshal must approve your request.

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.

Is a Temporary Certificate of Occupancy available?

Possibly, to be determined by the Building Official and Fire Marshal. Please fill out the Temporary Certificate of Occupancy Application to make a request.

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. A copy of the asbestos inspection report and abatement should be submitted. SCDHEC may also require a demo permit.

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.