

Commercial Plan Review Process

Pre-Application Meeting

Pre-application meetings are required for buildings 20,000 sq. ft. or greater and are highly encouraged for all projects. This meeting allows you to talk with City staff and the plan review team to provide guidance on your project. This will familiarize you with local codes and regulations.

Rezoning/ Annexation

Annexation is required for projects outside of but contiguous to the City limits. Rezoning is also required along with annexation and may be required for properties already within the City to change your zoning classification. These processes run parallel to each other and take approximately three months. Certain parts of the plan review process can and should overlap the annexation/rezoning process.

Sketch Plan

A sketch plan is a very basic one sheet conceptual drawing that allows staff to address design standards and other codes that affect your project. While not required, a sketch plan is highly encouraged prior to submittal of the Site Plan. Plan review may take up to 10 business days. The review comments you receive will help you to prepare the Site Plan.

Site Plan

A site plan is usually a one sheet plan that shows the parking, landscaping, open space, utility connections, and footprint of the building.

Minor site plans (buildings less than 20,000 sq. ft.) are reviewed at staff level. Staff review may take up to 10 business days.

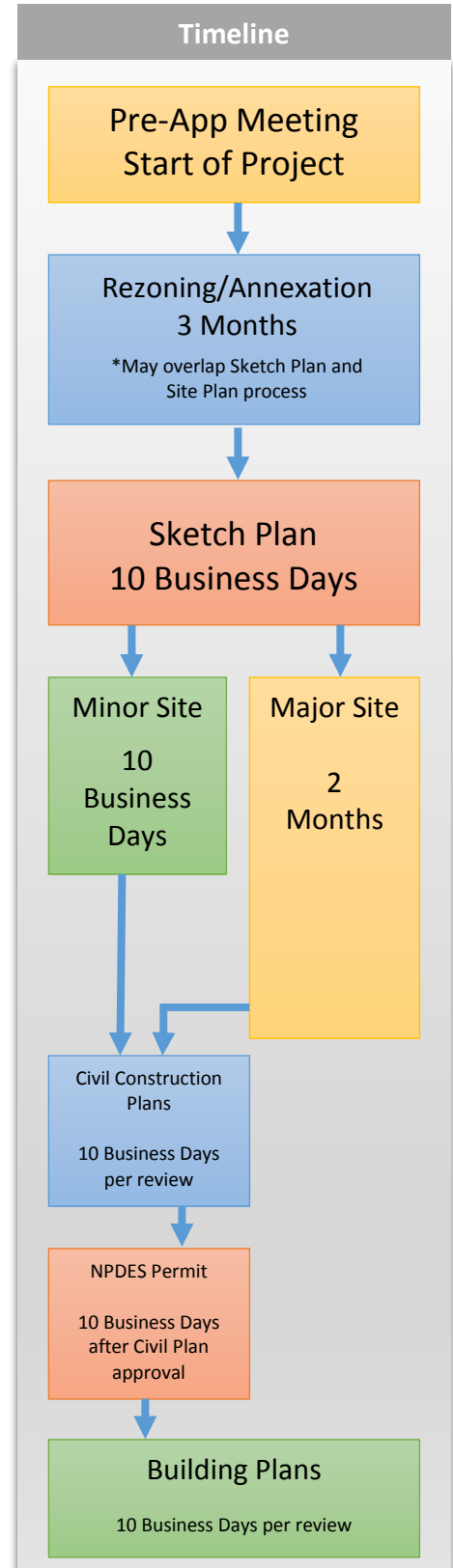
Major site plans (building 20,000 sq. ft. or more) require approval by the Planning Commission in addition to staff review. Staff review may take up to 10 business days. The submittal deadline for PC review is the 15th, approx. 45 days prior to the meeting. For example: plans submitted by January 15th, if complete, will be reviewed by February 1st. If then revised and returned (correct and complete) by February 15th, plans will be heard at the March PC meeting. The PC holds their meetings on the 1st Tuesday of every month.

Civil Construction Plans

After approval of the Site Plan you may submit your Civil Construction Plans. Building Plans may be submitted for review with the Civil Construction Plans or they may be submitted after the Civil Construction Plans are approved. If submitted with the Civil Construction Plans, Building Plans should be a separate package. Plan review typically takes up to 10 business days. If plans are not approved and revisions are required, the review of the revised plans may take up to 10 business days. Once the civil construction plans are approved, the NOI (Notice of Intent) is sent to SCDHEC for approval. This process takes 10 business days. Once the NPDES permit comes back from SCDHEC and all other City and State agreements have been executed (ie. water/sewer/streets/ encroachment permits) then we will schedule your pre-construction meeting and issue the grading permit.

Building Plan Review

Building plan review can occur simultaneously with civil construction plan review however, building plans should be submitted as a separate package. Building plan review can take up to 10 business days. If plans are not approved and revisions are required, the review of the revised plans may take up to 10 business days.



Pre-Construction Meeting for Civil Construction

At this meeting, the owner, engineer and site contractors will meet with City infrastructure staff to go over the process of infrastructure inspections and approvals needed to get your certificate of occupancy. This meeting is scheduled after your Civil Construction Plans are approved. You will also be issued your Grading Permit at this meeting. All site and grading contractors must have the proper State licenses and City business license in place to obtain the grading permit.

Pre-Construction Meeting for Building Construction

The owner, architect, general contractor and special inspectors will have the opportunity to meet with City building code staff to go over the process of inspections and approvals needed throughout the project and to get your certificate of occupancy. This meeting is scheduled after your Building Plans are approved. You may also be issued your Building Permit at this meeting. All contractors must have the proper State licenses and City business license in place to obtain the building permit.

Building Permits

Building permits can be issued after the Civil Construction Plans are approved, the Building Plans are approved, a Grading Permit has been issued, the Landscape and Lighting Plan are approved and after the Building Preconstruction Meeting is held. If any special inspections (third-party) are required, we must have your Special Inspection Form and information before the permit can be issued. See the [Building Permit Checklist](#) for more information. All contractors must have the proper licenses before a building permit can be issued. If all licenses are in place, you can walk out of your building pre-construction meeting and pick up your building permit.

- *General contractor* - The general contractor must have a state of South Carolina general contractor's license and a City of Rock Hill business license.
- *Subcontractors* - Subcontractors must have a state of South Carolina license, when required by state law, and a City of Rock Hill business license.

As-built Drawings

All entities who construct public and/or private waterlines or facilities, sanitary sewer lines or facilities, or stormwater lines or facilities must submit an as-built set of construction drawings as part of the City's acceptance process. As-built review may take up to 10 business days. Once your as-built drawings are approved, the Utilities Department will submit your O&M (operation and maintenance) letter to SCDHEC which may take 4-7 days. SCDHEC will then give their approval to operate which may take 5-7 days. The Utilities Department can then set your water meters which may take 3-5 days.

Certificate of Occupancy

There are many items, forms and test results that must be completed before the Certificate of Occupancy (C.O.) can be issued. Please see the [Final Inspection Checklist](#) for more information. Please request all of your final inspections by phone to expedite the process. Requests should be made **seven days** in advance of when you need the C.O. The Permit Application Center has to coordinate all of the final inspectors to come out to your site and will need the following information when you call: the contact information for a person who will be available onsite to meet with inspectors, the date that staff/employees plan to occupy the building, the date the building is scheduled to open to the public.

Other Agency Approvals

There may be other outside agencies that need to review your plans such as the SC Fire Marshal's office and SCDHEC for food service businesses. It is your responsibility to secure approvals from agencies other than the City of Rock Hill.

