

Planning and Development Dept. – Permit Application Center

P.O. Box 11706, or 155 Johnston Street
Rock Hill, SC 29731-1706
Phone: 803-329-5590 Fax: 803-329-7228
www.cityofrockhill.com



COMMERCIAL INSPECTION CHECKLIST

Use this checklist for: **Non-Residential Buildings, Apartment Buildings 3 stories or more and/or 16 units or more.**

General Information

Inspections are performed between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday. For your convenience, the City provides a 24 hour inspection line and an internet inspection request website. Any phone request made **prior to 3:00 p.m.** will be scheduled for the following business day. Inspections requested from our website **prior to 7:00 a.m.** may be scheduled for the same day. Please provide the following information when calling:

- Permit number
- Address
- Subdivision Name and 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 an inspection online, visit our website at www.cityofrockhill.com/OnlineServices.

At the time of the first inspection and throughout the project 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 place it 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. The plans are required to be kept at the job site for the duration of the project. Any changes to the approved plans must be submitted for review and the field copy updated.
- 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.

Inspections

Concrete & Foundation

Footing and Foundation Inspection – Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94 the concrete need not be on the job. **Property corners are to be marked and identified and strings pulled in order to verify zoning setbacks.**

Concrete Slab and Under-floor Inspection: Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place but before any concrete is placed or floor sheathing installed, including the subfloor. Vapor barriers and termite/soil treatment is to be in place for this inspection.

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.

Lowest Floor Elevation: In flood hazard areas, the elevation certification required in Section 1612.5 shall be submitted to the building official upon placement of the lowest floor including the basement and prior to vertical construction.

Please note, if a fire sprinkler system will be installed in the building, the approved fire sprinkler system plan must be approved and a copy present on the jobsite before any rough-in inspections can take place.

Plumbing, Gas & Fire Sprinkler

Plumbing Underslab – Inspection is made when all supply line and building drains are in place, a 10' head pressure test is on the vents and drain lines, and the Plumbing Code or manufacturers' required pressure is on the water lines. No backfilling of the trenches is to take place prior to inspection.

Water/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 (framing all roughs) 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 during the Final All Trades inspection.

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.**

Fire System Test/ Rough Fire Sprinkler Piping – for fire sprinkler systems, this test is performed by the City Fire Inspector and must be requested separately. See the Fire Marshal Inspection Checklist for more information (<http://www.cityofrockhill.com/Home/ShowDocument?id=4110>).

Mechanical

Above Ceiling All Trades - electrical conduit, lighting, plumbing, ductwork, fire sprinkler piping and any structural elements are in place.

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 during the Final All Trades inspection.

Above Ceiling All Trades - electrical conduit, lighting, plumbing, ductwork, fire sprinkler piping and any structural elements are in place.

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

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.

Firewall or Fireproofing: Protection of joints and penetrations in fire resistance rated assemblies shall not be concealed from view until inspected and approved. Lath and gypsum board that is part of a fire rated assembly or shear assembly shall be inspected after lathing and gypsum board, interior and exterior, is in place but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

Framing - 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.

Framing All Roughs - For small commercial construction, the framing all roughs inspection can be scheduled for inspection of the framing and all trades including electrical, mechanical and plumbing. Multi-family buildings and apartments require a 1 hour fire separation for each unit, or a 2 hour common wall separation. Structures without parapets require a 4 ft. fire-rated roof sheathing on either side of the separation wall.

Insulation - 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 All Trades 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. The **final special inspections report** is required to be submitted to the building official for review at this time.

Final Fire Inspection - The Fire Department will inspect the building to ensure emergency lighting, fire extinguishers, and fire sprinkler and alarm systems are installed correctly. They will need the approval letter from the SC Fire Marshal for any fire sprinkler system. The fire inspector will also make sure the occupant load is posted. Visit our website at www.cityofrockhill.com for a printable occupant load notice form.

Final Industrial Pre-Treatment Inspection - This inspection is only required when a Grease Removal Device (GRD) has been installed. This is usually required for food service establishments, garages or industrial plants. The inspector will check to make sure the device is installed according to the City's Fats, Oil and Grease ordinance.

***Please note, you cannot schedule your Final Site inspections until the as-built drawings have been submitted and approved. You will need to contact the PAC directly to schedule all of your final site inspections.**

You will also need to submit the following before the C.O. can be issued:

- Final Special Inspection Report,
- Backflow preventer test results for all devices (irrigation, fire line).

All open permits will need to be closed before the C.O. can be issued so please schedule a final inspection on any other open permits such as Fire Sprinkler Systems, Fire Suppression Systems, Fire Alarm Systems, Irrigation Permit, Sign Permit, Retaining Wall Permit, etc.

Final Site Inspections - The final site inspections include areas such as the following:

- Zoning** –
 - Parking lot striping, lighting, dumpster screening, fencing, signs, bicycle racks, pedestrian zones, and stamped/scored crosswalks painted a contrasting color.
 - For multi-family projects: on-site management if required, Police Department meeting has taken place, security cameras, amenities.
- Landscaping** - Placement, quantity, size and species of landscape material
- Water & Sewer** - SCDHEC approval of water and sewer lines, water meter boxes
- Stormwater** - Grade of land, stormwater features are installed correctly
- Roadway** - Sidewalks, curb and gutter, striping of public roadways, road signs
- Electrical utilities** - Signed electrical right-of-way documents received, power installed according to approved plan

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.

Certification

By signing below you are verifying you have read and understand the inspection requirements above.

Applicant Signature

Date

Applicant Printed Name