



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 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 _____
My Commission Expires: _____.

Seal

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.



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

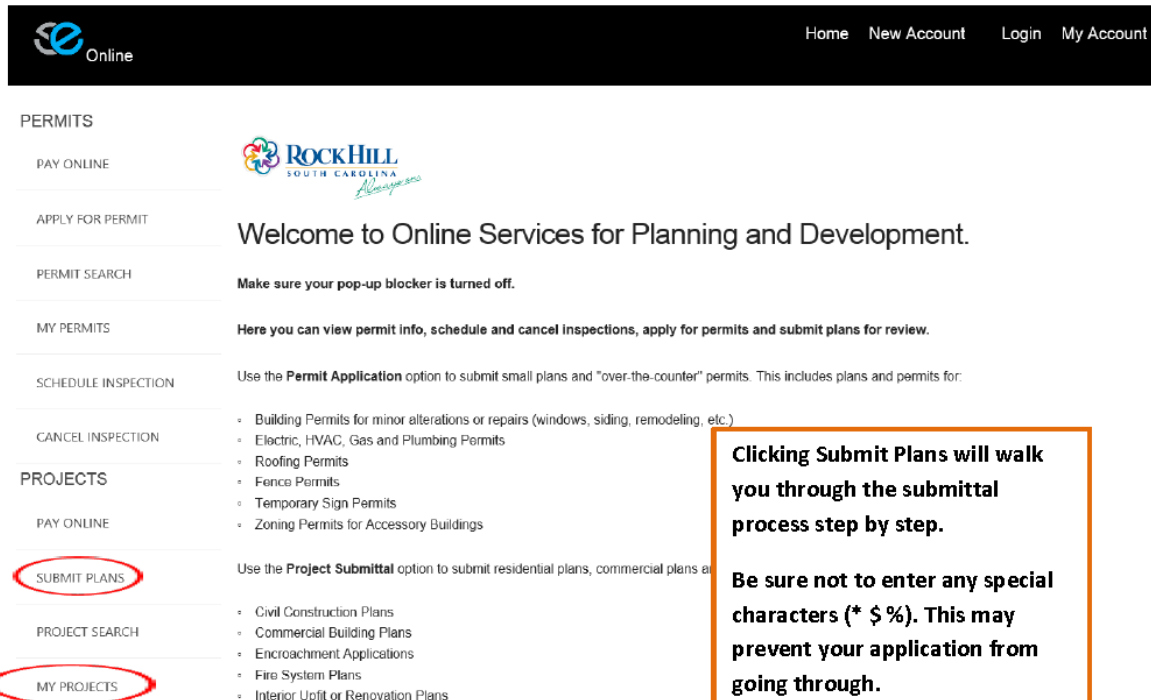
Submitting Plans for Review Online

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

Home New Account Login My Account

 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 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.