

Planning & 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



Reminders for Closing out Your Project for New Construction

The items below must be completed before your Certificate of Occupancy can be issued.

Water and Sewer

When a **water or sewer extension** is required for your project, the items below must be completed, approved and/or copies received by the City before any water meters will be set:

1. As-built drawings/ valve drawings approved (for private and public systems) - see As-built checklist.
2. Contractor Lien Release form completed
3. Contractor Warranty Transfer (if required)
4. Compaction Test Results for soil
5. Bacteria Test (BacT) results current within last 30 days
6. Sewer Air Test Results
7. Water/Sewer Inspection Approvals
8. SCDHEC Permit to Operate Water and/or Sewer

Please note: The City Utilities Department will send an approval letter to the project engineer (for City maintained systems only) once we receive items 1-7 above. The engineer will need to send SCDHEC all required items as outlined in your SCDHEC construction permit application.

When tapping into an existing approved water or sewer line, the water meter will be set when the meter set fee has been paid. Allow 3 to 5 days for utility crews to install the meter.

These items are also required before the Certificate of Occupancy can be issued:

1. Copies of any necessary recorded easements.
2. SC State Fire Marshal approval letter for underground piping of the fire sprinkler system (if applicable).

Stormwater

When a new stormwater system is installed, the following items must be completed and approved:

1. As-built drawings (for private and public systems) - see As-built checklist.
2. Stormwater Permanent Maintenance Agreement complete with exhibits
3. Stabilization measures should be started as soon as practical in portions of the site where work has ceased. Final grades for grassed and landscaped areas require a minimum of 4" to 6" of clean top soil, free of debris and contaminants and preferably of native origin.

Note: A copy of the approved SWPPP plan and all applications and permits but be kept on file for three years according to SCDHEC regulations.

Roads

When **new roads** are constructed as part of your project, the items below will need to be completed:

1. Affidavit for Donor and Contractor of Newly Constructed Roads
2. Copies of any necessary recorded easements.

The City will then issue an Acceptance Letter for new roads.

Timeline	
The items below could take up to a total of 45 days to complete:	
Surveyor to gather as-built info	1 - 7 days
As-Built info to be drafted	1 - 7 days
As-Built review from the City	2 - 7 days
Utility Dept. to submit O&M letter	2 - 4 days
SCDHEC approval to operate	5 - 7 days
Utility Dept. to set water meters	3 - 5 days

Building

Before your **Certificate of Occupancy** can be issued for any project, the following items must be complete:

1. The **fire sprinkler system** must be approved by the SC State Fire Marshal. The approval letters for **aboveground** and **underground piping** must be on the job site at the time of the final inspection.
2. Plans must be approved and permits obtained for any other required submittals including **fire alarm systems, fire suppressions systems, exhaust hoods, signs, fences, retaining walls, backflow prevention devices and irrigation systems**. Final inspections must be approved on all open permits.
3. **Final special inspections (Chapter 17) reports** must be completed and submitted.

Zoning

1. **Lighting** - If new lighting will be installed, the lighting plan and photometric study must be approved before installation begins.
2. **Landscape** - If landscaping will be installed, a landscape plan must be approved before installation begins.
3. **Signs** - Any new signage installed that requires a permit as outlined in the Zoning Ordinance requires a separate permit and plan review. A sign plan must be approved, permit issued and final inspection approved before the certificate of occupancy can be issued.