

Planning & Development Department

803-329-5590 / permits@cityofrockhill.com

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www.cityofrockhill.com



COMMERCIAL INSPECTIONS PACKET

(Also use for apartments)

1 GENERAL INFORMATION

FEES

Inspection and reinspection fees:



Fees are assessed for each type of inspection:

- First failed inspection: \$50
- Each additional failed inspection (at the same site for the same violation): \$100
- Each failed *final* inspection: \$150 for each type of inspection that fails (*for example, if a project fails zoning, landscaping, and stormwater final inspections, the fee would be \$450*)

Reinspection fees must be paid prior to receiving the Certificate of Occupancy.

Change order fees:

- Building plans:**
 - Major revision: \$400 per occurrence. These include structural modifications, life/safety changes, the review of fire alarm/sprinkler plans, and any other revision that the Building Official estimates will take more than one hour of staff time to complete.
 - Minor revision: \$200 per occurrence.
- Civil plans:** A new fee in the same as the original amount will apply to each request for plan modification after the civil plans are approved.

SPECIAL INSPECTIONS



[Special inspections](#) are regulated by the provisions of the section of the International Building Code Chapter 17. Special inspections reports must be submitted and approved by the City when applicable.

OPEN BURNING



Open burning is prohibited within the City limits except for construction site warming fires in containers approved by the Fire Department. Before you open burn, contact the Rock Hill Fire Department at (803) 329-7220 for further information.

CHANGE OF SUPERINTENDENTS AFTER PRE-CONSTRUCTION MEETINGS



If you have superintendents at any point between the initial pre-construction meetings and certificate of occupancy, we need to know right away. The new superintendents will need to participate in a new pre-construction meeting so that we can communicate important information that they will need to know, and we will need to add them to our contact list for the project.

INFRASTRUCTURE INSPECTIONS

1 PRIOR TO FIRST INSPECTION

Contact [Palmetto Utility Protection Service \(PUPS\)](#) for a utility locate before you start any digging.

You must have the following in place prior to the first inspection, and these items must remain in place for the duration of the project:

- The address and permit placard must be posted visibly from the road in an accessible, waterproof enclosure.
- Approved stamped plans must be onsite for the duration of the project.
- Toilet facilities must be available within 300 feet of the job site.
- Erosion control measures must be in place and maintained throughout construction.

2 REQUIRED INSPECTIONS

LANDSCAPE



Call 803-329-5688 to schedule.

- Tree protection barrier.
- Root trenching for isolation of heritage trees.
- Post construction: ground cover (i.e., seed/straw, mulch, hydroseed, vegetation)
- Irrigation system performance.

STORMWATER



Call 803-326-2431 to schedule.

- Inspect erosion control methods after grading permit is issued, prior to footing inspection.
- Detention basin conversion before final approval.
- Anti-seep collar inspection, during installation.
- After storm event, erosion control.

WATER/SEWER



Call 803-448-9747 to schedule.

- Tapping sleeve and valve before tap is made.
- Water pressure test of system.
- Walk-through of water and sewer at end.

PUBLIC ROADWAYS, SIDEWALKS, AND STORMDRAINS

Call 803-448-9861 to schedule inspections.

STORMDRAINS

- Material inspection, performed after delivery and before installation.
- Pipe system inspection, performed after installation and before curb or roadway built on top.
- Catch basin and pipe inspection, performed after curb and roadway has been built.
- Daily field inspection, during installation.



SIDEWALK COMPACTION

- This is an inspection of the area where the sidewalk will be poured before the concrete is poured. The forms for the concrete must be in place.
 - Sidewalks must be at least five feet wide and 6 inches thick.
 - Sidewalks must be placed seven feet behind the curb and gutter or according to the approved site plan or preliminary plat.



PROOF ROLLS

Before any proof roll is scheduled:

- All water and sewer lines must be tested;
- All utility crossings must be placed in the roadway right-of-way;
- The entire storm drain system must be inspected and major corrections of the storm drain system in the right-of-way, such as pipe collars in road crossings must be corrected; and
- The standard 50-foot right-of-way and an additional 10 feet behind the right-of-way on each side (70 feet total) must be cleared and graded.





The Engineer of Record or his or her representative should be present at all proof rolls. If a Geotechnical/Soils Engineer is used on the project, he or she should also be present.

General inspection requirements:

- Undercutting unsuitable material is acceptable, using only approved compactable, suitable fill. Undercutting using extra stone as fill is not acceptable.
- The proof roll must be redone if the project is rained on before any concrete, stone, or asphalt is installed.
- The subgrade/stone base cannot have any deflection in the surface.
- No loose material is allowed on top of the subgrade/stone base. The subgrade/stone base must be packed and smooth on top.

All field changes must be approved by both the Engineer of Record and the City of Rock Hill.

		
Curb and gutter	35 ° and rising in the shade for 48 hours+ before concrete is poured, then the last section of curb must cure for 72 hours+ before proof roll	Loaded tandem axle dump truck with 15 tons loaded on truck.
Road subgrade	32 degrees in the shade for 48 hours+ before proof roll (also, curbs must be properly backfilled and compacted first)	Loaded tandem axle dump truck with 15 tons loaded on truck. A current weight ticket will be required by the inspector
Stone aggregate base	40 degrees and rising in the shade 48 hours+ before paving	Loaded tandem axle dump truck with 15 tons loaded on truck. A current weight ticket is required.
Sidewalk	32 degrees and rising.	Unloaded tandem dump truck or a 12-G motor grader or greater.

PAVING

- Inspector must be on site during paving



SIDEWALK FINISHING

- All contraction joints should be hand tooled at 10-foot minimum intervals, and an expansion joint must be placed every 100 feet
- ADA approved handicap ramps must be placed at every intersection.



Acceptable Sidewalks

Sidewalks must be at least 6 inches thick and installed prior to the construction of the homes



Unacceptable Sidewalks

If the sidewalk is damaged, the entire section from expansion joint to expansion joint, must be removed and replaced.



Marking Sidewalks

Place an "X" on the sections of sidewalk that need to be replaced.



Acceptable Curb and Gutter



Unacceptable Curb and Gutter

Each crack in the curb and gutter must be saw cut and epoxied.

If any section has more than two cracks, it must be removed and replaced.



Marking Curb and Gutter

Mark cracks with paint that need to be epoxied.



For partial sections to be replaced, mark with one arrow in the direction of the expansion joint.



For a complete section of curb to be replaced, place two arrows at each expansion joint to show limits.



BUILDING INSPECTIONS AND RELATED



Request inspections through our Online Application Portal at www.cityofrockhill.com/onlineservices. Most inspections can be completed the same day if entered into the portal before 7 a.m.

An exception exists for final inspections that result in a Certificate of Occupancy or Certificate of Completion (new commercial construction, commercial additions, interior upfits, etc.)—see Final Inspections page below.



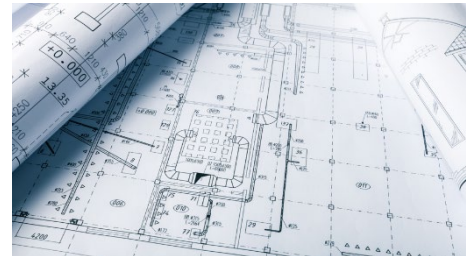
You must submit plans and receive permits for all other required submittals that were not included in the building plans, such as fences, retaining walls, and irrigation systems. Those inspections will be completed separately from the following list.

1 PRIOR TO FIRST INSPECTION

Contact [Palmetto Utility Protection Service \(PUPS\)](#) for a utility locate before you start any digging.

You must have the following in place prior to the first inspection, and these items must remain in place for the duration of the project:

1. The address and permit placard must be posted visibly from the road in an accessible, waterproof enclosure.
2. Approved stamped plans must be onsite for the duration of the project. The City's approval letter or conditional approval letter, a copy of the issued permit, or a copy of the placard that highlights all conditions must be attached to the front of the stamped plan set.
3. Toilet facilities must be available within 300 feet of the job site.
4. Erosion control measures must be in place for the duration of the project. For proper application, installation and maintenance of sediment and erosion control measures, please see SCDHEC's [Sediment Control Standards Details](#).



2 REQUIRED INSPECTIONS

1. FOOTING



The footing and foundation inspections occur after excavations for the footings are complete and any required reinforcing steel is in place.

For concrete foundations, the forms must be in place.

Materials for the foundation must be on the job, except where concrete is ready mixed in accordance with ASTM C 94.

Property corners must be marked and identified, with strings pulled, in order to verify zoning setbacks.

2. UNDERSLAB PLUMBING



For concrete slab construction, the underslab plumbing inspection occurs when all supply line and building drains are in place, a 10-foot 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 may take place prior to inspection.

Water and sewer are inspected after all of the pipes are installed and run to the point of connection to the City sewer line. Water must 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 must be open until inspected.

3. CONCRETE SLAB AND UNDERFLOOR



Concrete slab and under-floor inspections take place 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 must be in place.

Any reinforced concrete poured on site must be inspected after the reinforcement is in place and prior to pouring.

Concrete test results must be submitted to us.

4. ELEVATION CERTIFICATE FOR FLOOR ELEVATION UNDER CONSTRUCTION



In flood hazard areas, the permit issued is limited to the foundation only. The Elevation Certificate required in Section 1612.5 must be submitted to the building official upon placement of the lowest floor, including the basement, and prior to vertical construction. Once approved, the full permit can be released.

5. OPEN FLOOR



For crawl space construction, this is performed when the foundation walls are up, the girders and bands are in place, and the required anchoring is in place, prior to any floor decking being installed. Any drainage system to be installed or required grading in the crawl space must be complete at this time.

6. EXTERIOR SHEATHING



Exterior sheathing must be inspected after the exterior wall sheathing is applied and **before any energy wrap, felt, siding, or brick is installed.**

This inspection is required as a separate inspection.

7. BUILDING WRAP



A water-resistive barrier applied over studs or sheathing of all exterior walls is required. One layer of No. 15 asphalt felt complying with ATM D 226 or other approved water resistive barrier that is free from breaks or holes may be used.

The material must be applied horizontally, with the upper layer lapped over the lower layer at least 2 inches. Where joints occur, the material must be lapped at least 6 inches and must be continuous to the top of the walls.

It is not required under the paperbacked stucco lath when the paper backing is an approved weather-resistive sheathing paper.

This inspection can be scheduled with the Framing All Roughs inspection.

8. FRAMING, FRAMING ALL ROUGHS, AND ROUGH-INS



The framing 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 must be certified by an independent testing company, and a signed and sealed copy of the report must be on the job site for the framing inspection.

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-foot fire-rated roof sheathing on either side of the separation wall.

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 job site before any rough-in inspections can take place.

The fire system test and rough-in fire sprinkler piping is performed by the City Fire Inspector and must be requested separately; call us at 803-329-5590 to schedule that for you.

For the plumbing rough-in, water must be on all drain lines, and 100 psi of pressure on waterlines.

9. GAS PIPING



If applicable, the gas piping 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.**

10. FIREWALL



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.

11. ABOVE CEILING ALL TRADES



This inspection is performed when electrical conduit, lighting, plumbing, ductwork, fire sprinkler piping and any structural elements are in place.

12. DUCT AIR LEAKAGE VERIFICATION—*OPTION 1*



The Energy Code requires that ducts, air handlers, filter boxes and building cavities used as ducts be sealed. This does not require an inspection, but the builder is required to verify air tightness in one of two ways:

- Option 1 - Rough-in stage test
 - 6 cfm per 100 square feet with air handler
 - 4 cfm per 100 square feet without air handler
- Option 2 – A post-construction final inspection stage test can be performed later in the construction process—see #16 below.

Regardless of the option selected, a copy of the test results or a Duct Tightness Compliance Certificate must be submitted before the Certificate of Occupancy can be issued.

13. INSULATION



This is performed after the Framing All Roughs inspection has been approved and after all walls and floors requiring insulation are complete.

Any ceiling areas where it is not possible to use blown insulation or where blown insulation is not to be used must be complete at this time.

No wall finishes are to be installed until the insulation has been inspected and approved.

14. TEMPORARY POWER INSPECTION



If power is required prior to all of the circuits being completed and devices being installed, a temporary power inspection is required. The electrical panels must be complete and capable of being secured from access by all people except the electrical contractor and the job superintendent.

Before a temporary power inspection will be scheduled, these two items must be completed:

- As-built drawings must be approved** by us for public and private systems when a water or sewer extension has been done, a new stormwater system has been installed or a new road has been constructed. We have an estimated 10-day turnaround for review of as-built drawings.
 - [As-built drawing checklist](#)
- Final special inspections reports** (Chapter 17) must be submitted and approved by the City.

15. DUCT AIR LEAKAGE VERIFICATION—*OPTION 2*



If duct air leakage verification was not completed at the rough-in stage, a post-construction final inspection stage test must be performed that shows:

- 8 cfm per 100 square feet leakage to outdoors
- 12 cfm per 100 square feet total leakage

A copy of the test results or a Duct Tightness Compliance Certificate must be submitted before the Certificate of Occupancy can be issued.

16. FLOOD ELEVATION FINISHED CONSTRUCTION



In flood hazard areas, the elevation certification for the finished construction must be submitted to the building official as required in Section 1612.5.

MOVING TOWARDS A CERTIFICATE OF OCCUPANCY

1 REQUEST TO PLACE EQUIPMENT/FURNISHINGS

If you have had inspections to the point that the project has no life safety issues, you may request to place equipment and furnishings in the building prior to completing the next steps. This is a common request after the fire alarm and sprinkler system have been approved.

- [Application to Place Equipment/Furnishings Prior to Certificate of Occupancy](#)

2 PREPARING FOR CERTIFICATE OF OCCUPANCY

These items must be completed before we can issue a Certificate of Occupancy (CO) for the project. You need to start these **6 or more weeks in advance** to ensure that there is not a delay in obtaining your CO.

WATER AND SEWER

- A. If a water or sewer extension was required for your project, complete the following to obtain your **Permit to Operate Water and/or Sewer** from S.C. Department of Health and Environmental Control(SCDHEC).
- Submit the [Contractor Final Lien Waiver](#). The City needs to make sure that the contractor has been paid so that no liens will be placed on public infrastructure for non-payment.
 - Transfer the warranty for sewer pump station equipment to the City if the City has agreed to maintain it.
 - Submit the Compaction Test Results for soil placed over any new utilities.
 - Submit the water Bacteria Test (BacT) results current within the last 30 days.
 - Submit the Sewer Air Test results.

After completion of the above items, the City will send an approval letter to the project engineer for City-maintained systems. The engineer will need to send this letter to SCDHEC, along with all other required items to obtain the Permit to Operate as outlined in the SCDHEC construction permit application.

B. Request water meter set:

- Once we receive a copy of the Permit to Operate from SCDHEC, you may call us to request the water meter set. We will confirm that all fees have been paid at that time. Please allow 3 to 5 business days for utility crews to install the meters.

STORMWATER

- Complete the [Stormwater Management Device Permanent Maintenance and Responsibility Agreement and Restrictive Covenants with Lien Rights](#) form for detention ponds and/or underground systems. The City will record this form to show future property owners that stormwater facilities exist on the property

and how they need to be maintained.

- Start stabilizing the site as soon as practical in areas where work has ceased. Final grades for grassed and landscaped areas require at least 4 to 6 inches of clean topsoil, free of debris and contaminants and preferably of native origin.

ROADS

When new roads were constructed as part of your project, complete these steps:

- Complete the [Affidavit for Donor and Contractor of Newly Constructed Roads](#). The City needs to make sure that the contractor has been paid so that no liens will be placed on public infrastructure for non-payment.
- Provide copies of any necessary recorded easements. The City will then issue an Acceptance Letter for new roads.

UTILITY EASEMENTS

- Submit all recorded easements for utilities to the City.

BUILDING

- The **fire sprinkler system drawings** must be approved by the SC State Fire Marshal, and we must have copies of two approval letters from the State: Aboveground Piping and Underground Piping. The State usually takes about 3 weeks for this review. The City also must approve the drawings.
 - The aboveground piping submittal is usually done by the fire sprinkler system designer and the underground piping submittal is usually done by the civil engineer.
- Backflow preventer must be tested**, and results submitted to City.
- You must submit plans and receive permits for **all other required submittals** that were not included in the building plans, such as:
 - fire alarm systems
 - fire suppressions systems
 - exhaust hoods
 - signs
 - fences
 - retaining walls
 - backflow prevention devices
 - irrigation system

3 FINAL INSPECTIONS THAT RESULT IN CERTIFICATE OF OCCUPANCY OR COMPLETION

When you have completed all of the prerequisites explained on the above checklists, **call us at 803-329-5590** at least the following number of business days before you are requesting the final inspections to take place:

- **5 business days**—new commercial projects; upfits involving both interior and exterior work
- **3 business days**—significant upfits involving only interior work
- **1 business day**—very minor upfits

Have this information available when you call:

- Desired date for building to open
- Desired date for staff/employees to occupy building
- Job site contact name and phone number

Why this many business days in advance?

This gives us adequate time to:

1. Review your project record and let you know any additional documents that must be submitted.
2. Schedule all the inspectors to inspect the project. Depending on the type of project, up to nine different inspectors must complete a final inspection.

I called the designated number of business days in advance. Why was my inspection scheduled for farther out than the designated number of days?

Our inspectors are able to conduct final inspections on two commercial, townhouse, or apartment projects per business day. This means that if others are already on the inspection schedule due to having called us for final inspections earlier than the designated number of business days in advance, your inspections will be scheduled on the next business day that has available inspections times.

FINAL INSPECTIONS CHECKLIST

Who needs to do a final inspection and what are some of the items that they will they inspect?

Building Inspector

- a. Handicapped accessibility per requirements of ANSI A117.1
- b. Building constructed as shown on approved building plans
- c. All open permits

Fire Inspector

- a. Emergency lighting
- b. Fire extinguisher locations
- c. Sprinkler systems
- d. Fire alarm systems

Zoning Inspector

- a. Dumpster screening
- b. Dumpster gate has “hold open” rods
- c. Parking lot striping and signage
- d. All new signs and sign faces have permits
- e. Fencing must be installed if required
- f. Parking lot lighting fixtures are allowed height and have adequate shielding
- g. Parking lot striping
- h. Historic design requirements, if applicable

Landscape Plans Reviewer: All landscape material has been installed according to approved plans--placement correct; quantity and size correct; species correct

Roadway inspector: Roadway surface, curb and gutter, and sidewalks

Water/Sewer Inspector: Water meter boxes property set to grade

Stormwater Inspector: Grade of land; all stormwater measures are installed according to approved plans

Electrical Utilities Inspector: Power installed according to approved plan

Industrial Pre-Treatment Inspector: Grease trap

4 BUSINESS LICENSE AND UTILITY ACCOUNT TRANSFER

Before we can issue a Certificate of Occupancy or a Temporary Certificate of Occupancy, the building occupant or tenant must:

1. Obtain a [City business license](#); and
2. Set up a utility account and transfer service into its name.

5 TEMPORARY CERTIFICATE OF OCCUPANCY

If you have failed final inspections but the project has no life safety issues, you may request a Temporary Certificate of Occupancy.

- [Temporary Certificate of Occupancy Application](#)

6 CERTIFICATE OF OCCUPANCY

When all final inspections are approved, we will issue a Certificate of Occupancy for the structure.