

# Planning & Development Department

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## How To Use the Online Application Portal

1 Navigate to the City of Rock Hill Plan Review and Permit Portal [Evolve Public](#)

The screenshot shows the 'City of Rock Hill Plan Review and Permit Portal' website. The top navigation bar includes the City of Rock Hill logo, a hamburger menu icon, and links for 'Home', 'My Account', and 'Logout'. The main content area is titled 'City of Rock Hill Plan Review and Permit Portal' and features six prominent blue buttons arranged in a 2x3 grid: 'HOW TO USE PORTAL', 'NEW APPLICATIONS', 'RESUBMITTALS', 'PAYMENTS', 'BUSINESS LICENSING', and 'INSPECTIONS'. A left-hand sidebar menu is visible, categorized into 'Permits', 'Project', and 'City Links'. The 'Permits' section includes links for 'Pay Online', 'Permit Search', 'New Application', 'My Permits', and 'Inspections'. The 'Project' section includes 'Project Search', 'New Application', 'My Projects', 'Under Review', 'Revisions Required', and 'Recent Reviews'. The 'City Links' section includes 'Plan & Dev Website', 'City GIS Search', 'Application & Checklists', 'Fee Schedule', 'Development Standards', 'Evolve © 2023', and 'Online Services'.

2

Click "NEW APPLICATIONS"

The screenshot displays the City of Rock Hill Plan Review and Permit Portal. At the top, a dark blue header contains the Rock Hill logo and navigation links for Home, My Account, and Logout. A left-hand navigation menu is organized into three sections: Permits, Project, and City Links. The main content area is titled "City of Rock Hill Plan Review and Permit Portal" and features a grid of six blue buttons with white text: "HOW TO USE PORTAL", "NEW APPLICATIONS" (highlighted with an orange circle), "RESUBMITTALS", "PAYMENTS", "BUSINESS LICENSING", and "INSPECTIONS".

**Permits**

- Pay Online
- Permit Search
- New Application
- My Permits
- Inspections

**Project**

- Project Search
- New Application
- My Projects
- Under Review
- Revisions Required
- Recent Reviews

**City Links**

- Plan & Dev Website
- City GIS Search
- Application & Checklists
- Fee Schedule
- Development Standards
- Evolve © 2023
- Online Services

3

Choose one of the options to open a list of plan review or permit types. You may also search applications by keyword.

Application Search

Search Browse

	<b>Development Plan Review</b>	Civil, Subdivisions, and Site Plans, Traffic Impact Analysis, Rezoning, Annexations, Appeals, and Certificate of Appropriateness.	Select
	<b>Permit Applications</b>	Residential & Commercial Permit Applications	Select

Cancel

4

If you selected either "Development Plan Reviews" or "Permit Applications", you will next choose the specific type of application you wish to submit and then click "Select."

Application Search

Search Browse

All Applications/ Permit Applications

	<b>Commercial</b>	New Construction, Exterior and Interior Improvements, Communication Towers, Demolition, Fences, Pools & Accessory Structures.	Select
	<b>Residential</b>	New Construction, Renovations, Demolition, Fences, Pools & Accessory Structures.	Select
	<b>Trade Permits</b>	Electrical, Mechanical, Plumbing, Gas, Fire Systems, and Solar Panel Installations	Select








Cancel

**5** Choose the category for your application type and click "Select".

Application Search

[Search](#) [Browse](#)

[All Applications/ Permit Applications/ Trade Permits](#)

 Electrical	<a href="#">Select</a>
 Exhaust Hood Systems	<a href="#">Select</a>
 Fire Systems	<a href="#">Select</a>
 Gas	<a href="#">Select</a>
 Mechanical	<a href="#">Select</a>
 Plumbing	<a href="#">Select</a>
 Solar	<a href="#">Select</a>

[Cancel](#)

**6** Choose your application type and click "Create Application".

Application Search

[Search](#) [Browse](#)

[All Applications/ Permit Applications/ Trade Permits/ Fire Systems](#)

<b>Fire Alarm</b>	<a href="#">Create Application</a>
<b>Fire Sprinkler System</b>	<a href="#">Create Application</a>

[Cancel](#)

7

If you wish to search by keyword instead, describe the type of application you want to submit. For example, entering "fire" will show all fire-related permits available, such as Fire Sprinkler, Fire Suppression, and Fire Alarm.

Application Search

fire

Search Browse

<input checked="" type="checkbox"/>	<b>Development Plan Review</b>	Civil, Subdivisions, and Site Plans, Traffic Impact Analysis, Rezonings, Annexations, Appeals, and Certificate of Appropriateness.	Select
<input checked="" type="checkbox"/>	<b>Permit Applications</b>	Residential & Commercial Permit Applications	Select

Cancel

8

Choose your application type and click "Create Application".

Application Search

fire Search Browse

Fire Sprinkler System Create Application

Fire Alarm System Plan Create Application

Fire Suppression System Plan Create Application

Cancel

9

Review "Before you begin" requirements and check each box.

Before you begin

Please make sure you have all necessary information ready to submit with your online permit application. Some of the documents listed below may not apply to your specific project. Check all of the checklist items to move to the next step.

**DOCUMENTS**

- Plan Review Submittal Form  
Submittal Form
- Certificate of Compliance if system is new or will have more than 12 heads added.
- Fire Sprinkler System drawings  
Fire Sprinkler Checklist
- Approval letters from SC State Fire Marshal if applicable.
- Fire Protection Sprinkler System Spec Sheet if system is new or will have more than 12 heads added.

**GENERAL INFORMATION**

- All contractors, subcontractors, and design professionals such as architects and engineers must have a City of Rock Hill Business License before the building permit can be issued.
  - If your business is located outside the City and you would like to request a business license on a "per job" basis, you must submit a copy of your signed contract or other proof of the cost of the project.  
Business License Resources
- Contractors must also have the required State of South Carolina licenses for the type of work.

Cancel Previous Next Step

10

Once you have finished checking each box, click "Next Step".

**DOCUMENTS**

- Plan Review Submittal Form  
[Submittal Form](#)
- Certificate of Compliance if system is new or will have more than 12 heads added.
- Fire Sprinkler System drawings  
[Fire Sprinkler Checklist](#)
- Approval letters from SC State Fire Marshal if applicable.
- Fire Protection Sprinkler System Spec Sheet if system is new or will have more than 12 heads added.

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[Business License Resources](#)
- Contractors must also have the required State of South Carolina licenses for the type of work.

Cancel

Previous

Next Step

11

In the "House Number" field, enter only the numeric portion of the address.

In the "Street" field, enter only the name of the street. Do not include street directions such as North, South, East, or West, or their abbreviations, and do not include road types such as Road, Avenue, or Street, or their abbreviations.

Click "Next Step"

The screenshot shows a web form titled "Enter Address" with the instruction "Enter street number and street name only." and a red warning: "Do not enter street direction (N, S, E, W) or road suffix (Rd., St., Ave, etc.)". There are two input fields: "House No" containing "155" and "Street" containing "Johnstorj". At the bottom, there are three buttons: "Cancel", "Previous", and "Next Step". The "Next Step" button is highlighted with an orange circle.

12

The address information you entered may have returned multiple results. Please select the correct address for the property you are applying for then click "Next Step".

Home My Account Logout

### Fire Sprinkler System Application

Select Address  
Select the correct address from the list.

155 JOHNSTON ST

Cancel Previous Next Step

13

If you have any open projects or permits and this submission is related to one of them, please select the appropriate existing project from the list to continue.

Home My Account Logout

## Fire Sprinkler System Application

**Address Info**  
Information about address. Select Next Step to continue with permit.

Review the list of open permits. If your submission is related to one of the permits below, please do not create a duplicate. Instead, choose the existing permit to upload your documents. If this submission is for a new permit, please select Next Step to continue with your application.

202502547 (Issued 3/14/2025) 5007 - Outside City Per Job <a href="#">Details</a>	
202506902 (Issued 6/10/2025) 5000 - New Commercial Business <a href="#">Details</a>	
202507774 (Issued 7/17/2025) 331 - Tent (larger than 120sf or used for cooking) <a href="#">Details</a>	
ID 242225 (Submitted 12/10/2025) 5001 - Renewal for Commercial Business <a href="#">Details</a>	
ID 247692 (Billed 12/15/2025) 318 - Commercial Building <a href="#">Details</a>	

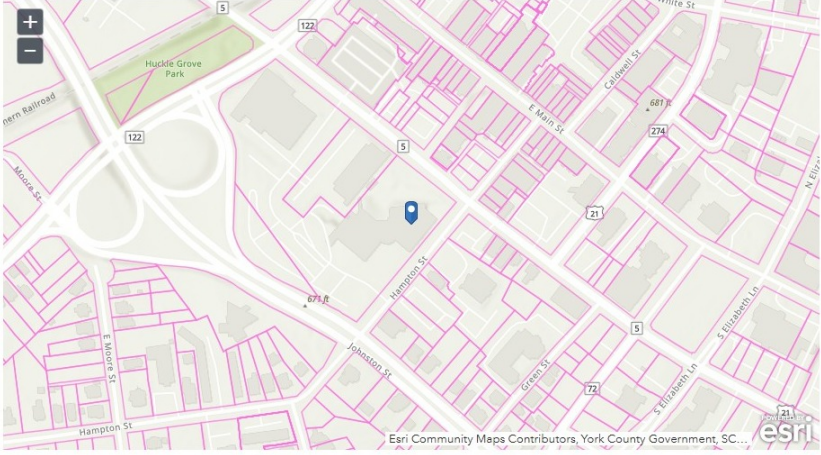
**GIS Information**  
[Link to GIS Map](#)

14

If this is a new submission and is not related to any existing projects or permits, please scroll to the bottom of the page (below the map) and click "Next Step".

GIS Information

[Link to GIS Map](#)



Cancel Previous **Next Step**

15

Enter a description for your application and provide as much information as possible. This should include the reason for the application, the total scope of work, and all project details.

The screenshot shows a web application interface for a 'Fire Sprinkler System Application'. At the top, there is a dark blue navigation bar with the Rock Hill logo on the left and 'Home My Account Logout' on the right. The main content area has a white background with a light blue border. The title 'Fire Sprinkler System Application' is centered at the top of the form. Below the title is a section titled 'Permit Details' with a sub-instruction: 'Enter the details about the work to be performed. Give as much information in the description as possible. If your plans have already been submitted, list your project number and name in the description.' The form contains three input fields: a text area for 'Description' (highlighted with an orange circle), a text input for 'Contract Price' (with a sub-instruction: 'Total cost of project (Include site development, professional design, and all subcontractors; exclude land cost)'), and a dropdown menu for 'Building Use'. At the bottom of the form, there are four buttons: 'Cancel', 'Previous', 'Save Application', and 'Next Step' (which is highlighted in blue).

**16** In the "Contract Price" field, enter the total cost of the project.

**Permit Details**  
Enter the details about the work to be performed. Give as much information in the description as possible. If your plans have already been submitted, list your project number and name in the description.

Description  
provide the scope of work here.

**Contract Price**  
Total cost of project (Include site development, professional design, and all subcontractors; exclude land cost)

Building Use

Cancel Previous Save Application Next Step

**17** Select the appropriate "Building Use" from the drop-down menu.

submitted, list your project number and name in the description.

Description  
provide the scope of work here.

**Contract Price**  
Total cost of project (Include site development, professional design, and all subcontractors; exclude land cost)

2,250

**Building Use**  
Non-Residential or Commercial

Cancel Previous Save Application Next Step

18

Click "Next Step"

Description

provide the scope of work here.

Contract Price

Total cost of project (Include site development, professional design, and all subcontractors; exclude land cost)

2,250

Building Use

Non-Residential or Commercial

Cancel

Previous

Save Application

Next Step

19 Are you the property owner? Select Yes or No.

The screenshot shows a web application interface for a 'Fire Sprinkler System Application'. At the top, there is a dark blue navigation bar with the Rock Hill logo on the left and links for 'Home', 'My Account', and 'Logout' on the right. Below the navigation bar, the page title 'Fire Sprinkler System Application' is centered. The main content area is titled 'Owner Information' and includes the instruction 'Enter property owner or legal representative information'. A dropdown menu is displayed with the question 'Are you the property owner?' and the selected option 'No'. An orange circle highlights the dropdown menu. At the bottom of the form, there are four buttons: 'Cancel', 'Previous', 'Save Application', and 'Next Step'.

20

If you are not the property owner, such as a contractor, tenant, or someone submitting on the owner's behalf, you are required to provide the property owner's information when completing the application.

Owner Information  
Enter property owner or legal representative information

Are you the property owner?  
No

Please enter the property owner's contact information.

First Name

Last Name

Email

Phone

Address Ln1

21

Once the owner's information has been entered, click "Next Step".

Last Name  
Owner

Email  
jane.owner@gmail.com

Phone  
803-325-1111

Address Ln1  
100 Main Street

City  
Rock Hill

State  
SC

Zip  
29730

Cancel Previous Save Application Next Step

22

Use the drop-down menu next to each listed contact to select the appropriate contact type.

Rock Hill  
Home My Account Logout

### Fire Sprinkler System Application

**Select Contacts**  
Select the contractors working on your project. Choose the type of work they will be performing from the drop down lists. To search for a contractor, click "Search Contact". Select the Financial Contact that will be responsible for any permit fees.

Financial	Name	Organization	Type
<input checked="" type="checkbox"/>	f.....s .....@yahoo.com	Remodeling Co. Contractor	Fire Sprinkler

Search for contact if not listed.  
[+ Search Contact](#)

Cancel Previous Save Application **Next Step**

23

To add contacts to your application or project, click "Search Contact." Only contacts with a City of Rock Hill Evolve account can be added. If multiple contractors or subcontractors are involved in your project, please add each one. Make sure to select the contact who will be responsible for the project's financials, including permit and plan review fees.

Rock Hill  
SOUTH CAROLINA

Home My Account Logout

### Fire Sprinkler System Application

**Select Contacts**  
Select the contractors working on your project. Choose the type of work they will be performing from the drop down lists. To search for a contractor, click "Search Contact". Select the Financial Contact that will be responsible for any permit fees.

Financial	Name	Organization	Type
<input checked="" type="checkbox"/>			

Search for contact if not listed.  
Search Contact

Cancel Previous Save Application Next Step

24

Click in the “Enter business name or last name” field and type a business name or a last name to search available accounts, then click “Search.”

The screenshot shows the 'Account Lookup' page on the Rock Hill website. The page has a dark blue header with the Rock Hill logo and navigation links for 'Home', 'My Account', and 'Logout'. A left sidebar menu is organized into three sections: 'Permits' (with links for Pay Online, Permit Search, New Application, My Permits, and Inspections), 'Project' (with links for Project Search, Submit Plans, My Projects, Under Review, Revisions Required, and Recent Reviews), and 'City Links' (with links for Plan & Dev Website, City GIS Search, Application & Checklists, Fee Schedule, Development Standards, Evolve © 2023, and Online Services). The main content area is titled 'Account Lookup' and features a search form. The form includes a text input field with the placeholder text 'Enter business name or last name', a blue 'Search' button, and a 'Cancel' button. Two orange circles are drawn around the input field and the Search button to indicate the steps described in the text above.

25

Review the search results and select the appropriate contact. Please verify the contact information before adding them, then click the checkbox to confirm your selection.

The screenshot displays a web application interface with a sidebar menu on the left and a list of search results on the right. The sidebar menu is organized into three sections: 'Permits', 'Project', and 'City Links'. The 'Permits' section includes 'Pay Online', 'Permit Search', 'New Application', and 'My Permits'. The 'Project' section includes 'Project Search', 'Submit Plans', 'My Projects', 'Under Review', 'Revisions Required', and 'Recent Reviews'. The 'City Links' section includes 'Plan & Dev Website', 'City GIS Search', 'Application & Checklists', 'Fee Schedule', 'Development Standards', 'Evolve © 2023', and 'Online Services'. The search results list contains several rows, each with a checkbox, a circular icon containing initials, and a text label. The row with initials 'C C' and the text 'City Of Rock Hill Public Works City Of Rock Hill Public Works' is highlighted with an orange circle. The 'Owner' label is visible to the right of this row. Other rows include initials like 'Q', 'A W', 'J J', 'P T', 'S C', 'W C', 'T M', 'N F', 'C C', 'D D', and 'K Q'.

**26** Scroll to the bottom of the page and click "Add Contacts".

The screenshot displays a web application interface. On the left is a sidebar with the following sections and items:

- Permits**
  - Pay Online
  - Permit Search
  - New Application
  - My Permits
  - Inspections
- Project**
  - Project Search
  - Submit Plans
  - My Projects
  - Under Review
  - Revisions Required
  - Recent Reviews
- City Links**
  - Plan & Dev Website
  - City GIS Search
  - Application & Checklists
  - Fee Schedule
  - Development Standards
  - Evolve © 2023
  - Online Services

The main content area shows a list of contact entries, each with a checkbox, a circular profile picture containing initials, and a name. The entries are:

- J M J
- B S B
- K A K
- B S B
- L M L
- P P P
- D I D
- C C C
- C C C
- C C C

Below the list, there is a text prompt: "If account is not listed above use the create new account button." followed by a blue link: "+ Create New Account". At the bottom of the contact list, there are two buttons: "Cancel" and "Add Contacts". The "Add Contacts" button is highlighted with an orange circle.

27

Once you are finished adding all of your project contacts and their "Type", click "Next Step".

Rock Hill

Home My Account Logout

Permits

- Pay Online
- Permit Search
- New Application
- My Permits
- Inspections

Project

- Project Search
- Submit Plans
- My Projects
- Under Review
- Revisions Required
- Recent Reviews

City Links

- Plan & Dev Website
- City GIS Search
- Application & Checklists
- Fee Schedule
- Development Standards
- Evolve © 2023
- Online Services

### Permit Application

#### Select Contacts

Select the contractors working on your project. Choose the type of work they will be performing from the drop down lists. To search for a contractor, click "Search Contact". Select the Financial Contact that will be responsible for any permit fees.

Financial	Name	Organization	Type
<input checked="" type="checkbox"/>	[Redacted]@yahoo.com	Remodeling Co. Contractor	Company Owner
<input type="checkbox"/>	City Of Rock Hill Public Works	City Of Rock Hill Public Works Owner	General

Search for contact if not listed.  
[+ Search Contact](#)

Cancel Previous Save Application **Next Step**

28

Start uploading your supporting documents by clicking "Upload" next to each document and selecting a PDF.

### Permit Application

#### Upload Documents

Upload all documents that are required to be submitted as part of your permit application as PDFs.

-  Above Ground Piping Approval Letter [Upload](#)
-  Certificate of Compliance [Upload](#)
-  Fire Protect Sprinkler System Spec Sheet [Upload](#)
-  Fire Sprinkler System Plan \* Required [Upload](#)
-  Plan Review Submittal Form \* Required [Upload](#)
-  Specifications [Upload](#)
-  Underground Approval Piping Letter [Upload](#)

Additional Documents

[+ Add Document](#)

[Cancel](#)

[Previous](#)

[Save Application](#)

[Next Step](#)

29

Click "Choose File"..

The screenshot shows a web interface for file upload. At the top, there is a dark blue navigation bar with the Rock Hill logo on the left and links for 'Home', 'My Account', and 'Logout' on the right. Below the navigation bar, the page title is 'File Upload', followed by the instruction: 'Select the "Choose File" button to select your document then select Upload. File format must be PDF.' The main content area contains a form with the following elements: a 'Document Name' label above a text input field containing 'Fire Sprinkler System Plan'; a 'Select file' label above a 'Choose File' button; the text 'No file chosen' to the right of the 'Choose File' button; a 'Cancel' button below the 'Choose File' button; and an 'Upload' button to the right of the 'Cancel' button. An orange circle highlights the 'Choose File' button.

30

Once you have chosen the file you wish to upload from your device, click "Upload".

### File Upload

Select the "Choose File" button to select your document then select Upload. File format must be PDF.

Document Name

Fire Sprinkler System Plan

Select file

Choose File

Fire Sprinkler Plan.pdf

Cancel

Upload

31

Click "Upload" next to each document you want to include with your application. Any form marked with \*Required in red must be uploaded before you can submit your application.

The screenshot shows a web application interface for a permit application. At the top, there is a dark blue navigation bar with the Rock Hill logo on the left and links for 'Home', 'My Account', and 'Logout' on the right. Below the navigation bar, the page title is 'Permit Application'. The main content area is titled 'Upload Documents' and includes the instruction: 'Upload all documents that are required to be submitted as part of your permit application as PDFs.' A list of documents is displayed, each with a document icon, a title, and an 'Upload' button. The 'Plan Review Submittal Form' is marked as '\* Required' in red text, and its 'Upload' button is circled in orange. Other documents include 'Above Ground Piping Approval Letter', 'Certificate of Compliance', 'Fire Protect Sprinkler System Spec Sheet', 'Fire Sprinkler System Plan Uploaded', 'Specifications', and 'Underground Approval Piping Letter'. Below the list, there is a section for 'Additional Documents' with a '+ Add Document' link. At the bottom of the page, there are navigation buttons: 'Cancel', 'Previous', 'Save Application', and 'Next Step'.

Document Title	Status	Action
Above Ground Piping Approval Letter		Upload
Certificate of Compliance		Upload
Fire Protect Sprinkler System Spec Sheet		Upload
Fire Sprinkler System Plan	Uploaded	Upload View
Plan Review Submittal Form	* Required	Upload
Specifications		Upload
Underground Approval Piping Letter		Upload

32

When uploading documents, please follow these guidelines:

- Upload each document under its correct placeholder.
- Do not upload the same document multiple times under different document titles or upload blank pages.
- Do not combine different document types into a single PDF. For example, do not merge the Plan Review Submittal Form, building plans, and specifications into one document.
- Do not split plan pages and upload them individually; if submitting a building plan with 20 pages, submit the entire building plan under the appropriate document type.
- If you are uploading documents for a project with more than one building, like townhomes or apartments, please upload the plans for each building separately and name each file clearly using this format "Building Number\_Address\_Unit Numbers". For example: Building 1\_900 Main Street\_Units 1-20. This format helps ensure each building's plans are clearly identified and processed correctly.

*\*Documents that are not uploaded according to these instructions may not be accepted, so following this guidance will help ensure your submittal is processed without delays.*

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Once you are finished uploading all your supporting documents, click "Next Step".

The screenshot shows a web interface for document uploads. It features a list of document placeholders, each with a folder icon, a title, and an 'Upload' button. Two documents, 'Fire Sprinkler System Plan' and 'Plan Review Submittal Form', are marked as 'Uploaded' in red text and have a 'View' button. Below the list is an 'Additional Documents' section with a '+ Add Document' link. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Save Application'. The 'Next Step' button is highlighted with a large orange circle.

	Above Ground Piping Approval Letter	Upload
	Certificate of Compliance	Upload
	Fire Protect Sprinkler System Spec Sheet	Upload
	Fire Sprinkler System Plan <b>Uploaded</b>	Upload View
	Plan Review Submittal Form <b>Uploaded</b>	Upload View
	Specifications	Upload
	Underground Approval Piping Letter	Upload

Additional Documents  
[+ Add Document](#)

Cancel Previous Save Application **Next Step**

34

Read the application disclosure and agree to the terms by checking the box.

Permit Application

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Permit Signature

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I certify to the best of my knowledge that all information provided herein is true and correct and all work performed under this permit shall conform to the approved plans and specifications and to all applicable Building Codes and Laws and Ordinances pertaining thereto.

I understand that by submitting the attached documents, my project will become public record and can be viewed by the public.

I further understand that if any information provided is found to be incorrect or falsely stated, this permit will be null and void and I may be responsible for violation of state laws and local ordinances.

I agree to the conditions.

Type your name to electronically sign.

Cancel

Previous

Finish

35

Electronically sign your application by typing your own name in the provided field. Please ensure you enter the name of the person submitting the application, not someone else's.

Permit Signature

---

I certify to the best of my knowledge that all information provided herein is true and correct and all work performed under this permit shall conform to the approved plans and specifications and to all applicable Building Codes and Laws and Ordinances pertaining thereto.

I understand that by submitting the attached documents, my project will become public record and can be viewed by the public.

I further understand that if any information provided is found to be incorrect or falsely stated, this permit will be null and void and I may be responsible for violation of state laws and local ordinances.

I agree to the conditions.

Type your name to electronically sign.

Cancel

Previous

Finish

36

## Click "Finish" to submit your application to the City of Rock Hill Planning & Development Department.

I certify to the best of my knowledge that all information provided herein is true and correct and all work performed under this permit shall conform to the approved plans and specifications and to all applicable Building Codes and Laws and Ordinances pertaining thereto.

I understand that by submitting the attached documents, my project will become public record and can be viewed by the public.

I further understand that if any information provided is found to be incorrect or falsely stated, this permit will be null and void and I may be responsible for violation of state laws and local ordinances.

I agree to the conditions.

Type your name to electronically sign.

x

Cancel

Previous

Finish

37

We will review your plan or application and send comments to the designated contact regarding any required revisions, additional information, or next steps needed for approval.

Note: Depending on the application type, plan review and/or permit fees may be due either before or after the review process. All contacts, including those listed as "Financially Responsible" (example shown below) must monitor their email for correspondence or invoices related to the review and respond promptly to avoid delays.

Permits

Pay Online

Permit Search

New Application

My Permits

Inspections

Project

Project Search

Submit Plans

My Projects

Under Review

Revisions Required

Recent Reviews

City Links

Plan & Dev Website

City GIS Search

Application & Checklists

Fee Schedule

Development Standards

Evolve © 2023

Online Services

### Permit Application

**Select Contacts**

Select the contractors working on your project. Choose the type of work they will be performing from the drop down lists. To search for a contractor, click "Search Contact". Select the Financial Contact that will be responsible for any permit fees.

Financial	Name	Organization	Type
<input checked="" type="checkbox"/>	[Redacted]	Remodeling Co. Contractor	Company Owner
<input type="checkbox"/>	City Of Rock Hill Public Works City Of Rock Hill Public Works	Owner	General

Search for contact if not listed.  
[+ Search Contact](#)

Cancel Previous Save Application Next Step

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If you submitted plans for review and need to submit revised plans, use these [Plan Resubmittal Instructions](#) to guide you in submitting your revised plans.

The screenshot shows the City of Rock Hill Plan Review and Permit Portal. The header includes the Rock Hill logo and navigation links for Home, My Account, and Logout. The left sidebar contains a 'Permits' section with links for Pay Online, Permit Search, New Application, My Permits, and Inspections. Below that is a 'Project' section with links for Project Search, New Application, My Projects, Under Review, Revisions Required, and Recent Reviews. The 'City Links' section includes links for Plan & Dev Website, City GIS Search, Application & Checklists, Fee Schedule, Development Standards, Evolve © 2023, and Online Services. The main content area is titled 'City of Rock Hill Plan Review and Permit Portal' and features six blue buttons: 'HOW TO USE PORTAL', 'NEW APPLICATIONS', 'RESUBMITTALS', 'PAYMENTS', 'BUSINESS LICENSING', and 'INSPECTIONS'. The 'RESUBMITTALS' button is highlighted with an orange circle.

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A City business license is also required for plan preparers and contractors, and the fee must be paid before approval. Click on the [Business License Application](#) tab to start the application process, regardless of whether you applied for a permit or submitted plans for review.

The screenshot shows the City of Rock Hill Plan Review and Permit Portal. The header includes the City of Rock Hill logo and navigation links for Home, My Account, and Logout. The left sidebar contains a menu with sections: Permits (Pay Online, Permit Search, New Application, My Permits, Inspections), Project (Project Search, New Application, My Projects, Under Review, Revisions Required, Recent Reviews), and City Links (Plan & Dev Website, City GIS Search, Application & Checklists, Fee Schedule, Development Standards, Evolve © 2023, Online Services). The main content area is titled 'City of Rock Hill Plan Review and Permit Portal' and features six blue buttons arranged in a 2x3 grid: 'HOW TO USE PORTAL', 'NEW APPLICATIONS', 'RESUBMITTALS', 'PAYMENTS', 'BUSINESS LICENSING', and 'INSPECTIONS'. The 'BUSINESS LICENSING' button is highlighted with an orange circle.

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### View Status of Permits or Plan Reviews:

- If you applied for a permit, click on My Permits to view your permits. You can then click on each permit to view the permit details and inspection history.
- If you submitted plans, click on My Projects to view your projects. You can then click on each project to view the project details.

The screenshot shows the City of Rock Hill Plan Review and Permit Portal. The header includes the city logo and navigation links for Home, My Account, and Logout. The left sidebar is divided into 'Permits' and 'Project' sections. Under 'Permits', the options are Pay Online, Permit Search, New Application, My Permits (highlighted with an orange circle), and Inspections. Under 'Project', the options are Project Search, New Application, My Projects (highlighted with an orange circle), Under Review, Revisions Required, and Recent Reviews. The 'City Links' section at the bottom lists various resources like Plan & Dev Website, City GIS Search, Application & Checklists, Fee Schedule, Development Standards, Evolve © 2023, and Online Services. The main content area features six blue buttons: HOW TO USE PORTAL, NEW APPLICATIONS, RESUBMITTALS, PAYMENTS, BUSINESS LICENSING, and INSPECTIONS.

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Schedule and Cancel Inspections: Once you have an approved permit, you will also schedule and cancel inspections using the portal.

The screenshot shows the City of Rock Hill Plan Review and Permit Portal. The header includes the Rock Hill logo and navigation links for Home, My Account, and Logout. The left sidebar contains sections for Permits, Project, and City Links. The main content area is titled 'City of Rock Hill Plan Review and Permit Portal' and features six blue buttons arranged in a 2x3 grid. The buttons are labeled: 'HOW TO USE PORTAL', 'NEW APPLICATIONS', 'RESUBMITTALS', 'PAYMENTS', 'BUSINESS LICENSING', and 'INSPECTIONS'. The 'INSPECTIONS' button is highlighted with an orange circle.

**Permits**

- Pay Online
- Permit Search
- New Application
- My Permits
- Inspections

**Project**

- Project Search
- New Application
- My Projects
- Under Review
- Revisions Required
- Recent Reviews

**City Links**

- Plan & Dev Website
- City GIS Search
- Application & Checklists
- Fee Schedule
- Development Standards
- Evolve © 2023
- Online Services

**City of Rock Hill Plan Review and Permit Portal**

**HOW TO USE PORTAL**

**NEW APPLICATIONS**

**RESUBMITTALS**

**PAYMENTS**

**BUSINESS LICENSING**

**INSPECTIONS**