

## Planning & Development Department

803-329-5590 / [permits@cityofrockhill.com](mailto:permits@cityofrockhill.com)

Physical (By Appointment Only): 155 Johnston Street, Rock Hill, SC 29730

Mailing: PO Box 11706, Rock Hill, SC 29731-1706

[www.cityofrockhill.com](http://www.cityofrockhill.com)



## FIRE ALARM SYSTEMS

### APPLICATION PROCESS

1. **Review State of South Carolina requirements.**
  - A. The State requires fire alarm system plans to be sealed by a South Carolina Professional Engineer unless the building is exempted by Code of Laws [Section 40-22-280](#)
2. **Go to our online plan review and permit portal:** <https://rhbuild.cityofrockhill.com/evolvepublic/>
  - A. Click on “New Applications”
  - B. Click on “Permit Applications”
  - C. Click on “Trade Permits”
  - D. Click on “Fire Systems”
  - E. Click on “Fire Alarm” and follow the prompts from there
3. **After submittal, we will email you an invoice for the required fee, which will be paid through our online portal.** Beware of scammers trying to obtain false payment through wire transfer or other mechanisms.
  - A. [Fee schedule](#)
4. **City staff will review your plan** and send comments back to the designated contact person on the application within approximately 10 business days. If the plan must be revised, use the [Plan Resubmittal Instructions](#) to guide you in uploading your revised plans.
5. After the above has been completed, **we will process your permit**, which may take another couple of days.

### REQUIRED PLAN COMPONENTS

1. The name, address, and telephone number of the owner or owner's representative.
2. The name and street address of the facility containing the proposed system.
3. The name, address, telephone number, and license number of the South Carolina fire alarm contractor installing the system.
4. The name and address of the local fire department responding to calls for this facility.
5. The type of system or service provided (local, remote station, proprietary, central station, etc.).

6. Fire alarm shop drawings showing all areas on each floor and the attic. Label each room or area to describe the use (classroom, kitchen, storage, etc.). Plans must show the location of all system components (horizontal and vertical).
7. Power connection (a wiring diagram of the system). Indicate the conductor type and size for each circuit.
8. Riser diagram showing the general arrangement of the system, the number of circuits on each riser, and the number of system components on each circuit. Use [City Standard Fire Riser Detail](#)
9. The manufacturer, model number, and listing information for all equipment, devices, and materials used. Manufacturer's technical specification sheets should be included for each type of device.
10. Provide secondary power supply (battery) calculations.
11. Provide voltage drop calculations.
12. The interface of fire safety control functions (sprinkler systems, smoke evacuation systems, etc.).
13. A complete sequence of operations detailing all inputs and outputs.