

STARTING OR CHANGING A BUSINESS?

Fact sheet for business owners/managers

When should I use this application?

Use this form if you would like to start a business in the City of Rock Hill, or to change something about the way an existing business operates (like changing the business name or ownership information) or move its location.

What is the cost?

The inspection associated with this application is \$35 for a low-impact business and \$50 for a high-impact business (see below for which types of businesses fall into each category). Additionally, if the use is approved, the associated business license fees vary by business type and projected gross income.

How can I submit this request?

- Send the form by e-mail to openforbusiness@cityofrockhill.com.
- Mail the form to the Planning and Development Department at the address listed above, attention "Open for Business."
- Submit the form in person at the Planning and Development Department offices at City Hall (155 Johnston Street, Suite 300).

What other paperwork do I need to complete to get this process started?

Some businesses need to complete additional forms:

- Restaurants serving alcohol that are open after midnight, as well as bars/cocktail lounges, need to complete a Management of Impacts' Plan.
- Businesses that are regulated by the State need to submit a copy of their state license.

What happens after I submit this paperwork?

It depends on whether your business is considered "low impact" or "high impact" for the purposes of this review.

Our goal is to make the process of opening your business as streamlined and stress-free as possible. But as you can imagine, there are some basic requirements that we need to verify before you open to the public. Here are the steps involved:

1. We need to determine that your proposed location has the correct zoning and building code classification for your business. In some cases, if it does not, you may need to go through other zoning or building code steps that staff can explain based on the particular situation, or the use may not be able to open in the proposed location at all, the reason for which staff also can explain to you.
2. We need to determine whether your business is low-impact or high-impact. A Low-Impact Business is:
 - opening in an existing space;
 - used by a similar business within the last six months;
 - where no construction requiring a building permit is proposed; and
 - where no Management of Impacts Plan is required.

High-Impact businesses include everything else, whether the entity is a for-profit business or a non-profit organization.

3. We need to inspect your business location.

If low-impact: The City defers inspections of Low-Impact businesses until shortly before you are ready to open, after you have set things up and brought in your inventory. See our brochure "[Opening Your Low-Impact Business](#)" for more information.

If high-impact: High-Impact businesses involve more zoning and building code requirements and require inspections of the building before you move in. The inspectors who usually visit your space are the Building Inspector, Fire Inspector and Zoning Inspector. The Industrial Pre-treatment Inspector may also visit if you are opening a business that requires a grease interceptor like a restaurant or automotive repair service.

If you need to make any changes to the building, some types of work require a building permit and/or a review of proposed changes to the seating or interior layout. See our brochure "[Do I Need a Building Permit?](#)" for more information.

4. If the zoning and building code requirements are met, staff will issue a **Zoning and Building Code Compliance Certificate**. You will need to sign the certificate before your business license can be issued.
5. After signing your **Zoning and Building Code Compliance Certificate**, you can obtain your business license and set up your utility account if you haven't done so already.

Below are some of the forms you might need:

[Business License Application](#)

[Utility Service Agreement](#)

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Planning and Development Department - Permit Application Center

P.O. Box 11706 or 155 Johnston St., Rock Hill, SC 29731-1706

Ph: 803-329-5590 Fax: 803-329-7228

Email: openforbusiness@cityofrockhill.com Website: www.cityofrockhill.com



ZONING AND BUILDING CODE COMPLIANCE APPLICATION

(USE WHEN STARTING OR CHANGING A BUSINESS LOCATED IN THE CITY)

Form must be completed by someone legally authorized to speak on the business' behalf (business owner/manager).

Legal Name of Business: _____

Doing Business As: _____

Property Address: _____

Mailing Address: _____

Bus. owner/manager name: _____ Phone: _____ Email: _____

Property Owner/Landlord: _____

Mailing Address: _____

Phone: _____ Email: _____

Date this location is planned to open: _____ Expected # of Jobs Created: _____

Describe your proposed business (professional office, auto body shop, etc.): _____

What are the business' proposed activities at this location? _____

Proposed Hours of Operation: _____

Square Footage of this Space: _____ How many restrooms are available? _____ How many are handicap accessible? _____

How many parking spaces are available for your space? _____ How many are handicap accessible? _____

Are you planning to make any interior or exterior changes to this space like adding or removing a wall or changing the seating configuration? List changes: _____

Are you planning to make any outside changes like outdoor storage or installing a fence? List changes: _____

Are you proposing to sell alcohol? ____ Yes ____ No Are you proposing to serve alcohol? ____ Yes ____ No

If proposing to serve alcohol and plan to be open after midnight, complete a Management of Impacts' Plan (form attached)? ____

If proposed business/profession is regulated by the State, have you obtained your state license? ____ Attach a copy.

Are you proposing to wash vehicles at this location? Yes ____ No ____ . If Yes, a [NPDES General Permit for Vehicle Wash Water Discharges](#) is required by SCDHEC. You must present the permit before you can obtain your business license.

By signing below, the business owner/manager certifies that the information on this application is true and correct. If any information is false or misleading, zoning approval shall be considered void. Business owner/manager also attests that there are no recorded deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the permitted activity being requested.

Business Owner/Manager Signature

Date

For Office Use Only

Date Submitted: _____

Fee Due: Low-Impact \$35 High-Impact \$50 N/A

Inspections Required: Zoning Building Fire Industrial Pre-Treatment

Permit No. _____

Zoning District: _____ Use Category: _____ Permitted Conditional Use Special Excep. Prohibited

Previous Use Category: _____

Building Occupancy Class: _____ Previous Occupancy Class: _____

Additional forms attached: Management of Impacts Plan SC State License Other: _____

Other processes needed prior to approval of application: Zoning Board of Appeals Conditional Use Other: _____

Notes: _____

Planning & Development Director/Designee: _____ Approval Date: _____

Form is not valid without signature.

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**MANAGEMENT OF IMPACTS PLAN
ADDENDUM TO ZONING AND BUILDING CODE COMPLIANCE APPLICATION**

(For bars/cocktail lounges and extended hours' restaurants only)

Business Name: _____

Property Address: _____

Provide a written plan to manage potential impacts on the surrounding neighborhoods and businesses. Use additional paper if needed.

Noise: Initial to certify that you have received a copy of the City's noise ordinance and understand its standards. _____

How will you monitor and control noise created by your establishment and its patrons?

Lighting: How will you provide lighting to secure the parking lot and other outside areas while complying with the Zoning Ordinance's lighting standards?

Security: How will you provide appropriate security to control crowds based on size and type of activity, including the discouragement of parking lot loitering?

Parking: Staff will review whether your parking areas meet the requirements of the Zoning Ordinance.

Do you plan to share any parking with adjacent properties, or use any parking areas other than those on your property? (In the case of a multi-tenant center, do you plan to share any parking with or use any parking areas on properties other than where the center itself is located?) Yes ___ No ___

- a. If no, initial here to certify that you will advise patrons to park only in parking spaces on your establishment's property (In the case of a multi-tenant center, initial that you will advise patrons to park only in parking spaces on the center's property.) _____
- b. If yes, discuss with staff whether an Alternative Parking Plan might be an option for your use, and how to submit a proposal for an Alternative Parking Plan.

Other: Please provide any additional information that you think would be helpful for us to know about your operations.

OFFICE USE ONLY

Planning & Develop. Director/Designee _____ **Approval Date:** _____

Comments: _____

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Zoning and Building Code Compliance Certificate

To be completed by Planning & Development Director/designee:

Business Name: _____

Business Owner/Manager Name: _____

Property Address: _____

Zoning District: _____ **Approved Use Type under Zoning Ordinance:** _____

How is use allowed?: _____ By Right _____ By Conditional Use _____ By Special Exception (ZBA case #: _____)

Are any of the requested activities on the Zoning and Building Code Compliance Application prohibited? _____ If so, which?

Hours of Operation limited to: _____

The following documents are attached to this certificate and are incorporated into its certifications by reference:

- Management of Impacts Plan
- SC State License
- Conditional Use Permit and any associated conditions
- Conditions from Zoning Board of Appeals
- Use-specific standards for business

Building Code Occupancy Class: _____

Your business will be limited to the requirements or conditions for your business type as outlined in the City's adopted building codes.

Planning & Develop. Director/Designee _____ **Approval Date:** _____

Form is not valid without signature.

Certifications for All Business Types

By signing below, the business owner/manager certifies the following:

- I understand that the business is approved only for the business use type listed on the Zoning and Building Code Compliance Certificate upon approval of the use, and only for the activities listed on the application with the exclusion of any so enumerated on the Zoning and Building Code Compliance Certificate. It is a violation of City ordinances if the business changes or expands its use type or undergoes activities that are not approved. A new Zoning and Building Code Compliance Application is required if the business would like to change location, ownership, name, or operations.
- I agree to fulfill all conditions and requirements set forth in the Zoning and Building Code Compliance Certificate and/or its attachments at all times.
- I agree to abide by all federal, state and local laws, regulations and ordinances.
- I understand that this permit shall expire 6 months from approval date if any required building permits are not obtained by then, and/or no business activity occurs on the site by then.
- I understand that I must remit all City license fees and taxes. For businesses selling food and beverages, this will include a 2% City hospitality tax on food and beverages prepared for consumption. For hotels, motels and visitor accommodations, this will include a 3% City Accommodations tax.

Additional Certifications for Restaurants of All Types and Bars/Cocktail Lounges:

By signing below, the business owner/manager certifies the following:

I have read and understand the below definitions for bar/cocktail lounge, extended hours' restaurant, restaurant serving alcohol, and restaurant not serving alcohol. I understand that these are four different types of uses, and that I am approved only for the use type listed on my Zoning and Building Code Compliance Certificate.

- **Restaurant (without alcohol):** An establishment where meals or prepared food, including beverages and confections, are served to customers for consumption on the premises. No alcoholic beverages are served, and there are no restrictions on hours of operation unless dictated by a specific zoning district, regulation, or condition of approval.
- **Restaurant serving alcohol:** An establishment where meals or prepared food, including beverages and confections, are served to customers for consumption on the premises, and where the vast majority of customers consume full meals during conventional meal times. The serving of alcoholic beverages, provision of a bar area, or provision of entertainment is clearly secondary to meal service. These businesses close no later than 12 midnight, unless otherwise restricted by a specific zoning district, regulation, or condition of approval.
- **Extended hours' restaurant serving alcohol:** An establishment where the primary business is the serving of meals or prepared food during conventional meal times, but the business is open after 12 midnight. Such restaurants often feature televised sporting events or late night entertainment, but food is available until closing. Such businesses must be closed between 2 a.m. and 6 a.m.
- **Bar or cocktail lounge:** An establishment where the primary business is the sale of alcoholic beverages, usually in conjunction with the provision of live music, dancing, or other entertainment, such as comedy, theatre, or the viewing of televised sporting events. Food may be served, but is not the primary focus of the establishment. Any business that serves alcoholic beverages and does not meet the criteria of a restaurant serving alcohol or extended hours' restaurant serving alcohol is considered a bar. Bars must be closed during the hours of 2 a.m. to 6 a.m.

I understand that if I begin operating as a different use from the use for which I have been approved to operate without getting new approvals from the City for the new use, the City may need to require me to cease operating.

Business Owner/Manager Signature

Date