Online Services Website

Applying for Permits Online

Use the **Permit Application** option to submit small plans and "over-the-counter" permits. This includes plans and permits for:

- Building permits for minor alterations or repairs (window replacement, siding, remodeling, etc.)
- Electrical, HVAC, Gas and Plumbing Permits
- Roofing Permits
- Fence Permits
- Temporary Sign Permits
- Zoning Permits for Accessory Buildings

How to Use the Site:

1. Go to https://rockhillgis.cityofrockhill.com/permitting. Make sure your pop-up blocker is turned off in your web browser.
2. Login with your email and password. If you don't have an account yet, click **New Account**.
3. Click **Permit Application** to apply for a permit and the site will walk you through the application.
4. Staff will review your application and email you when it's approved so you can pay online.
5. To pay online, click the **Pay Online** button on the left. You should receive an email with your permit, permit card, and receipt.

My Permits

Click on **My Permits** to view your permits. Click on the permit to view the permit details and inspection history. You can also schedule and cancel inspections.

Online Services Website

Submitting Plans for Review Online

Use the **Project Submittal** option to submit new residential plans, commercial plans and larger plans that require plan review including:

- Civil Construction Plans
- Commercial Building Plans
- Interior Upfit or Renovation Plans
- Multi-Family or Apartment Building Plans
- Residential Alterations and Additions

- Residential One and Two-Family Building Plans
- Sign Plans
- Site Plans
- Sketch Plans
- Subdivision Plats

How to Use the Site:

1. Go to https://rockhillgis.cityofrockhill.com/permitting. Make sure your pop-up blocker is turned off in your web browser.
2. Login with your email and password. If you don't have an account yet, click **New Account**.
3. Click **Project Submittal** to submit new plans for review. A window will open and walk you through the submittal process.
   a. If you are submitting revised plans for an existing project, click on **My Projects** and select your project from the list. Select your plan type from the drop down list. Upload your revised plan to the plan in the Documents section.
   b. If you are submitting a new plan for an existing project, use the **Project Submittal** option and select the plan type, then select your project number from the list.
4. Staff will review your plans and email you with any plan review comments.
5. When the plans are approved you can apply for any required permits.