

Planning & Development Department

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www.cityofrockhill.com



INTERIOR UPFIT CHECKLIST

WHEN TO USE THIS PROCESS

Use this process to request a building permit for an interior upfit within an existing building or building shell, or for remodeling or alterations of an existing tenant space that is contained entirely within an existing building.

Doing work to the exterior of the building and/or site work, too?

Use our [interior/exterior renovation checklist](#).

START STATE AGENCY PROCESSES EARLY

Start these processes that are required and reviewed by State agencies as early as possible.

- 1. Demolition:** If you are planning any demolition, have a contractor licensed as an [Asbestos Building Inspector](#) perform an asbestos inspection and send the results to the [South Carolina Department of Health and Environmental Control \(SCDHEC\)](#) for review, even if the inspection determines that asbestos is not present at the facility. The agency will issue you an approval letter that must be submitted to the City. Demolition cannot begin until the City has issued a building permit or a demolition permit.
- 2. Fire sprinklers:** If you are planning to add a new fire sprinkler system or to add 12 or more new heads, [submit plans](#) to the [Office of the State Fire Marshal](#) for review. The State's plan review process can take 30 days or more. The State will issue you an approval letter that must be submitted to the City. You also will need to submit fire sprinkler plans to the City for permitting.

APPLICATION PROCESS

- 1. If the building is not existing, submit plans for the shell first.** We will need to review the upfit plans against the shell plans, and to approve the shell plans prior to the upfit plans.
- 2. Submit the following in PDF format through our Online Services website at www.cityofrockhill.com/onlineservices.**
 - A. [Building Permit Application](#)**
 - B. [Commercial Building Plan Submittal Form](#)**
 - C. [Electric Load Data Form](#) and Electric Plans that show the information on the next page.**
 - D. **Building plans** drawn to scale and showing the information listed below -- Note that State law requires a South Carolina Registered Design Professional to prepare and seal plans for buildings that are 5,000 square feet or larger, and for buildings of any size that have a High Hazard Use**
 - E. [Special Inspections Packet](#)**
 - F. **COMcheck forms** to show compliance with State-adopted energy code for lighting, building envelope and mechanical units; see www.energycodes.gov**
 - G. **Itemized cost list for the building renovations****

H. Any of the following that apply:

- i. A [Certificate of Appropriateness Application](#) if the property is located within one of the City's historic districts.
- ii. [FOG \(Fats, Oils, and Grease\) Grease Discharge Permit Application](#) for restaurants and similar uses
- iii. [Pretreatment Program Industrial User Survey](#)

Separate submittals

If any of these pertain to your project, submit them separately. We will review and permit each of them on its own.

1. [Demolition Permit Application – Commercial](#)
2. [Fire Sprinkler System Plan Review Instructions](#): If the system is new or will have 12 or more heads installed, the State must approve before your plans, which can take 30 days or more. After that approval, you can apply for a permit with the City of Rock Hill. For 11 heads or less, simply apply for a permit with the City.
3. [Fire Suppression System Plan Review Instructions](#)
4. [Fire Alarm System Plan Review Instructions](#)

3. **We will email you an invoice for the required fees**, which also will be paid online. Note that sewer basin fees will be due at this stage if they are applicable to the location and the land use was not known at the time that the building permit for the shell was issued.
 - [Fee schedule](#)
4. **City staff will review your plan** and send comments back to the designated contact person on the application within approximately 5 business days. If the plan must be revised, use the [Plan Resubmittal Instructions](#) to guide you in uploading your revised plans.
5. 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.
6. After the above has been completed, **we will process your permit**, which may take another couple of days.

NONCONFORMING SITE IMPROVEMENTS

The Zoning Ordinance requires improvements to aspects of the site that do not meet current standards when interior upfits trigger a specified cost threshold. Our zoning team will help you determine what improvements are required based on your plans and the information you provide on the cost estimate.

Examples may include:

1. The paving of gravel parking areas.
2. The creation and/or planting of landscape areas.

3. Addressing stormwater issues.
4. Modifying or removing signs that do not meet current zoning standards.
5. Closing curb cuts (driveway entrances) if multiple ones serve the site.

REQUIRED PLAN COMPONENTS

1. General

- Explain how the building or tenant space where the upfit is occurring will be used. Be as specific as possible. Examples: medical office, restaurant serving alcohol, nail salon, etc.
- Provide an index of drawings and a contact list of all parties including Architect, Engineers, Property Owner, Tenant and Contractor. Include name, address, phone number and license numbers of each professional.
- Include Building Code Summary information on cover sheet (see pages 5-16 [here](#) for list)
- Provide an overall floor plan that will identify your space in relation to other spaces, corridors, exits, etc. Label your space and suite number and last tenant, if known. If in a multi-tenant building, provide overall floor plan for entire building and identify use of adjoining tenants. This overall key plan will also be used for addressing purposes if a suite number needs to be assigned so make sure the road names are also shown so the Addressing Coordinator can determine the location.

2. Architectural and Structural Plan

- Foundation plan, sections and details and seismic design sealed by appropriate engineer. Show details of foundation, walls, floors, roof, etc.
- Perimeter insulation detail.
- Sizes, spacing and grade of framing material.
- Floor plan identifying all rated and non-rated partitions, corridors, doors and other openings.
- Detailed floor plans including room names, dimensions and notes. All rated walls shall be clearly marked and labeled.
- Toilet Room layout at a sufficient scale to determine required details and dimensions.
- Ramp and stair details for any new structures.
- Schedules as applicable: windows, door and hardware, interior finishes, fixtures, etc.
- Details for fire resistive designs such as tenant, occupancy, or corridor separation.
- All fabric awnings or canopies must be accompanied by a letter of certification of fire resistance from the manufacturer.
- Engineered metal building drawings shall be provided for pre-engineered metal buildings.
- Details and specifications for high-piled combustible storage-See [Storage Rack / Shelving Plan Checklist](#)
- Show how you will screen all roof, ground, and wall-mounted mechanical equipment.

- Seating and furniture layout, if applicable
- Identify accessible clearance, routes and fixtures as required by ADA code.
- Wall detail and framing information.
- Show exit lights, emergency lights and smoke detectors, if required.
- Fire alarm system, cooking equipment, etc. when required.

3. Electrical Plan

- Power riser diagram and panel schedules.
- Show location and size of electrical service, meter, disconnects, panels, transformer, etc.
- Fixture layout and schedule including manufacturer and load information.

4. Plumbing Plan

- Show new water/sewer connections.
- Show new plumbing with riser diagram.
- Show restrooms, drinking fountains and other elements that are required to be ADA accessible.
- Provide cross connection protection details (pits, valves, etc.).

Note that backflow prevention test reports for irrigation and fire sprinkler systems from third party inspector must be submitted before a Certificate of Occupancy can be issued.

5. Mechanical Plan

- Schedule of all equipment. Include cfm, unit sizing (BTU's), and compressor tonnage.
- Mechanical floor plan/ceiling plan - show equipment, ductwork and the location of thermostats and controls. Duct detectors shall be indicated and labeled.
- Provide gas piping sizes, type of pipe, gas pressure and lengths to the meter.
- Provide condensate disposal methods, equipment access size, all exhaust sizes, locations, etc.
- Provide drawings, specifications and suppression information for hood systems. If not provided with building plans, must be submitted as separate plan for review
- Provide installation drawings and specifications for any built-in-place refrigeration units.
- Provide specifications of any refrigeration cases or units
- Energy calculations and lighting power budget. (OTTV, COP, EER, Power Factor) per Model Energy Code for buildings 5000 sq. ft. or greater.