

Building Code Inspections

The inspector will be checking that:

- Handicapped parking space signs and markings are still in place and legible.
- The handicapped accessible route into the building has not been changed.
- Handicapped restroom facilities have not been altered.
- There have not been alterations of electrical, mechanical or plumbing systems.



By checking in advance for the above items, you can help us make this final inspection go quickly, and you will have the peace of mind that you are ready to open your doors.

Of course, if you do decide that you need to do more extensive work to your space, we will schedule the inspection of these basics to coincide with the final inspection for your permitted construction. The following types of work require a building permit:

- Adding or removing a wall.
- Installing or modifying a HVAC unit.
- Installing any new electrical wiring.
- Installing any new plumbing.

While not affecting your inspection for opening, you will also need a permit to install a new sign or replace the face of an existing sign, put up a temporary banner or install a fence.

Opening a business involves lots of details. That is why the City has put together these streamlined processes to help make things go smoother so you can focus on your customers and your bottom line. Please contact us at any time if we can help in any way.

There are other City ordinances that you should be aware of when operating your business:

Smoking protection ordinance

Chapter 26, Article VII

This ordinance prohibits smoking in all enclosed public places and within 10 feet from any entry. A “No Smoking” sign is required to be posted. Free “No Smoking” stickers are available in our office.

Alcoholic beverages

Chapter 5

This ordinance prohibits the sale or consumption of alcoholic beverages between the hours of 2:00 a.m. and 6:00 a.m.

You can view all City ordinances under the Online Services section at www.cityofrockhill.com.



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Opening Your Low-Impact Business

A guide to the process for opening a business:

- in an existing space,
- used by a similar business in the past, and
- where no permit-required construction is proposed.



We're glad you've chosen Rock Hill for your business location.

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.

The good news is that if your business meets the description of what we call a low-impact business, we can take care of all of your needs with one visit to City Hall.

A Low Impact Business is:

- opening in an existing space,
- used by a similar business in the past, and
- where no permit-required construction is proposed.

** Please note this process is not available for the following uses:

- Assembly uses such as churches, private clubs., etc.
- Any vehicle repair facility
- Beauty salons/ barber shops
- Any business with a paint booth
- Day care
- Restaurants/ Food service/ Commercial kitchens
- Other hazardous classification occupancies

The first step is to determine that your location has the correct zoning and building code classification for your business. Once that is verified, you can apply for your business license and get your utilities turned on in the same visit. There are several forms and applications you will need to fill out either in person at our office or in advance by email so you can minimize your time when you do come in. Contact Matthew Thomas at (803) 329-7093 or MatthewC.Thomas@cityofrockhill.com.

The last step is to have your business inspected. 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.

Please call us at least 48 hours before you plan to open at (803) 329-7093 to schedule your inspection. We will give you a time frame for the inspection in the morning or afternoon.

Below are outlined the items that the inspector will be checking when he or she comes to your business. The inspector will notify you of any items that need to be addressed and re-inspected after they are corrected.



Meeting with the inspector.

When your inspections are approved, the process is complete and you are ready to **open for business!** Your business license will be mailed to you.

Fire Code Inspections

The inspector will be checking that:

- The correct type and number of fire extinguishers are in place for your business.**

Generally, a 5lb. ABC fire extinguisher is required for every 1,500 sq. ft. This may change based on layout or if a large quantity of combustible items are present. Unfortunately, fire extinguishers are often removed by previous tenants, so if you have any questions about missing fire extinguishers, please call us at (803) 329-7093.



5 lb. ABC Fire Extinguisher

- The fire extinguishers have been tested recently.** This can be checked on the tag. The extinguisher must be serviced and tagged by a licensed fire equipment dealer every 12 months.
- Any lighted exit signs are still in place and are working properly.**

Sometimes the signs are removed by tenants, or back-up batteries go bad. You can test the sign by pressing the Test button which should be located on the bottom of the sign. After the button is pressed, the sign should stay illuminated if it's working properly. If you have any questions please call (803) 329-7093.



Test button under sign.

- Any emergency lights are still in place and are working properly.**

Emergency lights illuminate your exit pathways in case of a power failure so you can safely exit the building.



- Doorways and exits are not blocked and are easily accessible in case of an emergency.**
- Any fire sprinkler systems, fire suppression systems and fire alarm systems are working properly and have been tested recently.** You should check in advance with your landlord to verify the status of these systems and their scheduled testing. Your landlord should have a recent inspection report from within the last 12 months.
- Your address is clearly posted with numbers or letters not less than 4 inches in height.**
- Any hazardous chemicals that are stored do not exceed the maximum allowed.** Hazardous chemicals would include things like oxygen tanks, gas or other fuels, fireworks, etc. If you know your business uses or stores any chemicals in large quantities, please call us at (803) 329-7093 to find out if there are any special requirements.