

Planning & Development Department

803-329-5590 / 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



COMMERCIAL SWIMMING POOL and/or CLUBHOUSE PERMIT APPLICATION INSTRUCTIONS (for apartments, residential subdivisions, hotels, etc.)

APPLICATION PROCESS

1. **Submit the following in PDF format through our Online Services website at www.cityofrockhill.com/oneservices:**
 - A. **Commercial Swimming Pool and/or Clubhouse Application** (pgs. 3-4)
 - B. [Electric Load Data Form](#) and Electric Plans that show the information on the next page.
 - C. **Pool plan** that shows the information on the next page.
 - D. **Site plan** for outdoor pools and clubhouses. If approved previously, attach a copy of the approved plan.
 - E. **For clubhouse buildings:**
 - [Building Permit Application](#)
 - Building plans
 - Floor plan
 - Elevation drawings
 - F. **Fence/Wall Permit Application** for any fences or retaining walls that will be installed, along with the gate or door detail. If a fence exists already, this application is not required, but the details of the existing fence and gate must be provided.
 - G. **Civil Engineering Plans Application** and associated documents if the work is not being done in conjunction with an existing grading permit for the whole site.
2. **We will email you an invoice for the required fees**, which also will be paid online.
 - [Fee schedule](#)
3. **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.
4. Submit a copy of **South Carolina Department of Health and Environmental Control (SCDHEC) approval**. SCDHEC must review public swimming pools for compliance with [State regulations](#).
5. All design professionals (such as architects of record), contractors, and subcontractors must have a City of Rock Hill [business license](#) before the building permit can be issued.
 - If your business is not located in the City and 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.

REQUIRED PLAN COMPONENTS

1. **Site plan**- see [Site Plan Checklist](#)

2. **Electrical Plan**

- Location of electrical service.
- Location of pump and filtration system. Pump must be at least 10 ft. from pool.
- Electrical bonding and grounding information showing wire sizes. All metal parts must be grounded. See Chapter 41 of the 2006 IRC for more information.
- Power Riser Diagram.

3. **Pool Plan**

- Pool dimensions (length, width, depth).
- Cross section of pool showing material (fiberglass, concrete, vinyl) and reinforcement material with thickness and depth shown.
- Sewer cleanout location. **Commercial pools are not allowed to discharge into site stormwater drainage system.** Contact the Infrastructure Division at (803) 329-5515 for more information.
- Floor plan showing location of pool (for indoor pools).
- Show how suction inlet system will be protected by approved antivortex covers and with a back-up system of vacuum relief as required by Section 3109.5 of the current International Building Code.
- Plumbing (riser detail). Restrooms, drinking fountains or other elements required to be accessible to handicapped should be detailed on plans. Refer to the current ANSI Standard A117.2003 for more information.
- Please notate on the pool plans the minimum required number of plumbing fixtures (toilets and lavatories) that will be available to serve the occupant load for the pool.
- Cross connection protection details (pits, valves, etc.).

4. **Clubhouse building plans and related**

- Building plans—see [Building Plans Review Checklist](#)
- Floor plan— The floor plan must show showing restrooms and handicap accessible elements that meet the minimum requirements of Section 1109.14 of the current International Building Code and the current ANSI A117.2003.
- Elevation drawings

Compliance with zoning architectural standards

The [Zoning Ordinance](#) regulates many aspects of the architectural design of buildings. You will need to provide information sufficient for us through elevations and notes or call-outs on plans for us to review the plans for compliance with zoning regulations. Most architectural design standards can be found in Chapter 9.6.

In specific circumstances, the following also apply:

- [Historic Design Guidelines](#) apply to structures within the City's Historic Overlay District (map layer [here](#)).
- [Design Overlay District Standards](#) apply within the City's Design Overlay District (map within document).

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Property Owner: _____ **Phone:** _____

Property Owner Address: _____ **Email:** _____

Construction Address: _____ Subdivision: _____ Lot: _____

Contractor Name: _____ Phone: _____ Email: _____

Contractor Address: _____ State Lic.#: _____ City Business Lic.#: _____

Description of Work: _____

Valuation of Work: \$ _____ **Total cost of project--**Include site development, professional design, and all subcontractors, but exclude land cost

Electrical Contractor: _____ Phone: _____ Contract Cost \$ _____

Address: _____ State Lic.# _____ City Business Lic. # _____

Mechanical Contractor: _____ Phone: _____ Contract Cost \$ _____

Address: _____ State Lic.# _____ City Business Lic. # _____

Plumbing Contractor: _____ Phone: _____ Contract Cost \$ _____

Address: _____ State Lic.# _____ City Business Lic. # _____

Is pool heated? Yes No If yes, list gas contractor.

Gas Contractor: _____ Phone: _____ Contract Cost \$ _____

Address: _____ State Lic.# _____ City Business Lic. # _____

Flood Zones

Is this property located in a flood zone? Yes No If yes, what is the flood zone classification? _____

Deed Restrictions/Restrictive Covenants

Are there any recorded deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the permitted activity being requested? For example, is there a mandatory architectural review or homeowner association approval required? Yes No

- If yes, please describe restrictions: _____

Certifications

- I certify to the best of my knowledge that all information provided herein is true and correct and all work performed under this permit shall conform to the plans and specifications herewith submitted and to all applicable Building Codes and Laws and Ordinances pertaining thereto.
- By signing this application, I certify that I have the authority to make the foregoing application and I am the property owner or an authorized agent for the company performing the work stated above. I understand that I must use contractors and subcontractors licensed or registered with the State of South Carolina.
- I further understand that if any information provided is found to be incorrect or falsely stated that this permit will be null and void and that I may be responsible for violation of other related state laws and local ordinances.
- I certify no construction or portion of construction will be built over or under any electrical, water, sewer, storm water or any other utility easements or rights-of-way.

Applicant Signature: _____ **Applicant Title:** _____

(Contractor, Property Owner, etc.)

STORMWATER POLLUTION PREVENTION FOR SWIMMING POOLS

Guidelines for Proper Pool Drainage

Before you start draining the water from your swimming pool, make sure you are meeting the pool draining requirements. Per the City's Illicit Discharge Ordinance section 29-306(g)(1), "No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the City of Rock Hill stormwater systems any pollutants or waters containing any pollutants, other than stormwater.

Prohibited substances include, but are not limited to sewage, backwash and draining associated with swimming pools or fountains". Only stormwater should be placed down the storm drain. Anything else, including pool water, is considered a pollutant and could harm water quality in our lakes, rivers, and streams. Follow the simple steps below to correctly drain your pool.

Where do I drain my pool water?

The City of Rock Hill requires that all pool water discharges be maintained in a sanitary sewer clean-out on private property. During general maintenance, when backwashing your pool, drainage into the sewer clean-out is not necessary as long as the discharge is maintained on your private property.

What does a sewer clean-out look like?

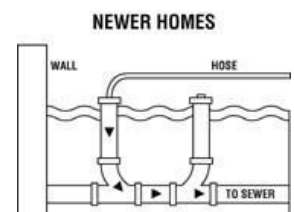
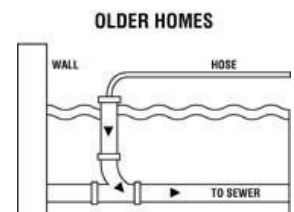
The sewer clean-out is typically a three- or four-inch black pipe about level with the landscaping, typically located close to the home. It may have a black cap, with a raised square nut or recessed slot, which can be unscrewed providing access for the pool water disposal. In a newer home, you may find that there are two clean-out pipes. In this case, the one closer to the home is the preferred access point.

What is the recommended flow rate to drain my pool?

The recommended flow rate is no greater than 12 gallons per minute. The safe flow rate may differ depending on the size of the drain line, distance to the sewer main, and the condition of the pipes. It may be necessary to consult a plumber regarding a safe rate to discharge the pool water into the sewer clean-out.

What is the procedure for using the sewer clean-out?

- Locate the clean-out. If there are two, use the one closest to the home
- Remove the cap and insert the drain hose a few inches into the pipe.
- Secure the drain hose so it won't pop out.
- Turn on the pump.
- Immediately check to make sure no water is backing up into the house. Drains for showers and tubs are the first places to check.
- If the water backs up, turn off the pump immediately. You may have a blockage, or the flow rate is too high.
- Caution: Using a clean-out in the wall is risky, and the potential for backing up water into the home is great.



Questions? Contact Planning & Development **803-329-5590**

