

## Planning & Development Department

803-329-5590 / [permits@cityofrockhill.com](mailto: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](http://www.cityofrockhill.com)



## RESIDENTIAL SWIMMING POOL APPLICATION INSTRUCTIONS

### WHEN TO USE THIS APPLICATION

A swimming pool permit is required for all pools including storable or inflatable pools unless the pool is less than 24 inches deep; and does not exceed 5,000 gallons; and is installed entirely above ground.

Apartments and residential subdivisions should use the [Commercial Swimming Pool Application](#) instead of this one.

### APPLICATION PROCESS

1. **Submit the following in PDF format through our Online Services website at [www.cityofrockhill.com/onlineservices](http://www.cityofrockhill.com/onlineservices).**
  - A. **Residential Swimming Pool Application** (pgs. 3-4)
  - B. **Stormwater Erosion Control Addendum** if grading is required for pool installation (pgs. 5-6)
  - C. **[Electric Load Data Form](#) and Electric Plans** that show the information on the next page.
  - D. **Pool plan** that shows the information on the next page.
  - E. **Site plan** that shows the information on the next page.
  - 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. **Homeowners Association approval letter** if the property is located in a neighborhood with an HOA that enforces restrictive covenants. Example on page 8.
  - H. **If an accessory building such as a storage building or a pool house is proposed, one of the following:**
    - If larger than 200 square feet: [Residential Building Permit Application Packet](#)
    - If smaller: [Application for Accessory Building of 200 Square Feet or Less](#)
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. 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 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.
5. After the above has been completed, **we will process your permit**, which may take another couple of days.

## REQUIRED PLAN COMPONENTS

### 1. Site plan

- Dimensions of property lines, location and dimensions of pool with setbacks from pool to each property line. Show distance between pool and house and other structures.
- Location of fence, deck or any other accessory structures.
- Show any easements or overhead/underground power lines.

### 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.
- 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.).

**Please note:** Residential customers can apply for an adjustment to the sewer charge on their utility bill for the initial filling of their pool by completing a [Pool Adjustment Request Form](#) within 30 days of filling the pool.

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**RESIDENTIAL SWIMMING POOL APPLICATION**

**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: \_\_\_\_\_
- Also upload a **Homeowners' Association (HOA) approval letter** (see example below).

## 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.)

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**RESIDENTIAL SWIMMING POOL APPLICATION:  
STORMWATER EROSION CONTROL ADDENDUM**

**NOTE: You may not cut trees or grade the lot until you have been issued a grading permit.**

NPDES Permit Number (if applicable): \_\_\_\_\_ Permit Holder Name: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

- Option 1:** If you are building on a residential lot, will disturb less than one acre, and the lot is not part of a subdivision, we will review stormwater erosion control along with your building permit application, and will issue a grading permit along with your building permit. This option works well when grading does not need to start before the building permit is issued. We will charge a grading plan review fee of \$15 along with your building permit fees.
- Option 2:** If you are building on a residential lot located in a subdivision and you are the listed permit holder of a valid NPDES permit for that subdivision, we will not review stormwater erosion control or issue a grading permit as part of the building permit application review.

NPDES Permit Number: \_\_\_\_\_

- Option 3:** If you are building on a residential lot(s) in a subdivision (developed after 1992) and are not the permit holder of a valid NPDES permit for that lot(s):
  - A.** You can obtain secondary permit status on an existing NPDES permit. Submit the following to the City, which will mail them to SCDHEC:
    1. SCDHEC [Individual Lot Notice of Intent Application](#). You will need to get a copy of the original grading plans for the subdivision from the current NPDES primary permit holder.
    2. \$125 fee for SCDHEC.

SCDHEC review time may take up to 7 business days. The City will charge a grading plan review fee of \$15 along with your building permit fees.

- or -
  - B.** Apply for your own primary NPDES permit. Submit the following to the City; we will mail the SCDHEC components to the agency for you:
    1. SWPPP/ site plan with Engineer’s Certification.
    2. SCDHEC [Individual Lot Notice of Intent Application](#)
    3. \$125 fee for SCDHEC.
    4. City grading permit fee of \$250 per disturbed acre or portion thereof rounded up to next whole acre.

Plan review times are as follows: City - up to 10 business days, SCDHEC - up to 7 business days.

**Certifications**

Erosion control measures are required to be in place prior to any site work taking place and shall remain in place at all times until the project is completed and approved by the City.

**I hereby certify the following:**

- I will ensure that all earthwork operations are performed in such a manner as to control erosion and prevent sedimentation from entering streams, adjacent properties or being tracked onto roadways.
- I will ensure that all erosion control structures will be inspected and maintained by the home builder/general contractor for stability and operation at the end of each workday.
- I will ensure that a construction entrance is installed in accordance with SCDHEC standards to serve as tire scrubber.
- I will ensure that silt fence is installed along the low spots of the property and along all lower adjacent properties.
- I will ensure that the road is swept daily (not washed/hosed down) if sediment gets on the road.
- I will ensure that a swale is constructed to drain away from adjacent property or direct to designated stormwater feature/control.
- I understand that building inspections will not be performed if erosion control measures are not in place.
- I understand that erosion control inspections are not scheduled inspections and may take place at any time. I certify that the City of Rock Hill may enter the property stated on the permit application for the purpose of investigation and inspection of land disturbing activities at a frequency deemed necessary to carry out the duties prescribed in the Stormwater Management and Sediment Control Regulations of the Rock Hill Zoning Ordinance.
- I will ensure that any additional permanent and/or temporary sediment and erosion control will be installed as determined necessary by the City to reduce erosion.
- I understand that failure to install or maintain erosion control measures will result in a Stop Work Notice and/or Fines, and/or any other remedies available according to the Rock Hill Zoning Ordinance. I also understand that each day any such violation exists shall constitute a separate offense.

VIOLATION	MAXIMUM FINE AMOUNT (PER DAY OF VIOLATION)
Failure to submit "as-built" plan	\$100
Failure to record deed of easements	\$100
Failure to follow approved Stormwater Management and Sediment Control Plan or the notes on a it	\$250
Failure to comply with Notice of Violation	\$250
Failure to protect off-site areas from sedimentation or other stormwater- related damages	\$250
Failure to comply with a stop work order	\$1,000

- I am the authorized agent for the company performing the work stated above. All information provided is true. 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Applicant or NPDES permit holder if applicable*

Printed Name: \_\_\_\_\_

# 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?

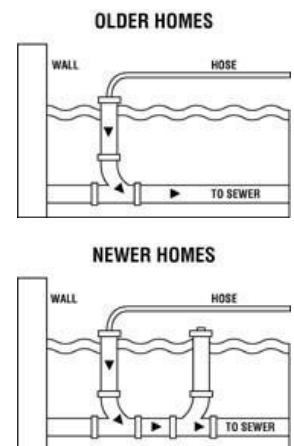
The sewer clean-out is typically a three- or four-inch black pipe about level with the landscaping, typically located close to the home. It may have a black cap, with a raised square nut or recessed slot, which can be unscrewed providing access for the pool water disposal. In a newer home, you may find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



New Town HOA Management  
1548 Ebenezer Road  
Rock Hill, SC 29732  
803-366-5262

August 25, 2022

Project Number: 20221809  
Project Name: 1525 Coatsworth Lane - Fence  
Stage: Fence

**EXAMPLE LETTER**

**HOA approval letters must include:**

- ✓ Letterhead and date
- ✓ Name and address of homeowners if applicable
- ✓ Description of work and any conditions of approval
- ✓ Printed name and signature of the HOA president or other authorized representative

Good Afternoon,

This letter is in reference to the ARC Request that was submitted to our office for a fence on your property. The Ashley Park Homeowners Association's Architectural Review Committee has considered your ARC Submission and has **APPROVED** your request.

If you have any questions, please do not hesitate to contact our office.

Kind Regards,



Meagan Schmidt

New Town HOA Management  
Accounting Administrative Assistant  
meagan.schmidt@newtownhoa.com

1548 Ebenezer Road | Rock Hill, SC 29732 | Ph (803) 366-5262

