

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



APPLICATION TO PLACE EQUIPMENT/FURNISHINGS INSIDE STRUCTURE PRIOR TO CERTIFICATE OF OCCUPANCY

WHEN TO USE THIS PROCESS

Use this application when you would like to store equipment or furnishings in a building that is under construction once it has been determined to have no life safety issues but prior to completing the [final steps needed to obtain a Certificate of Occupancy \(CO\)](#).

This is a common request after the fire alarm and sprinkler system have been approved. It is different from a request for a [Temporary Certificate of Occupancy](#), which is used when the project is farther along and has only a couple of minor items remaining to be completed.

APPLICATION PROCESS

1. **Submit the Application to Place Equipment/Furnishings Inside Structure** on the next page in PDF format through the Online Services website at www.cityofrockhill.com/onlineservices.
2. **We will review your request.** This may take a few days, as we may need to inspect the project.

It is at the City's discretion whether to approve this request or not. We will base this decision on the amount and type of work that remains to be completed, the reason that you were not able to complete all of the work on time, and how quickly you have completed any work remaining under prior projects for which we allowed the placement of equipment or furnishings prior to the issuance of a Certificate of Occupancy.

3. **We will email you regarding whether we will be able to approve the request or not.**

LIMITATIONS

If the request is approved, you are only allowed to place equipment or furnishings from the building. You cannot occupy or use it otherwise—you cannot serve customers from it, train employees in it, or do any other activities in it besides placing equipment or furnishings in it. Please note that the occupation or use of the structure for any purpose other than that described above may result in utility services being discontinued and fines being levied.

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PRIOR TO CERTIFICATE OF OCCUPANCY**

Site Address: _____ Permit #: _____

Areas of building/units where equipment/furnishings are requested to be placed:

The items to be placed are:

Describe all corrections that are needed and outstanding items that need to be completed prior to Certificate of Occupancy, whether on public or private property. Include landscaping, items inside and on the exterior of the building, accessory structure items, site work, zoning-related items, or other items specific to the project.

Attach statement or certificate from insurance company agreeing that you may place equipment or furnishings in a structure that does not have a Certificate of Occupancy

Certifications:

I understand that the structure is prohibited from being occupied for any purpose other than to place the above-described items and/or complete any work necessary to obtain the Certificate of Occupancy.

I further understand that the occupation of the structure for any purpose other than that described above may result in utility services being discontinued and possible fines levied. This application is not for a Temporary Certificate of Occupancy.

I understand that the building and/or site improvements are not complete and accept full responsibility for the risk and activities related to the placement of equipment or furnishings.

I have notified my lender, as applicable, regarding the storage of equipment or furnishings in a structure that does not have a Certificate of Occupancy.

Property Owner's Name: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Contractor's Name:

Phone: _____ Email: _____

Signature: _____ Date: _____

Tenant's Name (if different from property owner):

Phone: _____ Email: _____

Signature: _____ Date: _____