

## 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)



## MODEL HOME / TEMPORARY OFFICE BUILDING APPLICATION INSTRUCTIONS

### WHEN TO USE THIS PROCESS

Use this application process when you are requesting to do any of the following:

- Construct a model home.
- Place a modular unit on a development site as a temporary real estate sales office.
- Place a modular unit for office use during the expansion or replacement of existing facilities.

### Need to Place a Construction Trailer Instead?

Use our [Construction Trailer Permit Application](#).

### APPLICATION PROCESS

1. **Submit the following in PDF format through our Online Services website at [www.cityofrockhill.com/online-services](http://www.cityofrockhill.com/online-services).**

**A. Model Home or Temporary Office Building Addendum to Building Permit Application (pg. 3)**

**B. Model homes:** Primarily use the process and submit all documents listed in the [Residential Building Permit Application Packet](#), but also provide information showing how the structure will meet these additional requirements for temporary office use:

**ADA accessibility** to meet federal law:

- One ADA accessible parking space must be provided on site.
- An ADA accessible path must be provided from parking space into building, including proper slopes and a ramp if required by federal law.
- Front and rear doors must meet ADA accessibility requirements.
- Public restrooms must be provided, including the number required by federal law to be handicap accessible.

**Three additional parking spaces** are required. These may be paved or gravel and may be located on-site, in designated street spaces, or on an adjacent site.

Provision of a **fire extinguisher and exit signs** in sales area to meet State fire codes

**C. Modular Units:** If you are requesting to use a modular unit for a temporary office on a commercial or residential development site or during the expansion or replacement of facilities, provide:

[Building permit application](#)

**Certification** that the modular unit has been approved by the South Carolina Building Code Council for office use in the form of a photo of the existing certification label or submittal of plans reviewed by the Building Code Council with an affixed seal.

- Construction details** of stairs, landings and handicap ramps
- Show location of electric meter and power riser detail
- [Electrical load data form](#)
- Site plan**—see [Site Plan Checklist](#)
- [Stormwater Erosion Control Packet](#)

2. **We will email you an invoice for the required fees.** They must be paid before the building permit can be issued.
  - [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 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.
5. After the above has been completed, **we will process your permit**, which may take another couple of days.

## ZONING REQUIREMENTS

The Zoning Ordinance has these specific requirements for these land uses. See [Rock Hill Zoning Ordinance](#) Chapter 5.4, *Temporary Uses and Structures*, for the standards related to model homes and temporary real estate sales offices, as well as for temporary structures during the expansion or replacement of permanent facilities.

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**MODEL HOME / TEMPORARY OFFICE BUILDING  
ADDENDUM TO BUILDING PERMIT APPLICATION**

In addition to the building permit application, submit this page for a model home or temporary office building.

Address: \_\_\_\_\_

Name of development: \_\_\_\_\_

Project type: Residential  Non-residential

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type: Model home  Modular unit  Other: \_\_\_\_\_

**Certifications**

- I understand that I must request any required inspections before occupying the structure.
- If this is a model home, I understand that it must cease being used as such within 6 months after 90% of the structures for the overall development, or the applicable phase of it, are built.
- If this a temporary real estate sales office, I understand that the office must be removed within 6 months after 90% of the structures for the overall development, or the associated phase of it, are built.
- If this is a temporary office during expansion or renovation of existing facilities, I understand that the maximum duration is set by the Zoning Ordinance based on the primary use of the property.

**Applicant Signature:** \_\_\_\_\_ **Applicant Title:** \_\_\_\_\_  
(Contractor, Owner, Agent, etc.)