

## 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)



## TEMPORARY USE APPLICATION

### WHEN TO USE THIS PROCESS

Use this application to request a temporary use that will take place entirely on private property. Examples include carnivals, the seasonal sale of fireworks, and produce stands.

#### When to Use a Different Process

Separate application processes include:

- [Yard sales permit applications](#)
- [Events](#) using public streets or property, such as a park (block parties, festivals, etc.)
- [Temporary storage containers](#) (portable moving units, shipping containers, etc.)
- Food trucks and other types of mobile vendors—apply for [business license](#) and we will review for compliance with the regulations as part of that process

### APPLICATION PROCESS

1. **Submit the following in PDF format** through the Online Services website at [www.cityofrockhill.com/onlineservices](http://www.cityofrockhill.com/onlineservices). Select the option to **Apply for Permit**.
  - Application (all temporary uses complete page 3; special events also complete page 4)
  - Sketch plan showing the location of the proposed use, and any relevant information according to the use type, such as parking area, display area, location of fire extinguishers, portable restrooms, etc.
  - [Tent permit application](#) if you are requesting to use a tent
  - [Temporary sign permit application](#) if you are requesting to have temporary signs for a temporary use other than a special event
  - If the proposed use is a produce stand:
    - A drawing or photograph of the proposed stand, along with its dimensions
    - If the stand is 120 square feet or larger, a [building permit application](#).
2. **We will email you an invoice** for the application fee of \$50, which you will pay online.
3. **City staff will review your application** and send comments back to the designated contact person on the application within approximately three business days.
4. If the proposed use is for a fireworks' stand or produce stand, call us at the number above for a **final inspection**.

## STANDARDS FOR TEMPORARY USES

### Special Events on Private Property:

1. Each location is allowed up to two events per site per calendar year. Each event is limited to 14 days or less.
2. A special event permit is not needed if:
  - The event will be held on public property (the City has a separate process for that); or
  - The event will be held entirely indoors; or
  - The event will be held on the grounds of a private residence, or on the common areas of a single-family attached or multi-family residential development for a resident; or
  - The event is sponsored in whole or in part by the City or state; or
  - The event is held at a site or facility where the primary use has an inherent special event component. Examples include but are not limited to sporting events conducted on courses or fields intended and used for such activities; wedding services conducted at event venues; funeral services conducted at funeral homes or cemeteries, and community events held in the buildings of religious institutions.
3. All cooking and food sales must meet South Carolina Department of Health and Environmental Services regulations. See <https://www.scdhec.gov/food-safety/food-service-industry-permits-rules>.
4. Special events are allowed one banner per street frontage during the event period with a maximum size of 32 square feet for each sign.

### Fireworks Sales

1. Fireworks sales are limited to two sales per year per location of up to 14 days each.
2. Fireworks' stands require a temporary retailer permit from the South Carolina Board of Pyrotechnic Safety, which requires certain documents as well as inspection by a Deputy State Fire Marshal. The permit application is available online at [SCLLR](#).

### Seasonal Sale of Agricultural Products (Christmas trees, pumpkins, seasonal produce, etc.)

1. Each property in the City may have a seasonal sale of agricultural products for up to 90 days per year if a produce stand is not used, or for up to 180 days if a produce stand is used.
2. Produce stands have the following zoning rules:
  - Must be of sound construction quality.
  - Maximum of 750 square feet and 15 feet tall.
  - Must exclusively be used for the retail sale of agricultural and related products.
  - Must comply with the signage standards in *Chapter 8: Development Standards*.
  - Must meet the City's design standards in terms of colors and materials used.
  - In lieu of a paved parking lot, a well-maintained gravel parking area of sufficient size to meet expected or actual customer demand must be provided to give customers reasonable access to the site.
  - If a dumpster is used, it must be screened.
  - Only one produce stand is allowed per site.
  - Produce stands are not required to be moved off site during their non-sales period provided that they are secured to limit the ability of trespassers to access them; are maintained in good repair; and are removed immediately when the use ceases for a period of 12 months.

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**TEMPORARY USE APPLICATION**

1. Address for proposed temporary use: \_\_\_\_\_
2. What type of temporary use are you proposing to have?
  - Special event on private property  (If you are proposing to have a special event, also complete the next page.)
  - Fireworks sales
  - Seasonal agricultural sales
  - Other: \_\_\_\_\_
3. Proposed start date: \_\_\_\_\_ Proposed end date: \_\_\_\_\_
4. Proposed hours of operation: \_\_\_\_\_
5. Will you have any tents? Yes  No
6. Will you have any temporary signs? Yes  No

**PROPERTY OWNER**

Name (authorized representative, if corporation): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do any recorded deed restrictions or restrictive covenants apply to this property that would prohibit, conflict with, or be contrary to the activity you are requesting? For example, does your homeowners association or property owners association prohibit the activity or need to approve it first? **Yes**  **No**

• If yes, please describe the requirements: \_\_\_\_\_  
\_\_\_\_\_

**I certify that I have completely read this application and instructions, that I understand all it includes, and that the information in the application and the attached forms is correct.**

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

**APPLICANT (IF DIFFERENT FROM PROPERTY OWNER)**

Company Name: \_\_\_\_\_ Representative Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Special events on private property

1. List all activities that will be part of the special event:
  
2. How many people do you expect to attend the special event? \_\_\_\_\_
3. Where will people park for the special event?
  
4. How will you handle trash generated by the special event?
  
5. How will you provide restrooms and hand washing facilities for event staff and attendees?
  
6. Will the special event have outdoor lighting beyond that which the site ordinarily has?  
Yes  No  If yes, describe:
  
7. Will music or sound be amplified? Yes  No  If yes, describe and list hours of operation:
  
8. Will animals be allowed? (petting zoo, etc.) Yes  No  If yes, what species, and how will safety issues be addressed?
  
9. Will fireworks be used? Yes  No  If yes, describe:
  
10. Will you provide any food? Yes  No  If yes, describe:
  
11. Will you provide medical facilities? Yes  No  If yes, describe:
  
12. Will the Rock Hill Police Department provide security? Yes  No  If yes, describe:
  
13. Will you provide private security? Yes  No   
If yes, name of agency: \_\_\_\_\_ Phone: \_\_\_\_\_  
Describe the level of security: