

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



ROOFING PERMIT APPLICATION INSTRUCTIONS

WHEN TO USE THIS PROCESS

Use this application to request a permit to recover a roof on an existing residential or non-residential structure.

APPLICATION PROCESS

1. **Submit the following in PDF format through our** Online Services website at www.cityofrockhill.com/onlineservices.
 - A. **Roof Permit Application (pg. 2)**
 - B. **Signed copy of contract**
 - C. **[Certificate of Appropriateness application](#)** if located within one of the City's [Historic Overlay Districts](#)
 - D. **Homeowners Association approval letter** if the property is located in a neighborhood with an HOA that enforces restrictive covenants regarding architecture.
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 application** and send comments back to the designated contact person on the application within approximately 3 business days. If the application must be revised, use the [Plan Resubmittal Instructions](#) to guide you in uploading your revised documents.
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. Contractors must also have the required **State of South Carolina licenses** for the type of work.
 - Under state law, Residential Specialty Licensed Contractors are limited to:
 - i. \$5,000 of commercial roofing work, including labor and materials.
 - ii. \$5,000 of residential roofing work per property unless a bond has been filed with the South Carolina Labor, Licensing, and Regulation Division.
 - State law also requires a South Carolina Specialty Roofing Contractor’s License for commercial membrane roofs.
6. After the above has been completed, **we will process your permit**, which may take another couple of days.

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ROOFING PERMIT 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**

Use of building: Commercial Residential

Existing Roof Material: Asphalt shingles Membrane Metal Slate Other: _____

Proposed Roof Material: Asphalt shingles Membrane Metal Slate Other: _____

Are you removing the existing shingles or membrane? Yes No

(Note that only one layer of shingles may be roofed over.)

Square Footage of Roof: _____ No. of Squares: _____

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**.

Certifications

I certify that the information on this application is true and correct, and that all work performed under this permit shall conform to all applicable codes, laws and ordinances.

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