

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



RESIDENTIAL BUILDING PERMIT APPLICATION PACKET:

- New single-family homes, duplexes, townhomes, and condominiums
- Renovations and additions
- Decks, porches, and screened rooms
- Detached accessory buildings and garages 200 sf+
- Homes being moved onto a lot

APPLICATION PROCESS

1. **Submit the following in PDF format** through our Online Services website at www.cityofrockhill.com/online-services.
 - A. [Building Permit Application](#) and all associated forms that are required based on specific circumstances (pg. 5)
 - B. [Stormwater Addendum](#) (pg. 7)
 - C. **Copy of your signed contract**
 - D. **Building Plans** that include the components on the next page.
 - E. **Site Plan** that includes the components on pages 3 and 4.

2. **We will email you an invoice** for the required fees. They must be paid before the building permit can be issued and will usually include:

- Building permit and plan review fee—this includes two document review sessions. Each review after that is charged the same fee again up to \$1,000 each time.
- Zoning compliance fee (\$20 added to building permit fee)
- Impact fees
- Grading permit fee (if applicable)
- Water meter set fee (if not paid by developer)
- Electrical service fees and underground electric installation fees

[Fee schedule](#)

[How to Calculate Residential Permit Fees](#)

Also note that **change orders** are charged fees of \$100 for single-family detached, and \$200 or \$400 for single-family attached (duplexes, townhouses, etc.)—\$200 for minor changes and \$400 for major changes.

3. **City staff will review your plan** and send comments back to the designated contact person on the application within approximately three business days. If the plan must be revised (which is common with residential building plans), use the [Plan Resubmittal Instructions](#) to guide you in revising your plans.

Once the plans are approved, we will process your permit, which may take another couple of days.

Did You Know?

- The building plans for single-family residences and duplexes are *not* required to be sealed by an architect. The building plans for attached products such as townhouses *are* required to be sealed by an architect.
- Building plans that have been purchased online or by mail and are copyrighted must be submitted with the red stamp present on the plans. Duplicated plans will not be accepted for plan review and approval.
- See our [Tips for Residential Subdivision Developers and Builders](#) for information about submitting master building plans for review and other helpful hints to get your project off on the right foot.

BUILDING PLANS CHECKLIST

1. Foundation plan

- Include overall foundation layout, type of foundation (crawl, slab) and pier location and sizes.
- Provide dimensions for all pier locations.
- Locate all foundation vents on crawl space plan.
- Provide foundation sections.
- In certain applications, queen’s brick does not meet certain load bearing requirements in curtain wall assemblies. Please indicate the type of brick being used in these circumstances.

2. Floor joist layout - Include size, type, span and direction of joists along with spacing.

3. Elevation drawings of front, side, and rear that meet the City’s zoning architectural standards

Compliance with zoning architectural standards

The [Zoning Ordinance](#) regulates many aspects of the architectural design of homes. You will need to provide information sufficient for us through elevations and notes or call-outs on plans for us to review the plans for compliance with zoning regulations. **Most architectural design standards can be found in Chapter 9—section 9.2 for single-family detached, and section 9.3 for duplexes.**

In specific circumstances, the following also apply:

- [Historic Design Guidelines](#) apply to homes within the City’s [Historic Overlay District](#) (map layer [here](#)).
- [Design Overlay District Standards](#) apply within the City’s Design Overlay District (map within document).
- Homes built in the Senior Residential zoning district must be designed for accessibility in accordance with the [Fair Housing Act Design Manual](#) to the maximum extent practical or to the extent required by law.

4. Floor plan

- Include floor plan of each floor with dimensions and all rooms labeled.
- Provide window and door sizes along with header and structural information.
- Plans must be oriented as shown on the site plan. For example, if garage will be located on the left, the building plans must show the garage on the left.

5. Electrical plan - Provide location and type (gas or electric) of all outlets, GFCI outlets, lights, smoke detectors, carbon monoxide detectors, appliances, and water heater.

6. Mechanical and energy information

- Manual J, S (equipment sizing) and D (ductwork) Calculations supplied by the heating and air contractor.
- SEER ratings for all units
- Duct insulation values
- U-factors and SHGC values for windows
- R values for all insulation
- Signed and dated ResCheck from <https://energycode.pnl.gov/REScheckWeb/>

7. Wall framing details, including cross section or “slice” that depicts the structure from the foundation through the roof and includes thickness of footings or slabs, size of studs, size of joists and rafters, bolting and anchoring, insulation and exterior finish.

8. Braced Wall Floor plan & details. Plans should show wall plan layout with shaded areas showing braced wall locations and should also indicate which type of braced wall is being used in those areas. Include a cross section or “slice” that depicts the structure from the foundation through to the top plate. Larger scale details shall be provided for the sill plate attachment, 1st and 2nd floor transition, and top plate attachment.

9. Roof plan (bird’s eye view) and in the case of a complex or multi-level roof, a **roof framing plan**

SITE PLAN CHECKLIST

Many regulations of the [Zoning Ordinance](#) and related documents effect site layout for residential projects. While the entire Ordinance applies, these are the key sections that relate to single-family structures.

Topic	Zoning Ord. section	Notes
Use-specific standards	4.3.3	This has the lot dimensions for homes in commercial zoning districts and special architectural and site requirements for homes in the Senior Residential zoning district.
Accessory structures	5.3	Setbacks, size, height, maximum allowed, etc.
Lot dimensions	6.6	Lot dimensions vary by zoning district, but alley, parking, and other standards often require larger dimensions than are shown in the table—it is critical that you refer to the associated notes in the table before you configure a dwelling on a lot.
Neighborhood design standards and street design standards	Neighborhood design standards—6.3 Street design standards 6.7; also, App. 6-A for cross-sections	6.3 includes standards regarding the amount of parking spaces required on- and on-site for each residence. 6.7 includes standards that you may need to include on the site plan, such as sidewalks or shared use paths.
Development standards	Ch. 8	Standards regarding riparian buffers, tree protection, open space, landscaping (land use buffers, street tree options, etc.), parking, lighting, and signs.
Site and building design standards	9.2—single-family detached; 9.3—single-family attached	Some of these standards affect layout, particularly the garage requirements.
Construction standards	Ch. 7	Stormwater management, utility easements, and similar infrastructure standards.
If property is within an overlay district, also see the City's Historic Design Guidelines , Design Overlay District Standards , or Ch. 3 of the Zoning Ordinance for the Airport Overlay District regulations as applicable.		

GENERAL PROJECT INFORMATION

1. Provide address of property, tax map number, and lot number.
2. Provide the name, mailing address, email address, and phone number of the owner and/or developer and designer of the site plan.
3. Include a vicinity map showing location of proposed project.
4. Include a map scale using appropriate engineer's scale, north arrow, and date.

PROPOSED DEVELOPMENT SITE

1. Show the total acreage.
2. Show zoning district classification, and if applicable, overlay zone(s).
3. Show the property dimensions, drawn to scale, with the proposed building footprint (bird's eye view) including decks and porches.
4. Show the required building setback lines.
5. Show footprints of all structures (proposed and existing), and indicate whether they are primary or accessory. Make sure that the orientation of the dwelling matches that shown on the building plans.
6. List square footage of all structures (proposed and existing).
7. Show the side (left and right), rear, and front dimensions from the dwelling to each property line.
8. Show how the project will meet any use-specific standards.

UTILITIES

1. Show all easements and rights-of-way (existing or proposed) along with their width and use.
 - a. As part of this, show a 10-foot easement along the right-of-way for electrical utilities. Keep sidewalks out of the easement to the maximum extent practical.
2. Show all underground or overhead utilities.
3. Show water and sewer water and sewer connection locations (cannot be located in driveways or under sidewalks).
4. Show proposed location of the electric meter (cannot be located on the rear of the dwelling—generally, the best location is on the side of the dwelling closest to the electric source).

TOPOGRAPHY

1. Show topography by contours at vertical intervals of not more than five feet. All elevations shall refer to Mean Sea Level Datum (if available).
2. Show proposed major contour changes in areas where substantial cut and/or fill is to be done.

RIPARIAN BUFFERS

1. Show flood hazard and floodway limits, per FEMA FIRM mapping (with 100-year flood elevations).
2. Depict any water resources subject to riparian buffer standards, delineated by type. Delineate the undisturbed buffer area and the transition area. Note that any lands that are adjacent to or within 25 feet of a riparian buffer that have natural slopes of 33% must be included in the riparian buffer.

TREE RETENTION/OPEN SPACE/LANDSCAPE

1. Show amount of required tree canopy to be retained.
2. Show limits of disturbance.
3. Show any heritage trees that are on site or are on an adjoining property that hangs over the lot. If any exist, show tree protection areas on the plan and the associated notes.
4. Show landscape for the individual lot

STORMWATER

1. If residence is in a subdivision with an overall grading plan, show the grading for the subject lot from the overall grading plan for the subdivision.
2. Show proposed impervious surface calculation.
3. Show property line points of stormwater inflow and outflow.
4. Show drainage flow patterns.
5. Show the areas designated for stormwater mitigation facilities.
6. Show easements for all public and/or private drainage systems of required width.
7. Add note: "Stormwater mitigation measures shall be implemented in accordance with City of Rock Hill Infrastructure requirements, for water quality and quantity, including temporary controls for the land disturbance phase and permanent measures for post-construction.
8. Show all silt fences.
9. Show sizes, lengths, and proposed locations of driveway culverts.

DRIVEWAYS AND SIDEWALKS

1. Show location, dimensions, and material of existing and proposed driveways and mailbox.
2. Show location, width, and material of existing sidewalk if already in place.
3. Show location, width, and material of any additional required sidewalks.

FENCING

1. Even though a separate permit application is required, please also identify the location, type, and height of all proposed fencing on the site plan with this application. Keep in mind:
 - A. Fences must be located outside of easement areas unless the utility provider grants an encroachment.
 - B. Fences must remain clear of all sight distance and triangle areas.

OTHER

1. Submit written verification to serve from all non-city utility service providers if that was not already done as part of the preliminary plat application.
2. Show all [standard details](#) for water, sewer, and stormwater that pertain to residential structures.

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RESIDENTIAL BUILDING PERMIT APPLICATION

Property Owner: _____ Phone: _____

Property Owner Address: _____ Email: _____

Construction Address: _____ Subdivision: _____ Lot #: _____

Contractor Name: _____ Phone: _____ Email: _____

Contractor Address: _____ State Lic.#: _____ City BL #: _____

Description of Work: _____

Heated/Conditioned SF: _____ Unheated SF: _____ # Bedrooms: _____ # Baths: _____ Stories: _____ # of Buildings: _____ # of Units: _____

Are you upgrading or relocating your electric service? Yes No

Will a fire sprinkler system be installed or modified? Yes No

Heating: Gas Electric Water Heater: Gas Electric

If all appliances are electric, residential customers may qualify for [reduced electric rates](#).

Valuation of Work: \$ _____ Total cost of project--Include site development, professional design, and all subcontractors, but exclude land cost

Electrical Contractor: _____ Phone: _____ Contract Cost \$ _____

Electrical Contractor Address: _____ State Lic.# _____ City BL# _____

Mechanical Contractor: _____ Phone: _____ Contract Cost \$ _____

Mechanical Contractor Address: _____ State Lic.# _____ City BL# _____

Plumbing Contractor: _____ Phone: _____ Contract Cost \$ _____

Plumbing Contractor Address: _____ State Lic.# _____ City BL# _____

Gas Contractor: _____ Phone: _____ Contract Cost \$ _____

Gas Contractor Address: _____ State Lic.# _____ City BL# _____

Other Contractor: _____ Phone: _____ Contract Cost \$ _____

Other Contractor Address: _____ State Lic.# _____ City BL# _____

Other Contractor: _____ Phone: _____ Contract Cost \$ _____

Other Contractor Address: _____ State Lic.# _____ City BL# _____

Flood Zones

Is this property located in a flood zone? Yes No

If yes, what is the flood zone classification? _____ Also attach a [Flood Elevation Certificate](#).

Stormwater Culverts and Driveway Aprons

- **City-maintained streets:** When the drainage amount is substantial, engineered plans will be required, and a licensed contractor will be required to install the stormwater culvert and driveway apron.
When the drainage amount is more minor:
 - For projects on City-maintained streets that need only a driveway apron, contact Kenny Williams in the Public Works Department at 803-326-3756 to coordinate a connection.
 - For projects on City-maintained streets that need a stormwater culvert and a driveway apron, contact Renee Burt in the Stormwater Division at 803-326-3775 to coordinate the installation of the culvert and the driveway apron connection.
- **State-maintained streets:** For projects with entrances on SCDOT maintained streets that need a driveway culvert, apply for an SCDOT Encroachment Permit through <https://www.scdot.org/business/permits.aspx> and contact Ken Pomerantz at 803-448-9861 after the culvert has been installed.

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).

Other Required Permit Applications/Forms—upload all that apply along with your building permit application

- New Contractor Application – Online application required for contractors applying for their first permit in the City
- [Owner/Builder Affidavit](#) - If owner acts as their own contractor (must reside in house for 2 years)
- [Underground Electric Installation Request Form](#)— In most cases, the City is the electrical provider. Submit this form when you are ready for the underground electric line to be installed. This should be done when the meter base has been installed on the home but before you request your temporary power inspection.
- [Irrigation System Permit Application](#) - A separate application and permit are required for the installation of an irrigation system and backflow preventer.
- [Fence/Wall Permit Application](#)
- [Demolition Application](#)
- A [Lead Paint Removal Certification](#) is required for work on a structure built before 1978.
- A [Certificate of Appropriateness Application](#) if the property is located within one of the City's [historic districts](#).

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.
- I further understand that if any information provided is found to be incorrect or falsely stated, this permit will be null and void and I may be responsible for violation of other related state laws and local ordinances.

Applicant Signature: _____ **Applicant Title:** _____

(Contractor, Property Owner, etc.)

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**RESIDENTIAL BUILDING PERMIT 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

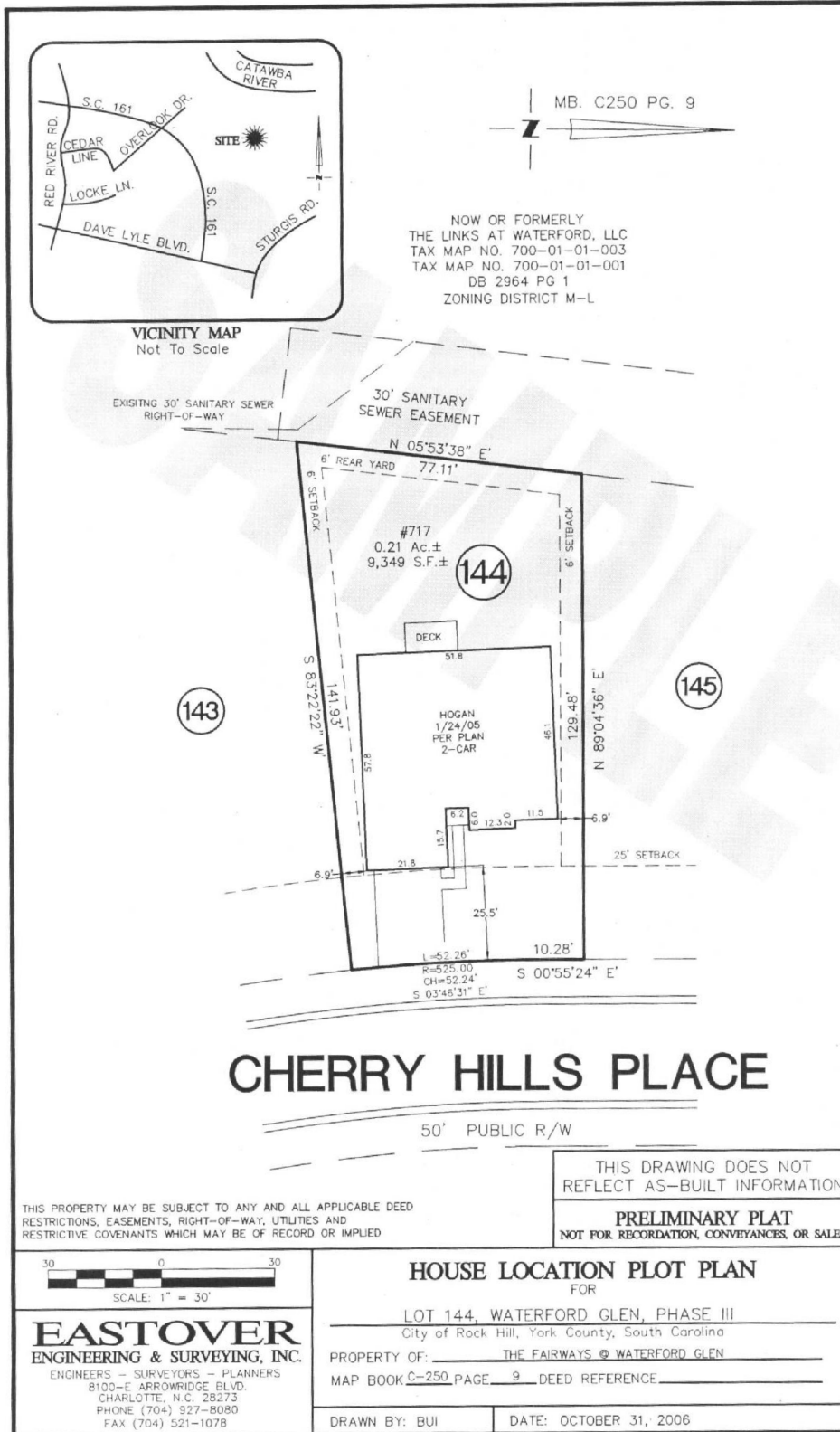
- I am the authorized agent for the company performing the work stated above. All information provided is true. I further understand that if any information provided is found to be incorrect or falsely stated that this permit will be null and void and that I may be responsible for violation of other related state laws and local ordinances.

Signature: _____ Date: _____

Applicant or NPDES permit holder if applicable

Printed Name: _____

Sample Site Plan



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

