

Planning & Development Department

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www.cityofrockhill.com



PLAN RESUBMITTAL INSTRUCTIONS

1. Go to www.cityofrockhill.com/online-services
2. Click on **My Projects** and select your project from the list by clicking the "Project Details" link.
3. **Select your stage** from the drop-down list (if applicable).
4. **Click "Upload New Doc"** in the Documents section and upload your revised plans and a response to review comments letter.

Resubmittals must include: Response Letter

- Address each comment/item by department and comment number in a letter form.
- Reference the drawing sheet number where the item is located.
- Include an explanation of any other changes that have been made to your plans since the first review.

A. Plans/Drawings

- Address all comments when revising plans.
- Upload a complete set of electronic plans, replacing the old sheets with the new revised sheets. Assemble all sheets into one .pdf file with a bookmark labeling each sheet number.
- Upload other documents like specifications, calculations, permit applications, load data form, etc., as new separate documents or replace the previously submitted documents.

5. **Staff will review your plans** and email you with any additional plan review comments.

The screenshot shows the City of Rock Hill Plan Review and Permit Portal. The top navigation bar includes the Rock Hill logo, a menu icon, and links for Home, My Account, and Logout. The main content area is titled "City of Rock Hill Plan Review and Permit Portal" and features a grid of six blue buttons: "HOW TO USE PORTAL", "APPLY FOR PERMIT", "SUBMIT PLANS / ZONING", "PAYMENTS", "BUSINESS LICENSING", and "INSPECTIONS". On the left, a sidebar menu lists various options under "Permits" and "Project". The "My Projects" option under the "Project" section is circled in red.