

Online Services Website

Applying for Permits Online

Use the **Permit Application** option to submit small plans and “over-the-counter” permits. This includes plans and permits for:

- Building permits for minor alterations or repairs (window replacement, siding, remodeling, etc.)
- Electrical, HVAC, Gas and Plumbing Permits
- Roofing Permits
- Fence Permits
- Temporary Sign Permits
- Zoning Permits for Accessory Buildings

How to Use the Site:

1. Go to <https://rockhillgis.cityofrockhill.com/permitting>. Make sure your pop-up blocker is turned off in your web browser.
2. Login with your email and password. If you don't have an account yet, click **New Account**.
3. Click **Permit Application** to apply for a permit and the site will walk you through the application.
4. Staff will review your application and email you when it's approved so you can pay online.
5. To pay online, click the **Pay Online** button on the left. You should receive an email with your permit, permit card, and receipt.

My Permits

Click on **My Permits** to view your permits. Click on the permit to view the permit details and inspection history. You can also schedule and cancel inspections.

The screenshot shows the website's navigation menu on the left and the main content area on the right. The navigation menu includes: PERMITS (with sub-items: PAY ONLINE, PERMIT SEARCH, MY PERMITS, PERMIT APPLICATION, SCHEDULE INSPECTION, CANCEL INSPECTION), PROJECTS (with sub-items: PAY ONLINE, PROJECT SEARCH, MY PROJECTS), and a logo for Rock Hill South Carolina. The main content area displays a welcome message and instructions for using the Permit Application option. A red circle highlights the 'PAY ONLINE' button in the navigation menu, and another red circle highlights the 'PERMIT APPLICATION' button. A blue box on the right contains instructions: 'Permit Application will walk you through the application step by step. Be sure not to enter any special characters (* \$ %). This may prevent your application from going through.'

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Submitting Plans for Review Online

Use the **Project Submittal** option to submit new residential plans, commercial plans and larger plans that require plan review including:

- Civil Construction Plans
- Commercial Building Plans
- Interior Upfit or Renovation Plans
- Multi-Family or Apartment Building Plans
- Residential Alterations and Additions
- Residential One and Two-Family Building Plans
- Sign Plans
- Site Plans
- Sketch Plans
- Subdivision Plats

How to Use the Site:

1. Go to <https://rockhillgis.cityofrockhill.com/permitting>. Make sure your pop-up blocker is turned off in your web browser.
2. Login with your email and password. If you don't have an account yet, click **New Account**.
3. Click **Project Submittal** to submit new plans for review. A window will open and walk you through the submittal process.
 - a. If you are submitting revised plans for an existing project, click on **My Projects** and select your project from the list. Select your plan type from the drop down list. Upload your revised plan to the plan in the Documents section.
 - b. If you are submitting a new plan for an existing project, use the **Project Submittal** option and select the plan type, then select your project number from the list.
4. Staff will review your plans and email you with any plan review comments.
5. When the plans are approved you can apply for any required permits.

The screenshot shows the Rock Hill Online Services website interface. At the top right, there are navigation links: Home, New Account, Login, and My Account. The main content area is titled "PERMITS" and includes a sidebar with various options: PAY ONLINE, PERMIT SEARCH, MY PERMITS, PERMIT APPLICATION, SCHEDULE INSPECTION, and CANCEL INSPECTION. Below these is the "PROJECTS" section, which contains "PAY ONLINE" and "PROJECT SUBMITTAL", both of which are circled in red. The "PROJECT SUBMITTAL" option is highlighted with a blue background. To the right of the sidebar, the main content area displays the Rock Hill logo and the text: "Welcome to Online Services for Planning and Development. Make sure your pop-up blocker is turned off. Here you can view permit info, schedule and cancel inspections, apply for permits and submit plans for review. Use the Permit Application option to submit small plans and 'over-the-counter' permits. This includes plans and permits for: Building Permits for minor alterations or repairs (windows, siding, remodeling, etc.), Electric, HVAC, Gas and Plumbing Permits, Roofing Permits, Fence Permits, Temporary Sign Permits, and Zoning Permits for Accessory Buildings. Use the Project Submittal option to submit residential plans, commercial plans and larger plans that require plan review including: Civil Construction Plans, Commercial Building Plans, Encroachment Applications, Fire System Plans, Interior Upfit or Renovation Plans, Multi-Family or Apartment Building Plans, Residential One and Two-Family Building Plans, Sign Plans, Site Plans, Sketch Plans, and Subdivision Plats." A callout box on the right side of the screenshot contains the text: "Project Submittal will walk you through the submittal process step by step. Be sure not to enter any special characters (* \$ %). This may prevent your application from going through."