

Other Permits You May Need

- Sign Permits
- Temporary Sign Permits
- Building Permits
- Grading Permits

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Important Contact Information

Zoning Division
1070 Heckle Blvd. Ste 107
Rock Hill, SC 29732
(803) 909-7230
zoning@yorkcountygov.com

Building and Codes
1070 Heckle Blvd. Ste 107
Rock Hill, SC 29732
(803) 909-7200
customerservice@yorkcountygov.com

Environmental Compliance
1070 Heckle Blvd. Ste 107
Rock Hill, SC 29732
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Department of Fire Safety
2500 McFarland Rd
PO Box 82
York, SC 29745
(803) 620-2270
fire.safety@yorkcountygov.com



York County Planning and Development Department

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New or Relocating Business Guidelines



Power Letters

Upfit Permits

Site Plans

IF YOU ARE OPENING A BUSINESS IN AN EXISTING BUILDING, THERE ARE SOME THINGS YOU SHOULD KNOW REGARDING YORK COUNTY'S BUILDING & ZONING REGULATIONS:

- **Power Letter:** A power letter or power authorization is required for any business by York County prior to power being established with any power providers.
- **Change of Use:** The building codes and zoning regulations assign use classifications to the types of activities or businesses that take place within a building. For example, under the building codes, an insurance office is classified as business use while a music store is considered mercantile use even though to the general public they are both businesses. These classifications are important in determining what, if any, modifications you will be required to make to your new location. Additionally, certain zoning use definitions may differ from use definitions of the building code. What may be a building code-defined change of use may not be considered a change of use by zoning standards.
- **Building or Building Site Alterations:** If you plan to renovate, change or alter the building in any way, to include structural and nonstructural changes, electrical or mechanical alterations, those changes or alterations must comply with the current codes and application permits must be obtained.

In some instances, depending on the size and occupancy classification of your business, architectural or engineering drawings may be required as part of a plan submittal when applying for a building permit.

- **If Your Business is Considered a Change of Use:** Once the business you are planning to open or relocate is classified differently than the previous occupant's use of the space or building, there may be a requirement to make certain modifications to the building and building site. If modifications are only needed for the building than an upfit permit may need to be applied for. If changes are needed to the building site than site plan approval may be needed.

If Your Business is not Considered a Change of Use, and You are Not Doing Any Changes: Once it has been determined that your proposed business is not a change of use per the building codes or zoning regulations and no structural changes are being made a Power Letter may be issued. Please allow up to five business days for processing. An application is available upon request from the Planning and Development Customer Service Division.

- **If Your Business Is Not a Change of Use:** There may also be a situation where your business is classified as the same use as the previous occupant but your business creates an expansion of the use or you generate a secondary use different from the primary intended use. Even though your business may not be a change of use, an expansion of the use or the addition of another use may require additional restroom facilities or parking spaces and may require additional fire protection. For example, if you have a restroom or restrooms that are not handicapped accessible, there would be a requirement to provide accessible restrooms. Many times this cannot be accomplished without enlarging the existing restroom(s) or even adding new facilities. There may also be requirements for additional fire protection (such as sprinklers or fire rated walls) or for revisions to the site such as parking and landscaping. Also if any structural changes are being made to the building this would trigger the need for a building permit.

TO AVOID UNEXPECTED LAST MINUTE DELAYS AND POSSIBLY MAJOR EXPENSES, IT IS IMPORTANT THAT YOU PROVIDE OUR STAFF WITH THE MOST ACCURATE AND COMPLETE INFORMATION POSSIBLE.