

Step-by-Step Timeline for Opening a Business in Walhalla, SC

1. To begin the process, visit City Hall and complete a:

- i. **Zoning and Business License Verification Form**, and a
- ii. **Utility Service Accessibility Form.**

Helpful Contacts:

-- Walhalla Codes/Fire Marshall: (864) 723-4141

--Scott Parris, Walhalla Utilities Director: (864) 638-4343

City Hall Address: Brent Taylor, City Administrator

206 N. Church St., P.O. Box 1099, Walhalla, SC 29691.

2. Contact the Oconee Joint Regional Sewer Authority (OJRSA) to comply with **sewer permitting requirements**¹. Please contact Chris Eleazer, OJRSA Director, at (864) 972-3900.

3a. For Locating in an Existing Building

Schedule a **walkthrough meeting** with the City Codes/Fire Marshall and the Oconee County Building Codes Division² to help you prepare for inspections, permits and utility taps required before the business can open. *Taking this step early can help save time and money by preventing mistakes.* City Contact: see #1 above. County: Scott Carroll (864) 718-1005. Website: www.oconeesc.com

3b. For Constructing a New Building

Request a **pre-construction meeting** with the City Codes/Fire Marshall and the Oconee County Building Codes Division² to learn of required permits, utility taps, and inspections. *Taking this step early can help save time and money by preventing mistakes.* City Contact: see #1 above. County Contact: Scott Carroll (864) 718-1005. Website: www.oconeesc.com

4. Following the steps 1-3 above, **apply for any required permits** and begin the necessary work. Note:

- All businesses in Walhalla are required to have a **City Sign Permit**.
- Request regular reviews by City and County Building Codes to keep the project on track for final inspection.

5. Schedule a **final code/fire inspection** with the City. Note: this inspection must be passed before a certificate of occupancy and business license can be issued and before water/sewer can be turned on. City Contact: see #1 above.

6. Apply for a **City of Walhalla Business License**. Contact: Walhalla Accounts Payable Clerk at (864) 638-4343 or cityofwalhallaap@gmail.com.

7. Final Step: After receiving your business license, contact the Oconee County Chamber of Commerce to discuss a **possible Grand Opening Ceremony** and, with Chamber membership, learn about networking and leadership opportunities. Contact Executive Director, Vanessa Penton at (864) 638-2727 or director@oconeechambersc.com. Website: <http://oconeechambersc.org>.

Is this your first time ever starting a business? See the back of this page for free professional business planning resources and counselors in the area. These outstanding resources are there to help you be successful!

¹ OJRSA is the governing body for sewer service for all of Oconee County.

² The City of Walhalla contracts with Oconee County to issue building permits.

Outstanding Professional Resources for Business in this Area

The Tri-County Entrepreneurial Development Corporation (TCEDC)

TCEDC offers expert training and on-one-one mentorship to new and existing businesses. It is a local volunteer non-profit made up of certified SCORE Mentors (Service Corps of Retired Executives) who work closely with Tri-County Tech, with SC SBDC, and with the Oconee Economic Alliance to support free business counseling in the community. For more on TCEDC, visit investoconeesc.com/business-industry/small-business/tcedc/, or contact Dave Eldridge at (727) 422-4459.

The SC Small Business Development Center (SBDC)

SC SBDC is a critical business training and counseling resource in the area. Through personal and confidential consultation, SBDC consultants provide free one-on-one management and technical assistance to small business owners who wish to start, grow or maintain their businesses. The SBDC offers marketing analysis, business plan preparation, financial feasibility studies, and other valuable resources to the entrepreneur at little to no cost. SBDC also holds free and low-cost training seminars on a variety of topics throughout the region. For more information, visit scsbdc.com or contact Ben Smith at (864) 710-4717 or bennys@clermson.edu.

Tri-County Technical College (TCTC)

Tri-County Technical College in nearby Pendleton, SC offers an impressive variety of small business-focused courses. **In fact, both the TCEDC and the area SBDC work with TCTC to provide a free Business Start-Up Workshop on a monthly basis.** The workshop addresses the early steps involved in starting a business, but it is also available for those who are already in business but need to supplement their skills. The free evening program lasts three hours and typically begins at 5:00 p.m. or 5:30. For more information, class schedules, or to register visit www.tctc.edu/smallbusiness or contact:

Tri-County Technical College – Pendleton Campus 7900 Highway 76, Pendleton, SC Phone: (864) 646-1700 or 1-866-269-5677, ext. 1700

Other Good Business Planning Resources

☐ The Oconee County Business Start-Up Guide: investoconeesc.com/starting-a-business/

☐ The SBDC "Checklist for Starting a New Business in SC": scsbdc.com

☐ The U.S. Small Business Administration *Learning Center* (free videos and tutorials): www.sba.gov

☐ South Carolina Business One Stop – a one-stop web portal for filing State permits, licenses, registrations and taxes. www.scbos.sc.gov/