



City of Walhalla

New Business Checklist

1. For questions regarding business recruitment and incentives, available properties, [design guidelines](#) and marketing, contact Main Street Walhalla. www.mainstreetwalhalla.com info@mainstreetwalhalla.com (864) 977-0222
 2. [Apply for Zoning Permit](#) – New Construction, Additions or Change in Use/Business ([Zoning Ordinance 2018](#))
(864) 723-4141 or (864) 638-4343
Submitted to Zoning Administrator, Please consult with Fire Marshal in conjunction with Zoning for new business or change of business.
 - ▶ Information Needed:
 - Your information
 - Owner's information, if not you
 - Property information
 - Business information/Project description
 - \$20.00 permit fee
 3. Complete [Sewer Accessibility/Equivalency Form](#)
Form is submitted to [Water Department](#), then transmitted to the [Oconee Joint Regional Sewer Authority](#)
 - ▶ Application Should Include:
 - Property and business details
 - Floor plan with seating ([example floor plans](#))
 - Plumbing plan (example)
 - Grease trap information if needed
 - ▶ OJRSA evaluates the application to determine if impact fees are due. Follow up with OJRSA at info@ojrsa.org or (864)972-3900, a few days after submittal to discuss and arrange payment of possible fees.
- NOTE:** *Food establishments please refer to [OJRSA](#) sewer use regulations.*
4. **Fire Marshal Inspection**
 - ▶ Call the [Walhalla Fire Department](#) at (864)638-4345 to schedule. Inspections should only be scheduled when all the work is complete (if there is any) and you are ready to occupy the space.
 5. [Connect Utilities](#)
*City of Walhalla provides the Water Service. Water service is obtained at City Hall.
Electrical service is provided by either [Duke Energy](#) or [Blue Ridge Electric COOP](#), depending on location.*
 - ▶ Information Needed:
 - Government issued ID
 - Copy of the Lease, Deed or Closing documents
 - Supply copy of OJRSA equivalency approval or receipt of payment
 - Connection fee of \$70.00 for the owner, or \$150.00 for the renter (cash, check, or cards are acceptable)
 - Determine your business' sanitation needs. Are roll carts or a dumpster required to accommodate your needs?
- NOTE:** *If you are starting a business in the food industry, you will need to complete the [city form for Hospitality Tax](#).*
6. Apply for [Business License](#)
*To see our business license rates, view the [Walhalla rate sheet](#).
For more information, contact Elijah Hayes at elijahhayes@cityofwalhalla.com.*
 7. [Apply for Sign Permit \(Zoning Ordinance 2018\)](#)
Submitted to the Zoning Administrator
 - ▶ Information Needed:
 - Property info
 - Business info
 - Type of sign
 - Colors and materials
 - Sealed drawings with dimensions, including where the sign will be located (example)
 - Contractor info
 - Permit Fee starts at \$20.00, then \$5.00 for every \$1,000 in project cost

NOTE: *All signs must adhere to the city's sign regulation as stated in the [Zoning Ordinance 2018](#). If your business will be located in the core commercial district of Walhalla, signs must also adhere to the [Downtown Development Guidelines](#).*



The applicant hereby requests a zoning permit pursuant to Section 705 of the 2018 Zoning Ordinance for (check one):

New Construction Accessory Building Change in Use/Business Other:

Please describe the project. (Use reverse side if more space is needed.)

Zoning Compliance

Commercial Residential Number of Families: Dwelling Units:

Existing Use(s): Proposed Use(s):

Occupancy or use before construction is complete:

Any unusual effects to adjoining lots? Yes No If yes, explain:

Designation of Agent [complete only if owner is not the applicant]: I (we) hereby appoint the person named as applicant as my (our) agent to represent me (us) in this request for a zoning permit.

Owner Signature

Applicant Signature

Upon issuance of this permit, I/we agree to conform to all applicable town ordinances, zoning regulations, and the laws of the State of South Carolina regulating such work and to the specifications and plans submitted. I/we hereby guarantee that the above information is accurate and correct to the best of my/our knowledge.

Applicant (PRINT)

Applicant Signature

Date

OFFICIAL USE ONLY:

Approved

Conditional

Disapproved

Explanation:

Zoning Official

Date

Fire Marshal

Date



Sewer Service Accessibility / Equivalency Form



This form is to be used by the [City of Walhalla](#) and the [Oconee Joint Regional Sewer Authority \(OJRSA\)](#) to certify the accessibility of water and/or sewer services to property or developments which are proposed to connect to facilities operated by those agencies. Information provided by the applicant below is used to verify compliance with applicable laws, ordinances, and the [OJRSA Sewer Use Regulation](#) for service.

Location (911 Address): City:
 Tax Map Number: Date:
 Subdivision Name: Lot Number:
 Property Owner: Phone:
 Applicant/Business Name: Phone:
 Mailing Address: City, State, ZIP:

Are there any known connections of downspouts, sump pumps, or storm drains to the sewer? YES NO

Is the property use changing? YES NO If "YES," explain:

Describe previous business:

Proposed use of property: RESIDENTIAL MULTI-FAMILY COMMERCIAL INDUSTRIAL
 CHURCH EDUCATIONAL INSTITUTIONAL/OTHER

If commercial, explain:

Are there going to be new additions or renovations at this location? YES NO

of Employees: # of Seats: # of Beds:

of Rooms: # of Floor Drains: # Other:

Industrial Process Waste? YES NO If "YES," how many gallons:

Building size before renovation/addition (sq. ft.): Size after improvements (sq. ft.):

Plans, including plumbing, attached? (example) YES NO

I certify under penalty of law that this document and all attachments are submitted to the best of my knowledge and belief true, accurate, and complete.

Customer's Signature: Date:



FOR OFFICIAL USE BY CITY OF WALHALLA

Is a water line with sufficient capacity to service this property available for connection? YES NO

Is a sewer line with sufficient capacity to serve this property available for connection? YES NO

Is it the intent of the City to serve this parcel with sewer? YES NO With water? YES NO

Is there an existing sewer tap? YES NO Tap and sewer lateral appear in good condition? YES NO

Will the issuance of a capacity permit by the OJRSA conflict with the City's permitting procedures for building codes, Zoning, or the Utilities Department? YES NO

For new construction, changes in use, or additions to non-residential properties, is it necessary to obtain the approval of the OJRSA prior to the City issuing a building permit.

Verified by City to be: ACCESSIBLE (new construction, addition, or use change)

EQUIVALENT TO PRIOR USE

Walhalla Employee:

Date:

FOR OFFICIAL USE BY OJRSA

OJRSA Official's Name:

Date:

OJRSA Permit #:

or Equivalency #:

SEAL:

Notes:



RT –
MTR –
PREV –

CITY OF WALHALLA UTILITY SERVICE CONTRACT

WO –
SN –
PAGED –

PLEASE PRINT

APPLICANTS NAME:

SERVICE ADDRESS:

MAILING ADDRESS:

APPLICANT SOCIAL SECURITY # (Required):

DATE OF BIRTH:

CHECK ONE

RENT

OWN (Requires Proof of Ownership)

DRIVER'S LICENSE #:

STATE:

EMAIL:

PHONE #:

Would you like outside City limits sanitation service if available? YES NO

LANDLORD NAME & ADDRESS
(Required):

The undersigned hereby request the City of Walhalla to supply water, sewer, and sanitation service where available, at the address listed below. The customer agrees to pay all connection and tap fees required to establish service, and all monthly charges based upon the current rate for each service requested. A **10% penalty** will be applied to any balance if not paid by the 10th of the month. **FAILURE TO RECEIVE A BILL DOES NOT ENTITLE CUSTOMER TO PAY WITHOUT PENALTY!** It is understood and agreed that the City of Walhalla, its agents, and servants may enter into and upon premises of the assigned and discontinue services after the 20th of the month, if the bill is not paid in full. **\$35.00 NON-PAYMENT FEE IF NOT PAID BY THE 20TH.** The City must be notified in writing by the customer to discontinue service, or when the customer moves, or has a change of address. **If your address changes, you MUST notify the City. A change of address with the USPS will take approximately 30 days to process, and you may incur penalties for non-payment if you do not pay by the 10th.** Being cut off for non-payment does not qualify as having notified the City to discontinue service. The customer must pay a minimum bill (0 to 2000 Gallons) for an active account regardless of water usage, or the days of service. All new taps will be billed from date of installation, no dry taps. **The customer MUST install a shut-off valve on their side of the water meter, along with a pressure reducing valve, and a thermal expansion tank, to protect home piping.** The City **WILL NOT** be held liable for any pressure related damages, or damages related to loss of water service. Customer must also abide by all water, sewer, and sanitation ordinances in effect. Property owners will be required to provide a copy of the deed, or closing paper, as proof of property ownership, at the time application for service is made. Renters will be required to provide a copy of a current rental agreement signed by the landlord. The rental agreement must include the renter's name, the property address, and the landlord's name, address, and phone number. **ALL applicants must have a valid, state-issued, picture ID.** All rental property inside the City limits must pass a fire safety inspection prior to start of service.



By signing this agreement for utility service, the applicant agrees to pay all costs of collection of the applicant's unpaid bills. The City of Walhalla has the right, pursuant to the South Carolina Setoff Collection Act, to collect any sum due and owed by the applicant through offset of the applicant's state income tax refund. If the City of Walhalla chooses to pursue debts owed by the applicant through the Setoff Debt Collection Act, the applicant agrees to pay all fees and costs incurred through the setoff process, including fees charged by the Department of Revenue, the Municipal Association of South Carolina, and/or the City of Walhalla. If the City of Walhalla chooses to pursue debts in a manner other than setoff, the applicant agrees to pay the costs associated with the selected manor as well.

SIGNATURE OF APPLICANT:

DATE:

(OFFICIAL USE ONLY)

Single Family Residence	Commercial	Industrial, Specify:	
Water Tap Fee \$	Sewer Tap Fee \$	Connection Fee \$	Setup Fee \$
Clerk:		Date:	

City of Walhalla
Business License Rates

RESIDENT RATES

Rate Class	Income: \$0-\$2,000 Minimum Fee	All Over \$2,000 Rate per Thousand or Fraction Thereof
-------------------	--	---

1	\$35.00	\$1.00
2	\$40.00	\$1.15
3	\$45.00	\$1.30
4	\$50.00	\$1.45
5	\$55.00	\$1.60
6	\$60.00	\$1.75
7	\$65.00	\$1.90
8.1	\$60.00	\$1.75
8.2	\$900.00 set by State statute	
8.3	MASC Telecommunications	
8.4	\$60.00	
8.4A	\$25.00	
8.5	\$25.00	
8.6	\$100.00	
8.6A	\$25.00	
8.7	MASC Insurance	
8.8A	\$12.50 + \$12.50 per machine	
8.8B	\$75.00	
8.8C	\$12.50 + \$180.00 per machine	
8.9	\$75.00	
8.10	\$60.00 + \$5.00 per table	
8.11	\$40.00	

NON-RESIDENT RATES

8.1A	\$120.00	\$2.00
10	\$70.00	\$2.00
20	\$80.00	\$1.30
30	\$90.00	\$2.60
40	\$100.00	\$2.90
50	\$110.00	\$3.20
60	\$120.00	\$3.50
70	\$130.00	\$3.80

****NON-RESIDENT RATES****

Unless otherwise specifically provided, all minimum fees and rates shall be doubled for non-residents and itinerants having no fixed principal place of business within the municipality.

****Declining Rates****

Declining Rates apply in all Classes for gross income in excess of \$1,000,000.00 as follows

Amount (In Million) Gross Income	Percent of Rate for each additional \$1,000,000.00
0-1	100%
3-Jan	90%
Over 3 Million	80%



FREQUENTLY ASKED QUESTIONS ABOUT THE LOCAL HOSPITALITY TAX

1. What is the Hospitality Tax?

Created in July 2012, the Hospitality Tax is a 2% tax imposed on the purchase of modified food and/or beverages intended for immediate consumption.

2. Why was it necessary to implement the Hospitality Tax?

To fund necessary improvements related to tourism, recreation & park improvements, tourism and advertising, and promotional efforts.

3. Who is responsible for collection and remittance of the Hospitality Tax?

The provider or seller of prepared or modified food and/or beverages is responsible for the collection of the tax from patrons and is liable to remit collections to the City of Walhalla.

4. How will the tax be remitted to the City of Walhalla?

For most businesses, the estimated amount of fees collected from patrons will be more than \$50 per month and the remittance must be made by the twentieth (20th) day of the following month. If the estimated amount of tax collected from patrons is \$25 – \$50 per month, the payment is due quarterly by the twentieth (20th) day of October, January, April, and July for the previous quarterly sales. If the estimated amount of tax collected is less than \$25 per month, the payment is due by the twentieth (20th) day of July for the previous fiscal year's (July 1 – June 30) sales. The remittance must be accompanied by the [City's Local Hospitality Tax Monthly Reporting Form](#). The reporting form must be remitted on a monthly basis, even if the amount due is zero.

5. What if my payment is late?

A penalty of 10% of the gross receipts that were not remitted by the 20th of each month must be added to the total you remit. For example, if you remit a July payment of \$400 after August 20th, you must add a \$40 penalty (10% of \$400) and remit \$440 for July.

6. RESTAURANTS AND BARS

On what sales should restaurants, bars, and other food service establishments charge the Hospitality Tax?

ALL food, beverage, and alcohol sales.

7. CONVENIENCE STORE, GROCERY STORE AND SIMILAR BUSINESSES

What sales are affected by the Hospitality Tax for convenience, grocery and similar stores?

All food and/or beverage items that are prepared or modified by convenience stores, grocery stores, and similar stores and intended for immediate consumption.

FOR EXAMPLE:

- A. Heated foods (pizza, nachos, hot dogs, wings, biscuits, sandwiches, etc.)
- B. Prepared sandwiches, salads, doughnuts (Krispy Kreme delivered, for example) and cakes)
- C. Fountain drinks, frozen drinks, coffee, hot chocolate, etc.

8. What are some examples of prepared and/or modified food and beverages NOT affected by the Hospitality Tax?

- A. Packaged foods
- B. Bulk, or packaged cold deli products
- C. Canned and bottled beverages



LOCAL HOSPITALITY TAX MONTHLY REPORTING FORM

MONTH OF

YEAR

Business Name:

Street Address:

Mailing Address:

Fed ID or SS#:

Computation of Local Hospitality Tax Due to City:

Gross proceeds from Sale of Food/Beverages	1.
Computation of 2% Local Hospitality Tax (Line 1 x 0.02)	2.
Penalty if remitting after 20th of month (Line 2 x 0.10)	3.
TOTAL LOCAL HOSPITALITY TAX DUE TO CITY	4.

This return covers the period through the last day of the month and becomes delinquent on the 21st day of the following month.

***PENALTY on delinquent remittance:** A penalty of ten percent (10%) of the unremitted fees applies for each calendar month or portion thereof until paid (no cap).

**** I hereby certify that I have examined this return and to the best of my knowledge and belief, it is a true and accurate return. ****

Signature of Owner/Partner/Manager

Name of Person Completing Form

Date

Telephone Number



City of Walhalla

Zoning & Code Administration

Application for Sign Permit / Construction

NOTICE: If new construction/maintenance of the sign involves Zoning Ordinance 2018, you will be required to submit a Zoning Permit application along with this form before a Sign Permit may be issued.

NOTE: A separate Sign Permit Application must be completed for each individual proposed sign. Written consent from owner or lessee of premises upon which the sign is to be erected must accompany this application.

Street Address of Proposed Sign:

State/Unit/Space #:

Tax Map #:

Tenant/Business Name:

The proposed sign is for a tenant/business located in a multiple-tenant building or development. YES NO

The proposed sign is completely new changed other (explain):

The proposed sign is a (please select the appropriate option(s)):

- | | | | | |
|----|--------------------------------------|-----------------|-----------------|------------|
| 1. | Window Sign: | Non-Illuminated | Illuminated | |
| 2. | Building Sign: | Wall | Awning | Projecting |
| 3. | Frestand Sign: | Monument | Decorative Post | Pylon |
| 4. | Outdoor Advertising Sign (billboard) | | | |

Brief description of the sign:

The cost of the proposed sign and its installation (Contract Amount) is \$

Attach the following supporting materials to complete this application:

For Wall, Awning, Window, and Projecting Sign:

For Monument, Decorative Post, Freestanding, and Billboard Sign:

A scaled drawing, including dimensions, of the sign

A scaled drawing, including dimensions, of the sign

A scaled drawing, including dimensions, of the wall on which the sign is to be located, with the proposed sign shown along with any existing signs to remain

A scaled site plan of the property on which the sign is to be located, indicating property lines, all site improvements, location and setback from property lines of proposed sign, sight triangles at street/driveway intersections, and any existing signs to remain

For a projecting sign, the distance from the bottom of the sign to the ground

For a sign 12 feet or taller, drawings sealed by a South Carolina- registered engineer

Colors/Materials

Colors/Materials



Builder/Contractor:

S.C. License #:

Address:

Phone #:

Email:

Signature of Owner/Builder

Date

For Office Use Only

Application for Sign Permit: Approved Denied Zoning District:

Reason:

Signature of Zoning Official:

Date: