

CITY OF SENECA
RESIDENT BUSINESS LICENSE APPLICATION

The following is needed to process a business license for the City of Seneca:

1. “ZONING COMPLIANCE”/ “Home Occupation”
PLANNING DEPT 864-885-2726 downstairs @ City Hall
**Please note - an inspection may be required by Building Codes & Fire Marshall
2. “NEW BUSINESS UTILITIES APPLICATION”
SENECA LIGHT & WATER CUSTOMER SERVICE 864-885-2723 downstairs @ City Hall
**Please note - a sewer permit may be required by Oconee Joint Regional Sewer Authority
3. Bring zoning compliance & new business application to the Finance office
864-885-2700 upstairs @ City Hall
4. Please complete the following questions:

Correct spelling of business name: _____

correct spelling of owner’s name: _____

complete mailing address: _____

complete physical address of your business: _____

phone number: _____ fax number: _____

emergency contact information (name, phone number, address) _____

federal id no.: _____ OR social security no.: _____

a brief description of the type of business you will be opening up in Seneca :

If you are paying for a business license and a permit, you may pay with one check. We accept cash, check, money order, Visa, MasterCard, and Discover. We also accept payment with VISA, MasterCard, or Discover over the phone.

If you have any questions, please call. Thank you.
Patty Manley, Finance Administrative Assistant
Mailing Address: P O Box 4773, Seneca, SC 29679
Physical Address: 221 E N 1st Street, Seneca, SC 29678
ph: 864-885-2700 fax: 864-885-2701 pmanley@seneca.sc.us

Signature _____ **Date** _____

OFFICE USE ONLY:

Business License ID#	Payment Amount \$	Type of Payment Cash CK# _____ CC MO	Receipt #	Date Paid

NAICS _____ **RATE** _____