

To complete the process, you will need to go to Seneca Light & Water first and fill out a current Sewer Accessibility Form with accurate information. The city will email this form to us. Their phone number is 864-885-2723.

Also, check with Oconee County for the 911 address verification at 864-638-4250.

The next step is the OJRSA Permit needs to be completed and a check made payable to OJRSA should be mailed or brought to OJRSA (Oconee Joint Regional Sewer Authority) at [623 Return Church Rd. Seneca, SC 29678](https://www.ojrsa.org/623-Return-Church-Rd.-Seneca-SC-29678). **The impact fee will depend on the size meter that will be completed by the city on the accessibility form.**

The permit can be found at www.ojrsa.org, click on Menu at the upper left corner, click Resources, click Permitting of Flow to the Wastewater System, and click on PERMIT FOR OJRSA WASTEWATER SYSTEM CAPACITY (this is the permit) or use this link <https://www.ojrsa.org/wp-content/uploads/Permit-for-OJRSA-Wastewater-System-Capacity-2022-4-4.pdf>. Print this and fill out completely. **We need the original OJRSA Permit with an original, wet ink signature on the permit(s).**

Once we receive the Sewer Accessibility Form(s) from the city, OJRSA permit(s), and check; we will complete the permit(s) and mail or email you a copy. We will email everything to the city and building codes.

If you need this completed quickly, you can come to the OJRSA Administration Building located at 623 Return Church Rd. Seneca, SC 29678. Our hours are Monday – Friday, 8:00am to 12:00pm and 1:00pm to 5:00pm, excluding holidays. You will need to be here by 11:30am or 4:30pm to complete the paperwork before closing times. If you would like to pay online, please let us know so an invoice can be posted on our website for you. **Please note there is a 2.65% convenience fee + a \$0.25 credit card transaction fee that will apply.**

If you have any questions, don't hesitate to call 864-972-3900 ext. 0.

The owner/developer for the home that is being constructed must apply for sewer service by completing a Sewer Service Accessibility Form with the applicable city of residence. Information for each city is as follows:

Seneca (Seneca Light & Water)

221 E. North 1st St.

Seneca, SC 29678

(864) 885-2723

<https://seneca.sc.us/seneca-light-and-water-home>

Walhalla (Walhalla City Hall)

City of Walhalla Public Utilities Department

206 N. Church St.

Walhalla, SC 29691

(864) 638-4343

<http://www.cityofwalhalla.com/departments/public-utilities/>

West Union (West Union Town Hall)

1442 W. Main St.

West Union, SC 29696

(864) 638-9978

<https://www.townofwestunion.com/>

Westminster (Westminster City Hall)

100 E. Windsor St.

Westminster, SC 29691

(864) 647-3200

<https://www.westminstersc.org/>

Once the Sewer Service Accessibility Form application with the city has been completed, a Permit for OJRSA Wastewater System Capacity Form with the Oconee Joint Regional Sewer Authority (OJRSA) must be completed and an impact fee payment will be required. <https://www.ojrsa.org/>

If you have any questions, please contact me at 864-972-3900.

Thanks,

Oconee Joint Regional Sewer Authority