



Renewal Application for Certificate of Authorization (COA)

Fees: Renewal Fee -\$100.00 (2018 – 2019)
Make check payable to: LLR - Residential Builders Commission

RBC

A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds. All fees are non-refundable.

1. Licensee Information: This section must be answered by the business entity seeking a certificate. You must sign contracts, apply for permits, conduct business and advertise in the name that appears on your license card. This certificate authorizes the business entity to engage in a regulated profession or occupation.

Applicant/DBA: _____

Mailing Address: _____

Business Address: _____

Business Telephone: _____ **Federal ID#:** _____
For Corp, P, LLC, or LLP

Fax Number: _____ **Email address:** _____

Individual/Sole Proprietorship **Partnership** **Corporation** **LLC** **LLP**

Name of Owner/Principal Officer(s)	Title	SSN

2. QUALIFYING PARTY INFORMATION: The applicant must have an individually licensed person to serve as a qualifying party at each branch and supervise the field and office building work or services provided from that branch. This must be a licensed home builder, licensed home inspector, or registered specialty contractor depending on the nature of the business entity's activities. The qualifying party may be in responsible charge of only one place of business at a given time.

Name of Qualifying Party: _____ **SSN:** _____

Home Address: _____
Street City State Zip County

Home Telephone: (____) _____ **Date of Birth:** _____

License No: _____ **Expire Date:** _____

3. BACKGROUND INFORMATION: To be answered by the license applicant and the primary qualifying party. Any question answered **yes** must be fully explained. **Attach documents and/or a written explanation on a separate page for each "yes" answer** by the applicant and qualifying party.

- | | <u>Licensee</u> | <u>Primary Qualifying Party</u> |
|--|--|--|
| A. Since your last renewal have you had a license, certification or registration cancelled, surrendered, revoked, suspended, restricted or disciplined by any federal or state authority or contracted without a proper license? If yes, list profession and jurisdiction: _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| B. Is any investigation or disciplinary action currently pending against you or an organization of which you are or were an officer, principal, major shareholder or qualifying party? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

- C. Since your last renewal have you or an organization of which you are or were an officer, principal or major shareholder been issued a Cease and Desist Order for unauthorized practice? Yes No Yes No
- D. Since your last renewal have you been arrested, charged, indicted or convicted for violation of any federal, state or local law (other than a minor traffic violation)? Yes No Yes No
- E. Are you currently or have you ever been licensed or registered in any profession in any federal or state jurisdiction? Jurisdiction: _____ Yes No Yes No
- F. Since your last renewal, have you or any business entity of which you are or were an officer, principal, major shareholder or qualifying party received any notice of any final judgement, liens or claims of any kind? Yes No Yes No
- G. Has there been any change in the status of your lawful presence in the United States since initial licensure? (ie- naturalization; received a renewed permanent resident card) Yes No Yes No

4. AFFIDAVIT OF QUALIFYING PARTY:

I have read, understand and meet all criteria pertaining to the COA in which I qualify from Section 40-59-400 et seq. of the S. C. Residential Builders Commission Act and hereby agree to abide by these laws and codes. I hereby authorize the Residential Builders Commission to verify and investigate any and all information in this application. I understand that false or incorrect information provided by me may result in the denial of a COA and may be subject to appropriate civil and criminal proceedings.

Signature of Qualifying Party

Title

Date

5. AFFIDAVIT OF OWNER/PRESIDENT OR AUTHORIZED COMPANY REPRESENTATIVE

See Section 40-59-410(H) for further clarification. The qualifier(s) listed on this application is a full-time employee in a responsible management position with the applicant requesting this license. All statements contained herein are true and correct to the best of my knowledge, I further understand that false or incorrect information provided by me may result in the cancellation of or denial of a license issued pursuant to this application and may be subject to civil and criminal proceedings. I agree all information in this application may be verified and investigated. I have read, and I am familiar with the South Carolina Code of Laws and regulating residential building, specialty contracting or home inspecting and hereby agree to abide by such laws.

Authorized Company Representative

Title

Date

South Carolina law requires the agency to collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical purposes.

NOTES:

1. **All certificates are renewable on July 1 of each year, regardless of when the COA is issued.**
2. **It is the firm's responsibility to notify this office of any changes of address or employment.**
3. **All applicants must obtain an executed surety bond on the current bond form in the sum of fifteen thousand dollars (\$15,000) in the firm's name according to Section 40-59-410 (B) (2).**