



South Carolina Department of Labor, Licensing and Regulation
South Carolina Residential Builders Commission

110 Centerview Dr. • Columbia • SC • 29210
P.O. Box 11329 • Columbia • SC 29211-1329
Phone: 803-896-4696 • Contact.RBC@llr.sc.gov • Fax: 803-896-4814
www.llronline.com/POL/ResidentialBuilders/



2017-2019 Specialty Contractor Renewal Application

Write your Registration Number on your check; make check payable to LLR-SCRBC. Submit this form to: LLR - Residential Builders Commission, PO BOX 11329, Columbia, SC, 29211-1329. All fees are non-refundable. A returned check fee of \$30, or an amount specified by law, may be assessed on all returned funds.

Name and Address
License Number:
License Type: Specialty Registration \$120.00
License Fee:

Email Address:

Indicate any company name, address change below. (Please Print)

D/B/A Business Name:
Address:
City: State: Zip:
County: Phone: Fax:

Please answer the following questions. Any question(s) left blank will result in the return of your application. If your answer to any question is yes, please explain on a separate sheet of paper and return it with your application.

- Application Questions:
A. Since your last renewal, have you been denied a license as a home builder, specialty contractor or general contractor in this state or any other state?
B. Since your last renewal have you been convicted, pled guilty or nolo contendere for violation of any federal, state, or local law (other than minor traffic violations)?
C. Since your last renewal have there been any judgments, liens or claims filed against you or any business with which you have been associated?
D. Is any complaint pending, under investigation, or has any action been taken against your license in any jurisdiction?
E. 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) If yes, please submit a written explanation.

SELECT YOUR CURRENT CLASSIFICATION(S)
DO NOT CHECK MORE THAN (3) THREE

- () 01 - VINYL/ALUMINUM SIDING () 02 - INSULATION INSTALLER () 03 - ROOFING
() 04 - FLOOR COVERING () 05 - MASONRY () 06 - DRYWALL INSTALL/REPAIR
() 07 - CARPENTRY () 08 - STUCCO INSTALLER () 09 - PAINTER/WALL PAPER

To change classifications, please submit reference letter(s) pertaining to the trade(s) being added. If you hold a Residential Electrical, Plumbing or HVAC license each counts as a (1) Specialty classification.

I certify that all statements herein are true to the best of my knowledge. I understand that I am authorized to do business only in the trades I have requested above and I am not authorized to use sub-contractors. I further understand that false or incorrect information provided by me may result in the cancellation of any license issued pursuant to this application and the institution of appropriate civil and criminal proceedings.

Signature of Applicant
Date

- NOTES:
1. It will be the responsibility of the registrant to comply with applicable standard building codes in residential construction, regardless of owner's instructions.
2. In conjunction with your specialty contractors' registration, you are required to adhere to the licensing ordinances and policies of the local jurisdiction.
3. You are required to immediately notify the Commission, in writing, of any name and/or address changes. Name changes require a copy of legal documentation (i.e., marriage license, divorce decree, court order).
4. Pursuant to Section 4-50-240: (D) When the cost of an undertaking performed by a residential specialty contractor for an individual property owner exceeds five thousand dollars (\$5,000), the residential specialty contractor must obtain an executed bond with a surety in the amount approved by the Commission. The bond must be in the name of the specialty registrant, not his company and in the amount of \$5,000.

South Carolina Law requires the agency 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 services. In order to better protect the information you provide, please provide the Department with the following information that may be released to the public upon request: a public mailing address, a public email address and a public telephone number.