

"RESIDENT LICENSEE IN RESPONSIBLE CHARGE" INFORMATION:

The applicant must have an individually licensed person to serve as a resident licensee in responsible charge 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, a licensed specialty contractor or registered specialty contractor depending on the nature of the business entity's activities. The resident licensee in charge means a licensed practitioner who spends a majority of each normal workday working out of a principal or branch office and who is in responsible charge of the office and the building services provided from that office including, but not limited to, responsibility for applying for permits for the firm.

Name of Resident Licensee: _____

License Number: _____ Date of Birth: _____

Home Address: _____
Street City State Zip Code

Home Telephone: _____ Email Address: _____

STATE OF ORIGINAL INCORPORATION:

State: _____ Date: _____

If other than South Carolina, corporations must be registered with South Carolina Secretary of State as a foreign corporation, and a copy of the registration certificate **must** be attached to the **Original** submittal of this COA application form. All corporations shall complete the following:

- (a) Date of Certification by SC Secretary of State: _____
- (b) South Carolina Tax No.: _____
- (c) Registered Agent of Due Process: _____
- (d) Address of Registered Agent: _____

BACKGROUND INFORMATION:

1. Have you ever 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? YES NO
2. 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? YES NO
3. Have you or an organization of which you are or were an officer, principal or major shareholder ever been issued a Cease and Desist Order for unauthorized practice? YES NO
4. Have you ever been arrested, charged, indicted or convicted for violation of any federal, state or local law (other than a minor traffic violation)? **(If yes, submit a state issued criminal background check (from the state in which the offense occurred) or SLED report (if the offenses occurred in SC).** YES NO
5. Are you currently or have you ever been licensed or registered in any profession in any federal or state jurisdiction? If yes, list profession and jurisdiction: _____ YES NO
6. Within the last 5 years, 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 judgment, liens or claims of any kind? YES NO

AFFIDAVIT OF RESIDENT LICENSEE

I affirm that I have read, understand and meet all criteria necessary to serve as a resident licensee in responsible charge for a firm applying to receive a residential business Certificate of Authorization (COA) as contained in S.C. Code Ann. Section 40-59-410 et. seq. By my signature below, I hereby agree to abide by these laws. I hereby authorize the Residential Builders Commission to verify and investigate any and all information in this application. I understand that providing false or incorrect information may result in the denial of a COA, disciplinary action by the Commission or such other relief as allowed by law to include pursuit of civil and criminal proceedings or other remedies as allowed by law.

Signature of Resident Licensee, Title

SC License Number

Date

Sworn before me this _____ Day of _____, 20_____.

Notary's Signature

Print Notary Name

Notary for the State/Commonwealth of: _____

My Commission Expires: _____

AFFIDAVIT OF OWNER/PRESIDENT OR AUTHORIZED COMPANY REPRESENTATIVE

I am the owner, president, or otherwise authorized company representative of the firm seeking certification under South Carolina Code Ann. Section 40-59-410 et. seq. and I affirm that the resident licensee in responsible charge listed on this application is a full-time resident licensee in responsible charge with the applicant requesting this certification. I hereby affirm that I have reviewed the application in full and all statements contained herein are true and correct to the best of my knowledge. I further understand that providing false or incorrect information may result in the cancellation of or denial of a certification issued pursuant to this application and may be grounds for disciplinary action by the Commission or such other relief as allowed by law to include pursuit of civil and criminal proceedings. I understand that all information in this application may be further investigated for verification of the information provided herein. I have read, and I am familiar with, the South Carolina Code of Laws regulating residential building, specialty contracting or home inspecting and hereby agree to abide by such laws.

Signature of Authorized Company Rep, Title

SC License Number, if applicable

Date

Sworn before me this _____ Day of _____, 20_____.

Notary's Signature

Print Notary Name

Notary for the State/Commonwealth of: _____

My Commission Expires: _____

Personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. 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 the application 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.