



**South Carolina Department of Labor, Licensing and Regulation**

**South Carolina Contractors' Licensing Board**

110 Centerview Drive, Columbia, S.C. 29210

PO Box 11329, Columbia, S.C. 29211-1329

Telephone (803) 896-4686 Fax (803) 896-4701

[www.llr.state.sc.us/pol/contractors](http://www.llr.state.sc.us/pol/contractors)

**GENERAL CONTRACTORS**

**YOUR GENERAL CONTRACTOR'S LICENSE EXPIRES OCTOBER 31 OF EVERY EVEN YEAR.**

Courtesy renewal notices are mailed mid-August; however, it's the responsibility of the licensee to ensure the license is renewed, and the Contractors' Board has your most recent mailing address. Call the board if you have not received your renewal notice by the end of August

You must sign contracts, apply for permits, advertise, and conduct business in the name appearing on your license. Licenses are not transferable.

**CHAPTER 11, 40-11-230 QUALIFYING PARTY AND EXAMINATIONS**

(B) When a primary qualifying party ceases to serve as the primary qualifying party for a licensee, the licensee and the primary qualifying party shall notify the department in writing within fifteen (15) days of the disassociation. If the licensee notifies the department within the prescribed time, the licensee remains in good standing for ninety days from the date the department receives notice of the disassociation. Failure to notify the department within fifteen (15) days of primary qualifying party's disassociation results in automatic license and certificate cancellation.

If, after properly notifying the department of disassociation, the licensee fails to designate a replacement, primary qualifying party pursuant to the requirements of this chapter within ninety (90) days, the department shall cancel the licensee's license until a primary qualifying party is designated pursuant to the requirements of this chapter. A **revision application, Doc #180**, will be required to reactive the license. (Please allow 2 to 3 weeks for processing revisions.)

**CHAPTER 11, 40-11-240 LICENSURE QUALIFICATIONS**

(D) A change of entity's name, organizational status, or federal employer identification number must be reported to the department within fifteen (15) days. Failure to do so results in license cancellation fifteen days from the date of the change. These changes generally require the new entity to submit a new application and meet all requirements for an initial license.

**NORTH CAROLINA WAIVER INFORMATION**

Please be advised when applying to North Carolina for a reciprocal license, you must apply in the exact name in which you are licensed in South Carolina. If you do not list the exact same name, NC will return your application. Please make sure in registering your company in the state of NC that you take the time to make sure it will be listed in the exact same name.

**CHAPTER 29, 29-9 CHANGE OF ADDRESS**

- (A) Each licensee must maintain a current mailing address, home address, home and office telephone number.
- (B) Each licensee must notify the department within fifteen (15) days of any changes listed above in section (A).

**REVISIONS TO YOUR EXISTING LICENSE**

A **revision application** is required for the following changes to an existing contractors license:

- (1) To change/increase the dollar amount per contractse; (GRANDFATHER APPLICANTS MUST PASS THE TECHNICAL EXAM PRIOR TO UPGRADING THE LICENSE).
- (2) To add/transfer/delete qualifiers;
- (3) To add new classification(s);
- (4) To change business name (unless federal ID# or style of business has changed), Corporate officers, address; or
- (5) To request to become inactive.

You can obtain a **Revision application, Doc #180**, via fax-on-demand. The fax-on-demand telephone number is 1-888-269-7646. Use the following instructions:

- (1) Select #4 for the Contractors' Licensing Board
- (2) Select #2 (confirming you know your document number).
- (3) Type in **180** for the Revision Application
- (4) Enter your fax number; the form will then be faxed to you.

You can also download the form from our website: [www.llr.state.sc.us/pol/contractors](http://www.llr.state.sc.us/pol/contractors), select "Application/Forms"; or you can call our office to request the form be mailed to you.

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• **LICENSE WALLET CARD** (*this is an example of the actual license*):

Stat of South Carolina Contractors' Licensing Board Certifies  JOHN DOE CONSTRUCTION CO PO BOX 9999 DOESVILLE SC 29999 as a GENERAL CONTRACTOR  License#: G123456 Issued: 26.Jan2001 Expires: 31.Oct2005	State of South Carolina Contractors' Licensing Board  Licensed in the classification(s) of  BD3 HY3  (See back of card for Classification Abbreviations and Dollar Limit Per Contract)
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- The **WALL CERTIFICATE** is not a license; it is simply a certificate for framing.



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**MEMORANDUM**

**To: WHOM IT MAY CONCERN**

**From: CONTRACTOR'S BOARD ADMINISTRATOR**

**Subject: CLASSIFICATION CLARIFICATIONS**

- The **HIGHWAY (HY)** classification is given to licensees who have passed all of the following exams: **AP, CP, BR, GD**, and approved for **HI**.
- **1U** is the **PUBLIC UTILITY ELECTRICAL** classification for those licensed **prior** to 04/01/1999. Licensees examined **after** 04/01/1999 are given the **2U** classification and **cannot** engage in stadium lighting.
- **1P** is the **PROCESS PIPING** classification designated to licensees **prior** to 04/01/1999. Licensees examined **after** 04/01/1999 are given the **2P** classification and **cannot** engage in boiler work.

## **S.C. Code of Laws, 40-11-410. License classifications and subclassifications for GENERAL CONTRACTORS:**

(1) "**GENERAL CONTRACTORS-BUILDING - BD**" which includes commercial, industrial, institutional, modular, and all other types of building construction, including residential structures. This license classification includes all work under the subclassifications of Wood Frame Structures-Class II, Interior Renovation, Masonry, Pre-engineered Metal Buildings, General Roofing, and Structural Shapes.

Licensees under this classification may perform ancillary work, including grading, associated with the building or structure which the licensee has been engaged to construct. However, if a project includes work performed under a Mechanical Contractor subclassification or any of these license subclassifications, the licensee must have a license for this work or use a contractor licensed in the appropriate license classification or subclassification to perform the work: Swimming Pools, Bridges, Boring and Tunneling, Water and Sewer Lines, Pipe Lines, Railroad Lines, Specialty Roofing, Marine, Water and Sewer Plants, and Asphalt Paving.

(2) "**GENERAL CONTRACTORS-HIGHWAY - HY**" which includes work under these subclassifications:

(a) "**Bridges - BR**" which include bridge construction and repairs, railroad trestles and overpasses, and work under the subclassifications of Boring and Tunneling, Concrete, Marine, and Railroad Lines.

(b) "**Concrete Paving - CP**" which includes the construction, rehabilitation and repair of concrete streets, roads, highways, driveways, parking lots, airport runways and aprons, and concrete work incidental thereto including, but not limited to, sidewalks, curbs, medians, and barrier walls. This subclassification also includes work under the subclassification of Grading.

(c) "**Asphalt Paving - AP**" which includes asphalt paving, repairs and rehabilitation of streets, roads, highways, parking lots, airport runways and aprons, concrete including, but not limited to, curbs, gutters, and concrete or asphalt paving of storm sewers, and includes paving with sealers, geotextile fabrics, slurry seals, and surface treatments incidental thereto. This subclassification also includes work under the subclassification of Grading.

(d) "**Grading - GD**" which includes the soil preparation and rehabilitation of streets, roads, highways, railroad beds, building sites, parking lots, and storm sewers. This subclassification also includes work under the subclassification of Highway Incidental.

(e) "**Highway Incidental - HI**" which includes highway work for grooving, milling, rehabilitating, and installing guardrails, gutters, highway signs, pavement marking, and painting.

The classification "**HY**" is given to licensees who have passed **all** of the above exams.

(3) "**GENERAL CONTRACTORS-PUBLIC UTILITY**" which includes work under these subclassifications:

(a) "**Pipe Lines - PL**" which includes the construction, installation, alteration, maintenance, and repair of systems for the transmission or distribution of petroleum fuels, petroleum distillates, natural gas, chemicals, and slurries through pipeline from one station to another including all excavating, trenching, backfilling and installation of booster stations and equipment and installation and replacement of tanks connected to the system. This subclassification does not include the piping and tanks for the dispensing of any petroleum product at retail.

(b) "**Water and Sewer Plants - WP**" which includes all classifications and subclassifications necessary for the construction of water treatment and wastewater treatment facilities. However, if a project includes work to be performed under any of these license subclassifications, the licensee must either have a license to perform this work or use a contractor licensed in the appropriate license classification or subclassification to perform the work: Bridges, Railroad Lines, Specialty Roofing, and Mechanical work.

(c) "**Water and Sewer Lines - WL**" which includes construction work on water mains, water service lines, water storage tanks, sewer mains, sewer lines, lift stations, pumping stations and appurtenances to water storage tanks, lift stations, pumping stations, pavement patching, backfill, and erosion control as a part of construction, and which includes connection at the building of all lines to the appropriate lines contained in commercial structures, installation and repair of a project involving manholes, the laying of pipe for storm drains and sewer mains, all necessary connections, and excavation and backfilling, and concrete work incidental thereto.

Contractors in this license subclassification in license groups three, four, and five may install fire protection sprinkler system underground mains to a flanged outlet 1'-0" above the finished floor in compliance with National Fire Protection Association Standard 24. However, shop drawings must be submitted and approved by the State Fire Marshal with a copy of the approved drawings going to the licensed fire sprinkler contractor. Flushing and testing certificates must be delivered to the authority having jurisdiction and the performing licensed fire sprinkler contractor performing. General contractors in this license subclassification may not engage in water and sewer line work from the right-of-way to a residential structure unless the entity is a subcontractor to a licensee holding a plumbing subclassification.

(4) "**GENERAL CONTRACTORS-SPECIALTY**" which includes work under these subclassifications:

(a) "**Boring and Tunneling - BT**" which includes the construction of underground or underwater passageways with diameters in excess of ninety-six inches or lengths in excess of three hundred fifty feet by digging or boring through and under the earth's surface, including the bracing and compacting of passageways to make them safe for the purpose intended. This subclassification includes the preparation of ground surfaces at points of ingress and egress. Underground structures less than ninety-six inches in diameter or less than three hundred fifty feet in length are considered normal excavation.

(b) "**Concrete - CT**" which includes all work in connection with concrete forming and placing; assembling of forms, molds, slipforms and pans; centering, trenching, excavating, backfill, and grading in connection with concrete construction; construction of sidewalks, driveways, curbs, medians, and barrier walls; and installing of embedded items essential to or comprising an integral part of concrete or concrete construction including reinforcing elements and accessories including, but not limited to, concrete chimneys, floors, piers, and foundations when using concrete rebar and other materials common to the concrete industry. This subclassification does not include the General Contractor-Highway- Bridge license subclassification or the construction of streets, roads, parking lots, and highways.

(c) "**Interior Renovation - IR**" which includes installing, remodeling, renovations, and finishes of acoustical ceiling systems and panels, load-bearing and nonload-bearing drywall partitions, lathing and plastering, flooring (excluding carpet) and finishing, interior recreational surfaces, window and door installation, and installation of fixtures, cabinets, and millwork; and which also includes fireproofing, insulation, lining, painting, partitions, sandblasting, interior wall covering, and waterproofing. This subclassification does not include alterations to load-bearing portions of a structure.

(d) "**Marine - MR**" which includes all water activities to construct seawalls, bulkheads, docks, piers, wharves, and other water structures including, but not limited to, pile driving, boat slips, and boardwalks. Licensees under this classification may perform ancillary work including fill and grading. This license subclassification does not include structures within the scope of the General Contractor-Building classification.

(e) "**Masonry - MS**" which includes the installation, with or without the use of mortar or adhesives, of brick, concrete block, gypsum partition tile, pumice block, fire clay products, rough cut and dressed stone, marble panels or slate units, structural glazed tile or block, glass brick or block, solar screen tile or block, or other units and products common to the masonry industry.

(f) "**Pre-engineered Metal Buildings - MB**" which includes the construction of pre-engineered metal buildings not exceeding forty feet in width with no single structural span exceeding forty feet in length, and consisting of no more than a concrete floor slab, metal frame, metal roof, metal sidewalls, and building insulation.

(g) "**Railroad - RR**" which includes the installation and repair of railroad lines, including setting ties, tie plates, rails, rail connectors, frogs, switch plates, switches, and signal markers. This subclassification does not include grading, trestles, or overpasses.

(h) "**General Roofing - GR**" which includes the installation and repair of roofs and roof decking on commercial, industrial, and institutional structures requiring materials that form a water-tight and weather-resistant surface. This license subclassification is limited to shingles, clay and concrete tile, slate, wood-shake roofing, metal roofing, and asphalt-rolled roofing.

(i) "**Specialty Roofing - SR**" which includes the installation and repair of roofs and roof decking on commercial, industrial, and institutional structures requiring materials that form a water-tight and weather-resistant surface. This license subclassification includes all work under the General Roofing license subclassification and other types of roofing not specifically included in the general roofing license subclassification.

(j) "**Structural Framing - SF**" which includes the installation, repair, or alteration of metal or composite structural members for buildings or structures, including riveting, welding, and rigging. This subclassification also includes work under the subclassification of Structural Shapes.

(k) "**Structural Shapes - SS**" which includes the installation, repair, or alteration of metal or composite shapes, tubing, pipes and bars, including minor field fabrication as may be necessary.

(l) "**Swimming Pools - SP**" which includes the construction, service, and repair of all commercial and institutional swimming pools and spas, including concrete, gunite, plastic, vinyl-lined, and fiberglass pools and spas; pool decks, walkways, tiling, and coping; and the installation of all equipment, including pumps, filters, and chemical feeders, water and gas service lines from the point of service to the pool equipment, wiring from the pool equipment to the first readily accessible disconnect, pool piping, fittings, backflow prevention devices, waste lines, and other integral parts of a swimming pool or spa.

(m) "**Wood Frame Structures - WF**" which include framing, roofing, siding, or flooring for wood-framed structures in excess of five thousand feet used for housing livestock, storage, or processing, when such structures are not used for habitation or office facilities.

(n) "**Public Electrical Utility - 1U or 2U**" which includes the installation, replacement, alteration, and repair of transmission lines on or off public rights-of-way, including erection of poles, guying systems, tower line erection, street lighting, and outside lighting of all voltages and all underground systems, including ducts for signal communication and similar installations, transformers, circuit breakers, capacitors, primary metering devices, and other related equipment not used in connection with this subclassification. A contract that contains electrical work above fifty volts must be performed by a licensed public utility-electrical or mechanical-electrical contractor. This subclassification does not cover athletic field lighting, stadium lighting, or lighting which is not on public easements or rights-of-way. (1U is given for those licensed prior to 4/1/99; 2U is given after 4/1/99 and cannot engage in stadium lighting.)

(o) "**Boiler installation - BL**" which includes those who are qualified to install, repair, and service boilers and boiler piping including the boiler auxiliary equipment, controls, and actuated machinery and dryer rolls. To qualify for this subclassification, a person must pass a technical examination administered by the board or must be the holder of the ASME "R" stamp or the ASME "PP" stamp. Anyone holding the masonry or process piping classification as of January 1, 1998, and who has been actively engaged in boiler installation work under these classifications is qualified for this subclassification and exempt from the examination requirement of this subitem.

(p) "**Glass and Glazing - GG**" which includes, but is not limited to, commercial, residential, industrial, institutional, modular, and all other types of glass and glazing construction. The construction is limited to selection, cutting, assembling, and installing all makes and kinds of glass for windows, sash and doors, metal frames, ornamental decorations, mirrors, and tub and shower enclosures. This license classification includes all work under the subclassifications of renovation, structural shapes, and architectural aluminum glazing systems which include aluminum entrance doors and frame systems, entrance and egress hardware, curtain wall systems, sliding doors/mall fronts, overhead glazing systems, and architectural window systems and accessories. Contractors engaged solely in residential construction must be licensed or registered with the South Carolina Residential Builders' Commission and are not required to have this classification. The board may require an applicant to pass an examination before licensure as provided by this chapter.