



South Carolina Department of Labor, Licensing and Regulation
South Carolina Residential Builders Commission
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llr.sc.gov/res

CHANGE OF INFORMATION REQUEST FORM

This form may be used by Residential Builder, Specialty Contractor or Home Inspector. Additional documentation may be requested by the Commission.

If you want an updated license/registration card you must include a check or money order for the \$10 replacement card fee made payable to **SCRBC**. A returned check fee of up to \$30, or an amount specified by law, **may** be assessed on all returned funds. Fees are non-refundable.

CHANGE OF COMPANY NAME

CHANGE OF BUSINESS ADDRESS

CHANGE OF HOME ADDRESS

CHANGE OF CLASSIFICATION

REPLACEMENT CARD (\$10 FEE)

License/Registration Type: _____ License/ Registration Number: _____

Licensee/Registrant Name: _____ Phone: _____

ADDRESS CHANGE

Current Home Address: _____
Street City State Zip

New Home Address: _____
Street City State Zip

Current Business Address: _____
Street City State Zip

New Business Address: _____
Street City State Zip

BUSINESS NAME CHANGE

You will need to submit the Certificate of Existence/Authority from the SC Secretary of State, Article of Organization or Incorporation (If applicable) and Proof of Ownership or the Notarized Ownership Affidavit.

Current Business Name: _____

New Business Name: _____

SPECIALTY CONTRACTOR CLASSIFICATION CHANGE REQUEST

If you are an actively registered Specialty Contractor looking to change your classification, this request can only be done during the renewal period (April 15 – June 30 every odd numbered year). Your request must be accompanied by a reference supporting the new classification and your original registration card. You may only have 3 classifications on your registration.

Remove Classification(s) (If applicable): _____

Check the requested new classification and list years of experience in this trade:

- | | | | |
|-----------------------|----------------------|--------------------|------------------------|
| Vinyl/Aluminum Siding | Insulation Installer | Roofing | Solar Panel Installers |
| Floor Covering | Masonry | Drywall Installer | |
| Carpenter | Stucco Installer | Painter/Wall Paper | |