



**South Carolina Department of Labor, Licensing and Regulation
South Carolina Contractor's Licensing Board**
P.O. Box 11329 • Columbia • SC • 29211 (normal mailing)
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Phone: 803-896-4686 • Contact.CLB@llr.sc.gov • Fax: 803-896-4814
www.llronline.com/POL/Contractors
DOC #175
2018-2020 GENERAL CONTRACTOR'S RENEWAL FORM



FOR OFFICE USE
Amt: \$ _____
Ck#: _____

Licensed Name: _____
DBA Name: _____
(if applicable)
Classification(s) _____ License#: **G**
& Group#: _____

***** EFFECTIVE JULY 2014 THE RENEWAL FEE CHANGED FROM \$350 TO \$135! *****

- If your Federal ID# or style of business has changed, do not submit this form. Submit Doc #165 with your financials and \$350 fee.
- To add a new qualifier, classification, or request an upgrade, submit a Revision Application, Doc #180, with this renewal (or separately).

RENEWAL FORM INSTRUCTIONS - READ CAREFULLY TO AVOID RENEWAL DELAYS!

- SECTION 1: UPDATE ADDRESS, IF NECESSARY. SECTION 2: LIST ALL QUALIFIERS. SECTION 3: ANSWER ALL 5 QUESTIONS; SIGN & DATE.**
- FINANCIAL STATEMENT NET WORTH or SURETY BOND REQUIREMENT. You must submit one of the following with this renewal:**
 - o **Financial Statements (in lieu of surety bond):** Group 1 = \$10,000, Group 2 = \$40,000, Group 3 = \$100,000, Group 4 = \$175,000, Group 5 = \$250,000
 - **Groups 1-4:** Complete attached balance sheet, sign and notarize. **Group 5:** Submit a licensed CPA reviewed (or audited) financial statement. *Balance sheet cannot be for a period more than 12 months from today's date.*
 - o **Surety Bonds (in lieu of financial statement):** Group 1 = \$20,000, Group 2 = \$80,000, Group 3 = \$200,000, Group 4 = \$350,000, Group 5 = \$500,000
The surety bond must be from a surety provider authorized to transact surety business in this State in an amount of two (2) times the required net worth for the Applicant's selected licensing group for this renewal. The surety bond must list the State of South Carolina as obligee for the bond. The surety bond is for the benefit of any person who is damaged by an act or omission of the Applicant constituting a breach of construction contract or a contract for the furnishing of labor, materials or professional services for construction undertaken by the Applicant, or by any unlawful act or omission of the Applicant in performing construction. The surety bond is in addition to, not in lieu of, any other surety bond required of the Applicant by law or regulation or by any party to a contract with the Applicant. The surety bond must provide that the surety must provide notice of cancellation to the Board and the Applicant thirty (30) days prior to cancellation.
- SUBMIT RENEWAL FEE:** *New standard renewal fee: \$135! Submit \$135 until October 31. After 10/31, late fees are assessed as follows: November (+\$100) = \$235; December (+\$150) = \$285; January (+\$200) = \$335. Renewal must be postmarked by 10/31 to avoid late fees.
- LAPSED LICENSES:** After January 31, 2019, your license is lapsed and must be reinstated - DO NOT SUBMIT THIS FORM. To reinstate, submit an Initial Application, Document #165, with a financial statement and \$350 fee.
- MAIL RENEWAL TO ADDRESS ABOVE.** Make checks payable to: SCCLB. Renewals postmarked after October 31st will not be processed without the late fee.

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.

SECTION 1: LICENSEE INFORMATION:

MAILING ADDRESS (make changes if incorrect): _____ **PHYSICAL ADDRESS: (no PO Boxes; make changes if incorrect):** _____

PH: _____ **FAX:** _____ **PH:** _____ **FAX:** _____

Provide contact email(s): _____

Last 4 digits of SSN/Fed ID#: _____ Business Type: Sole-Proprietor Partnership Corporation LLC LLP Other

SECTION 2: ALL CERTIFIED QUALIFYING PARTIES MUST COMPLETE BELOW: (attach additional page if necessary)

Qualifying Party Name (please print)	Last 4 of SS#	Qualifying Party Signature	Date
Name:			
Name:			

SECTION 3: THE OWNER/PRESIDENT AND ALL QUALIFYING PARTY(IES) MUST ANSWER ALL 5 QUESTIONS COLLECTIVELY:

****For all "YES" answers, attach a written explanation and official documents providing verification of the disposition.**

Since this licensee's last submitted correspondence/application, has the owner/president or any qualifying party:

1. Been convicted, pled guilty or nolo contendere in the U.S. or foreign country of the offense of forgery, embezzlement, obtaining money under false pretenses, theft, extortion, or conspiracy to defraud or other like offense, or a crime involving moral turpitude? [40-11-130(A)(9)] Yes** No
2. Had a license or certificate denied, suspended, revoked, or otherwise been disciplined (i.e. a citation, consent agreement, final order, or a Cease and Desist Order)? [40-11-130(A)(2)] Yes** No
3. Had any outstanding monetary judgments related to construction? [40-11-130(A)(10)] Yes** No
4. Had unresolved complaints before this or any other professional licensing board in this or any other state? [40-11-130(B)(3)] Yes** No
5. Had a change in status of their lawful presence in the United States? Yes** No

OWNER/PRESIDENT/AUTHORIZED REPRESENTATIVE AFFIDAVIT:

All statements and information contained herein are true and correct to the best of my knowledge and belief. I further understand that false or incorrect information may result in the denial of my license issued pursuant to this renewal and may be subject to civil and criminal proceedings I agree all information in this renewal can be verified and investigated. I have read the SC Code of Laws regulating contracting and will abide by such laws.

Owner/President/Authorized Representative - Printed Name: _____

Owner/President/Authorized Representative - Signature _____

Date _____

2018-2020 General Contractors RENEWAL FINANCIAL STATEMENT - For Groups 1 - 4 ONLY

Licenses cannot be upgraded with this form; to upgrade, use Doc #180 (financial statement requirements are different to upgrade)

(Group 5 licensees must submit a CPA "reviewed" financial statement; submitting this form will drop you to a lower Group)

Balance sheet of:

Date:

DBA (if applicable):

License#: **G**

You do not have to use this form; however, other balance sheet forms used must be signed and notarized. This financial balance sheet is designed for individuals, sole proprietorships, partnerships or corporations. This statement must be prepared in accordance with generally accepted accounting principles (GAAP). Attach supplementary financial information to clarify entries. If you have questions, consult an accountant; the Contractor's Licensing Board **cannot** answer questions pertaining to financial statements.

ASSETS		
CURRENT ASSETS	Dollars	Cents
Cash on hand (total amount of \$500 or more must be verified on a notarized statement)		
Cash in bank		
Marketable Securities (attach list)		
Contracts receivable (less allowance for doubtful collection):		
Billed (exclude claims not approved for payment):		
Completed contract(s)		
Retainage		
Unbilled		
Other accounts receivable (attach list)		
Notes receivable (principal due during next 12-month period) (attach list)		
Inventory:		
Speculative Building Costs to date		
Materials in stock (verify any amount in excess of \$10,000)		
Other inventory (attach list)		
TOTAL CURRENT ASSETS		
FIXED AND OTHER ASSETS:		
For Individuals:		
Real Property:		
Personal residence		
Held for investment		
Other real estate property (attach list)		
Personal Property		
For Businesses:		
Real Property, at cost		
Business fixed assets (excluding real property)		
Net of accumulated depreciation and amortization		
Cash surrender value of life insurance policies		
Other noncurrent assets (attach list)		
TOTAL FIXED AND OTHER ASSETS		
TOTAL ASSETS		

LIABILITIES		
CURRENT LIABILITIES (due within 12 months)	Dollars	Cents
Accounts payable		
Material suppliers		
Subcontractors		
Others		
Taxes payable		
Withheld and accrued payroll taxes		
Delinquent payroll taxes and related charges		
Other taxes (attach list)		
Income taxes payable		
Current and deferred		
Delinquent and related charges		
Notes payable (principal due during next 12-month period):		
Speculative building construction loan		
Real estate		
Auto, trucks and equipment		
Material purchases		
Loans on insurance cash value		
Other (attach list)		
Interest in arrearage		
Other current liabilities (attach list)		
TOTAL CURRENT LIABILITIES		
LONG TERM LIABILITIES:		
Notes payable – long term portion (principal portion only):		
Real estate		
Autos, trucks and equipment		
Other (attach list)		
Other long term liabilities (attach list)		
TOTAL LONG TERM LIABILITIES		

NET WORTH (TOTAL EQUITY)		
For Individuals:		
Sole proprietors and partnerships-equity		
For Corporations:		
Capital stock		
Treasury stock		
Retained earnings		
TOTAL NET WORTH <small>Subtract "Total Current Liabilities" and "Total Long Term Liabilities" from "Total Assets" number</small>		
TOTAL LIABILITIES + TOTAL NET WORTH =		

REQUIRED NOTARIZATION

Sworn to and Subscribed before me this _____ day of _____ 20 _____

Print Name of Notary Public

Signed Name of Notary Public

My Commission expires: _____

AFFIDAVIT

I hereby certify this financial statement is true and accurate to the best of my knowledge.

Authorized Company Representative - Printed Name

Date

Authorized Company Representative - Signature



S.C. CONTRACTOR'S LICENSING BOARD



SURETY BOND

BOND NUMBER: _____

KNOW ALL MEN BY THESE PRESENTS that we:

_____, as Principal, and _____, as Surety Company authorized to do business in the State of South Carolina, as Surety, its successors, assigns, and legal representatives are held and firmly bound unto the South Carolina Contractor's Licensing Board, State of South Carolina and any person or business sustaining damage within the terms of this bond for payment, as Obligee in the sum of _____ Thousand Dollars (\$_____,000.00) lawful money of the United States of America per License Term. We bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents. This bond is in lieu of providing a financial statement showing a minimum net worth as required in S.C. Code Ann. §40-11-260.

WHEREAS, the above bonded Principal has applied to the South Carolina Contractor's Licensing Board pursuant to Section 40-11-10 et seq. of the 1976 Code of Laws of South Carolina, as amended (the Act), to be granted an authorization to engage in the following construction groups with the following bond amounts:

- Group 1 General Contractor (\$20,000)
- Group 2 General Contractor (\$80,000)
- Group 3 General Contractor (\$200,000)
- Group 4 General Contractor (\$350,000)
- Group 5 General Contractor (\$500,000)
- Group 1 Mechanical Contractor (\$7,000)
- Group 2 Mechanical Contractor (\$20,000)
- Group 3 Mechanical Contractor (\$40,000)
- Group 4 Mechanical Contractor (\$80,000)
- Group 5 Mechanical Contractor (\$400,000)

WHEREAS, the above bonded Principal is required in Section 40-11-262 of the Act to furnish the Board with a good and sufficient surety bond as one method of complying with one of the conditions upon which the authorization is granted.

NOW, THEREFORE, if the Principal, in compliance with 40-11-262, does not engage in an act or omission constituting a breach of construction contract or a contract for the furnishing of labor, materials, or professional services for construction undertaken by the Principal, or does not commit any unlawful act or omission in performing construction, then this obligation shall be void; otherwise it is to remain in full force and effect.

This bond is in full force and effect as to the above statutory and regulatory obligations of the Principal for the license term of _____ through _____ unless renewed by continuation certificate; however, the Surety or the Principal shall have the right to cancel this bond at any time by filing written notice with the South Carolina Contractor's Licensing Board and the applicable party of its intention to so cancel, giving at least thirty (30) days' notice prior to the effective date of the cancellation. This provision, however, shall not operate to relieve, release or discharge the Surety from any liability already accrued or which shall accrue before the expiration of the thirty (30) day period.

Regardless of the number of years this bond may remain in force or the number of claims against this bond, the aggregate liability of the Surety for any and all claims, suits or actions under this bond shall not exceed the sum of _____ Thousand Dollars (\$_____,000.00) for any License Term. Each License Term is a twenty-four month period beginning on November 1 and ending on October 31.

The Surety shall provide the Board with written notice of any payment made in good faith under the Bond within thirty (30) days of such payment. No right of action shall accrue upon or by reason of this bond to or for the use or benefit of anyone whatsoever other than the Board or any person sustaining damage within the terms of this bond for payment.

Witness our hands and seal this _____ day of _____, 20____

Name and Address of Surety Company (Print):

Name and Address of Principal (Print):

By: _____
Signature of Surety (Attorney-in-Fact)

By: _____
Signature of Principal

Power of Attorney (attach document)

To report a claim with regard to this bond, please submit a claim on the form approved by the Board to the claim address below:

(Print) _____

(See Surety Bond Information for Surety Companies on page 3)



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Surety Bond Information for Surety Companies
South Carolina Code Section 40-11-262
(Effective date May 18, 2018)

(A) In lieu of providing a financial statement showing a minimum net worth for a license group as required by Section 40-11-260, an applicant may provide a surety bond from a surety authorized to transact surety business in this State in an amount of two times the required net worth for the applicant's license group with his initial or renewal application. The required bond amounts are in parenthesis:

- Group 1 General Contractor (\$20,000)
- Group 2 General Contractor (\$80,000)
- Group 3 General Contractor (\$200,000)
- Group 4 General Contractor (\$350,000)
- Group 5 General Contractor (\$500,000)
- Group 1 Mechanical Contractor (\$7,000)
- Group 2 Mechanical Contractor (\$20,000)
- Group 3 Mechanical Contractor (\$40,000)
- Group 4 Mechanical Contractor (\$80,000)
- Group 5 Mechanical Contractor (\$400,000)

(B) The above surety bond must:

- (1) be continuous in form and must be maintained in effect for as long as the applicant maintains the license issued by the department or until the applicant submits a financial statement showing that he meets the net worth requirements for his license group as provided in Section 40-11-260;
- (2) list the State of South Carolina as obligee for the bond;
- (3) be for the benefit of any person who is damaged by an act or omission of the applicant constituting a breach of construction contract or a contract for the furnishing of labor, materials, or professional services for construction undertaken by the applicant, or by any unlawful act or omission of the applicant in performing construction; and
- (4) be in addition to, and not in lieu of, any other surety bond required of the applicant by law or regulation, or by any party to a contract with the applicant.
- (5) provide for bond cancellation by the Surety Company only by notification to the board and the applicant thirty days prior to cancellation.