



South Carolina Department of Labor, Licensing and Regulation
South Carolina Contractor's Licensing Board
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2021-2023 MECHANICAL CONTRACTOR'S RENEWAL FORM (Doc 175)

Before you renew:

Complete the Revision Application ([Doc 180](#)) if you need to:

- add or change your primary qualifying party(s) or qualifying party(s);
- need to change your currently licensed name but you are keeping the same business type/ style and Federal ID/SSN;
- add or change a classification; and/or
- request an upgrade.

DO NOT RENEW if you have changed your business type. You need to complete a new application (DOC 165).

Requirements and Instructions:

- **Renewal / Late Fees:**

Renewed/postmarked 10/31/2021 or before: **\$135**

Renewed/postmarked 11/01/2021 - 11/30/2021: Late Fee \$100 + Renewal Fee \$135 = **\$235**

Renewed/postmarked 12/01/2021 - 12/31/2021: Late Fee \$150 + Renewal Fee \$135 = **\$285**

Renewed/postmarked 01/01/2022 - 01/31/2022: Late Fee \$200 + Renewal Fee \$135 = **\$335**

After January 31, 2022, your license is lapsed and must be reinstated.

- **Financial Statement or Surety Bond** - All Groups are required to submit a financial statement dated no more than 12 months prior to the date of the renewal application or a valid surety bond to renew a license.

Include with the application:

- Renewal fee in the amount of \$135 in the form of a check or money order (no cash) made payable to SCCLB (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)
- All groups must submit a Financial Statement or Surety Bond/ Bond Continuation form in the amount applicable to your current net worth.

LICENSEE INFORMATION

License No.: _____

Licensee/Legal Name: _____

Doing Business As (DBA): (If different from legal name) _____

Mailing Address: _____
PO Box/Street City State Zip

Business Address: _____
Street City State Zip

Business Phone: _____ Fax: _____

Email (required): _____

Authorized Representative responsible for completing this renewal application form:

Name: _____ Title: _____

Contact Number: _____

FINANCIAL STATEMENT / SURETY BOND INFORMATION

How will you qualify for this renewal period? Financial Statement Surety Bond

If by Surety Bond:

Required Bond Amounts (check applicable amount):

Group 1: \$7,000 Group 2: \$20,000 Group 3: \$40,000 Group 4: \$80,000 Group 5: \$400,000

If a surety bond is not on file with the Board a valid surety bond must be attached with the renewal application. If the surety bond on file is about to expire, attach the continuation certificate or a new surety bond.

Name of Surety Company: _____ Bond No.: _____

Bond Amount: _____ Expiration Date: _____

If by Financial Statement:

Financial Statement Net Worth Requirements (check applicable amount):

Group 1: \$3,500 Group 2: \$10,000 Group 3: \$20,000 Group 4: \$40,000 Group 5: \$200,000

Group 1 and 2 may be an owner prepared financial statement with an affidavit of accuracy using [DOC #172](#). Financial Statement must be dated no more than 12 months prior to the date of the renewal application.

Group 3 and 4 may be an owner prepared financial statement with an affidavit of accuracy using [DOC #172](#) or a financial statement compiled by a licensed CPA or licensed PA in accordance with GAAP, including all disclosure by GAAP. Financial Statement must be dated no more than 12 months prior to the date of the renewal application.

Group 5 must be a reviewed financial statement from a licensed CPA or licensed PA prepared in accordance with GAAP, including all disclosures required by GAAP. Financial Statement must be dated no more than 12 months prior to the date of the renewal application.

PRIMARY QUALIFYING PARTY(S) AND QUALIFYING PARTY(S)

Confirm the primary qualifying party(s) and qualifying party(s) that you currently have on file. If you need to make a change, you must first complete the Revision Application before renewing. You are required to have a primary qualifying party on file for each licensed classification. The primary qualifying party (s) must be a full-time employee in a responsible management position. Attach an additional sheet if needed.

Qualifier Name	Classification/ Sub-Classification	Confirm if employee is a primary qualifying party or qualifying party.
Example: Joe Contractor	Heating	Primary Qualifying Party
Example: Jerry Contractor	Heating	Qualifying Party

DISCIPLINARY QUESTIONS

For any "Yes" answers below, please complete and submit [Document No. 142](#) "Explanatory Statement of Yes Answers" for each person to whom a Yes answer applies. Official documentation of judgment(s) or disposition(s) must also be provided by the applicable person and/or the entity's authorized agent.

- 1. **Since you last renewed (or if this is your first renewal, since your initial licensure), has the entity, owner/president, or any qualifying party** 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, a felony or a crime involving moral turpitude? (If yes, a criminal background report must be submitted for any applicable crime which resulted in this positive response.) Yes No

- 2. **Since you last renewed (or if this is your first renewal, since your initial licensure), has the entity, owner/president, or any qualifying party** had a license or certificate denied, suspended, revoked, or otherwise been disciplined in South Carolina or any other state or jurisdiction (i.e. a citation, consent agreement, final order, or a Cease and Desist Order)? Yes No

- 3. **Since you last renewed (or if this is your first renewal, since your initial licensure), has the entity, owner/president, or any qualifying party** had any outstanding monetary judgments related to construction? Yes No

LAWFUL PRESENCE INFORMATION

Since you last renewed (or if this is your first renewal, since your initial licensure), has the owner/president OR any qualifying party had a change in their lawful presence? Yes No
(If Yes, include an updated Verification of Lawful Presence form.)

CERTIFYING STATEMENT

The undersigned affirms responsibility that all information and statements contained herein are true in substance and effect. Further, the undersigned takes responsibility that required additional explanation and documentation will be provided if not already provided with this renewal application.

Signature

Title

Date

PRIVACY NOTICE

South Carolina law requires the agency to 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 purposes.