



2024-2026 LP GAS EMPLOYEE RENEWAL APPLICATION

Renewal Requirements/Instructions:

- Biennial licensure fee of \$50 in the form of a check or money order only, made payable to SC LP Gas Board. **Application fee is non-refundable. NO CASH IS ACCEPTED.** A returned check fee of up to \$30, or an amount specified by law, **may** be assessed on all returned funds.
- License must be renewed/postmarked on or before June 30, 2024. After August 31, 2024, state law requires that you re-apply and take the appropriate examination(s) before you can reinstate your license.
- Legal documentation of name change (marriage certificate, divorce decree, etc.), if applicable.

PAYMENT (Check one): Included in employer renewal payment Included with this application

APPLICANT INFORMATION

Full Name: _____ Permit No.: _____

Home Address: _____ County: _____
 (Street, City, State, Zip)

Mailing Address: _____ City: _____ State: _____ Zip: _____
 (If different than above)

Phone: _____ Email: _____

EMPLOYER INFORMATION

- Permitted Employees for LP Gas Resellers serve as the designated person for one licensed location.
- Permitted Employees for LP Gas Installers serve as the designated person for one license.
- Permitted Employees for LP Gas Dealers may serve as the designated person for multiple bulk site locations, when those locations are associated with the main office license (please attach additional pages as necessary).

Employer Name (as it appears on the license)	Employer License No.

BACKGROUND INFORMATION

All “Yes” answers must be accompanied with a written explanation and supporting legal documentation, i.e. court documents stating the disposition, payment arrangement correspondence, documented letter of dispute, etc.

1. Since your last renewal or application with the Board, have you been convicted, pled guilty or nolo contendere in the US or foreign country of any felony, a crime involving drugs, or a crime related to liquefied petroleum gas? Yes No

If Yes, you must attach an official criminal background check (i.e., SLED, etc.) and written explanation.

2. Since your last renewal or application with the Board, have you had any professional license denied, suspended, restricted, revoked, surrendered, or otherwise disciplined by any occupational licensing authority in this or any other state or jurisdiction? Yes No
3. Has there been any change in the status of your lawful presence in the United States since initial licensure? Yes No

If Yes, you must attach documentation with an explanation of the changes in your eligibility, along with an updated [Verification of Lawful Presence Form](#).

AFFIDAVIT

I HEREBY swear/affirm I have read all questions on this renewal application and have answered truthfully, accurately, and completely. I hereby acknowledge that failure to answer these questions truthfully, accurately, and completely shall constitute cause for the initiation of disciplinary action against my South Carolina license.

Applicant Signature: _____ Date: _____

PRIVACY DISCLOSURE

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.

Each permit is valid for a period of two (2) years and must be renewed before it expires. If your employment status changes, please notify the Board office within ten (10) business days. **The individual completing this application is responsible for maintaining and renewing their permit, this is not the responsibility of the employer.**