



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Residential Builders Commission**  
 110 Centerview Dr. • Columbia • SC • 29210  
**Mailing:** PO Box 11329 • Columbia • 29211  
 P.O. Box 11329 • Columbia • SC 29211-1329  
 Phone: 803-896-4696 • Contact.RBC@llr.sc.gov • Fax: 803-896-4814  
 llr.sc.gov/res

**2020-2022 Residential Home Builders or Residential Home Inspectors  
 Biennial Late Renewal Application**

**Name:** \_\_\_\_\_ **License Number:** \_\_\_\_\_

<b>Mailing Address:</b> Make any corrections below:	<b>Physical Address:</b> Make any corrections below:	<b>Home Address:</b> Make any corrections below:
_____	_____	_____
_____	_____	_____
_____	_____	_____
Phone: _____	Phone: _____	Phone: _____
Fax: _____	Fax: _____	Fax: _____
E-Mail: _____	E-Mail: _____	E-Mail: _____

- Renewal Instructions**
- Complete all questions and sign and date this renewal application. Incomplete applications will be returned. Application must be typed or printed in black or blue ink only, make any necessary corrections, and attach additional sheets if necessary.
  - Residential Home Builders** must have a current surety bond on file in the amount of \$15,000. The surety bond must be an original (no copies or facsimiles) in the builder’s name only and signed by the builder. **If your surety bond has expired, please submit with this renewal application a current continuation certificate or a new surety bond.**
  - Residential Home Inspectors** – If you obtained your Residential Home Inspectors License with a Residential Home Builders License, you must renew your Residential Home Builders License first.
  - Return the completed renewal application, Surety Bond (if applicable) and payment made payable to: **LLR-SC Residential Builders Commission, PO Box 11329, Columbia, SC 29211-1329.** Your application must be postmarked by the Post Office on or before June 30, 2021. After June 30, 2021, you will be required to reinstate your license.
  - It is the individual’s responsibility to notify this office, in writing of any name and/or address changes. Name changes require a copy of legal documentation(i.e., marriage license, divorce decree court order)
  - A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds. All fees are non-refundable.

**BIENNIAL LICENSE RENEWAL FEE** (Check License(s) Renewing)

**Residential Home Builders - \$210 (\$160 + \$50 late fee)**       **Residential Home Builders Inspector - \$170 (\$160 + \$10 late fee)**

- Answer “Yes” or “No” to each of the following questions. If your answer is “yes” to any of the questions below, please provide on a separate sheet of paper, a full detailed written explanation with your renewal application to the Board.**
- Since your last application for renewal, have you been denied a license as a home builder, specialty contractor or general contractor in this state or any other state?  Yes  No
  - Since your last application for renewal, have you been arrested, indicted, convicted, pled guilty or nolo contendere for violation of any Federal, state, or local law (other than minor traffic violations)?  Yes  No
  - Have there been any judgments, liens or claims filed against you or any business with which you have been associated for the past five (5) years?  Yes  No
  - Since your last application for renewal, do you have any complaints pending, under investigation, or has any action been taken against your license in any jurisdiction?  Yes  No
  - Has there been any change in the status of your lawful presence in the United States since initial licensure? (ie- naturalization; received a renewed permanent resident card)  Yes  No

I certify that all statements herein are true to the best of my knowledge. I further understand that false or incorrect information provided by me may result in the cancellation of any license issued pursuant to this application and the institution of appropriate civil and criminal proceedings.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*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.*