



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

2023-2025 SPECIALTY CONTRACTOR REGISTRATION RENEWAL APPLICATION

Renewal Instructions/Requirements:

- Renewal form, fee in the form of a check or money order (no cash) made payable to LLR - SCRBC and any other applicable documentation are due by June 30, 2023. (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.)
- Renew (Postmarked) on or before June 30, 2023, the renewal fee is \$100
- Renew (Postmarked) on July 1, 2023 – June 30, 2024, will be assessed a \$20 late fee for a total of \$120. You are not allowed to work after June 30, 2023, until a renewal has been processed.
- After June 30, 2024, a reinstatement application will need to be completed.
- If you are changing a classification, you must provide a reference letter. No changes will be made without the reference letter being included. Reference letter(s) must be in your name, list the trade being requested, and include the contact information for the individual writing the letter. Classification changes may only be done during renewal. Once the registration has been renewed, your classifications may not be changed until next renewal. If you do not currently have the maximum three classifications, you may add a classification at any time.

Select the classification(s) you are intending to perform:

Do not select more than three.

- | | |
|---|--|
| <input type="checkbox"/> 01 – Vinyl/Aluminum Siding | <input type="checkbox"/> 06 – Drywall Install/Repair |
| <input type="checkbox"/> 02 – Insulation Installer | <input type="checkbox"/> 07 – Carpentry |
| <input type="checkbox"/> 03 – Roofing | <input type="checkbox"/> 08 – Stucco Installer |
| <input type="checkbox"/> 04 – Floor Covering | <input type="checkbox"/> 09 – Painter/Wall Paper |
| <input type="checkbox"/> 05 – Masonry | <input type="checkbox"/> 10 – Solar Panel Installer |

REGISTRANT INFORMATION

Applicant Name: _____ Registration No.: _____

Doing Business As (DBA): (If different) _____

Mailing Address: _____
 PO Box/Street City State Zip

Business Address: _____
 PO Box/Street City State Zip

Business Phone: _____ Fax: _____

Email: _____ County: _____

I understand that if I perform a single job over \$5,000, I must have a current bond on file in the amount of \$5,000 with the RBC.

Yes No

BACKGROUND INFORMATION

Attach documents and/or a written explanation on a separate page for each “yes” answer.

- 1. Since your last renewal, have you had a license/registration as a home builder, specialty contractor or general contractor in any state, restricted, suspended, revoked, cancelled or have you surrendered your license while under investigation or have you been otherwise disciplined by the entity that issued you the license/registration? Yes No
- 2. Since your last renewal have you been convicted of, pled guilty or nolo contendere to a criminal offense (other than minor traffic violations)? Yes No
(In addition to the written explanation, submit an official statewide criminal background check from the state in which the incident(s) occurred.)
- 3. Since your last renewal, have there been any judgments or liens filed against you or any business with which you have been associated? Yes No
- 4. Since your last renewal, has there been a change in the status of your lawful presence in the United States? Yes No

Notes:

- 1. It will be the responsibility of the registrant to comply with applicable standard building codes in residential construction, regardless of owner’s instructions.
- 2. In conjunction with your specialty contractors’ registration, you are required to adhere to the licensing ordinances and policies of the local jurisdiction.
- 3. You are required to immediately notify the Commission, 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).
- 4. Pursuant to Section 40-59-240 (D): When the total cost of materials and labor for an undertaking performed by a residential specialty contractor for an individual property owner exceeds five thousand dollars, the residential specialty contractor shall obtain an executed \$5,000 bond with a surety in an amount approved by the commission and shall furnish a signed original to the commission.
- 5. I understand that I am authorized to do business only in the trades I have requested above and I am not authorized to use sub-contractors outside of my registered trades. I understand that this registration does not allow me to build homes or additions and all structural work must be supervised by a licensed builder or licensed general contractor.

ATTESTATION

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 registration.

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.