



South Carolina Department of Labor, Licensing and Regulation
South Carolina Contractor's Licensing Board
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www.sc.gov/POL/Contractors
DOC #175



2016 - 2018 GENERAL CONTRACTOR'S RENEWAL FORM

Licensee Name: _____

DBA Name: _____
(if applicable)

Classification(s) _____ **License#:** **G**

& Group# Limit: _____

***** EFFECTIVE 07/01/2014 THE RENEWAL FEE CHANGED FROM \$350 TO \$135! *****

ALL LICENSEES CAN EITHER RENEW WITH THIS FORM OR ONLINE <https://eservice.llr.sc.gov/OnlineRenewals>)

Group 5 licensees renewing online: You must submit reviewed (or audited) financials to the board by mail, fax, or email by May 1st. Financials not received by that time will result in the license being dropped to Group 4-\$1,500,000 per contract limit.

Has your Federal ID# or style of business changed? If so, **do not submit this form**. Submit Doc #165 with your financials and \$350 fee. To add a new qualifier, classification, or request an upgrade while renewing with Doc #175, submit document #180.

RENEWAL FORM INSTRUCTIONS - READ ALL INSTRUCTIONS

- UPDATE ADDRESS, IF NEEDED. ANSWER ALL 5 QUESTIONS. SIGN & DATE** (qualifiers not listed in Section 3 will be deleted!).
- SUBMIT CURRENT FINANCIAL STATEMENT** (cannot be for a period more than 12 months from today's date):
 - ***EFFECTIVE 6/3/2016 - NEW GROUP# LIMITATIONS PER JOB/CONTRACT*****
(Your group number is the number on your license after the classification letters, i.e. IR3 = Group 3; BD5 = Group 5, etc.)
 - Group 1: \$50,000 contract limit; Group 2: \$200,000 contract limit; Group 3: \$500,000 contract limit; Group 4: \$1,500,000 contract limit; Group 5: \$Unlimited
 - ***EFFECTIVE 6/3/2016 - NEW NET WORTH REQUIREMENTS ARE IN EFFECT*****
 - Net Worth Requirements: Group 1 = \$10,000, Group 2 = \$40,000, Group 3 = \$100,000, Group 4 = \$175,000, Group 5 = \$250,000
 - Group 1-4: Complete attached balance sheet, sign and notarize. **Group 5:** Submit a licensed CPA reviewed (or audited) financial statement.
- 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 fee.
- LAPSED LICENSES:** After January 31, your license is lapsed and must be reinstated; **DO NOT SUBMIT THIS FORM**. To reinstate, submit Document #165 from the website with a financial statement and \$350 fee.
- MAIL RENEWAL:** See address above. Make checks to: SCCLB. Renewals not postmarked by October 31st will be accessed a late fee.

SECTION 1: LICENSE INFORMATION:

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.

MAILING ADDRESS (make changes if incorrect): _____

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

Last 5 digits of SSN or Fed ID#
 used to obtain this license: _____

Business Type: Sole-Proprietor Corporation LLC Partnership Other

SECTION 2: ANSWER ALL 5 QUESTIONS DIRECTED TO THE BUSINESS, OWNER/PRESIDENT AND QUALIFIERS:

SINCE YOUR **LAST APPLICATION OR RENEWAL HAS ANY OFFICER OF THE COMPANY HAD ANY OF THE FOLLOWING:**

- Had a license, certification or registration cancelled, surrendered, revoked, suspended, restricted, disciplined, been issued a Cease and Desist Order for unauthorized practice by any federal, state or local authority, contracted without a proper license?.....
- Currently under investigation, has a disciplinary action currently pending, or have a formal complaint, citation, consent order, or final order filed against them?.....
- Involved in any pre-trial intervention program, been convicted or indicted, pled guilty or nolo contendere (no contest) for the violation of any federal, state, or local law, or have any charges pending (other than a minor traffic violation)?.....
- Currently under sentence, including probation or parole, for a felony, crime of moral turpitude, or other criminal violation while engaged in or related to any aspect of the construction business?.....
- Received notice of final judgment, liens, claims, or any outstanding monetary judgments related to construction?.....

*** FOR ALL "YES" ANSWERS, ATTACH A WRITTEN EXPLANATION AND OFFICIAL DISPOSITION DOCUMENTATION ***

SECTION 3: ALL QUALIFYING PARTIES MUST COMPLETE BELOW: (attach additional page if necessary)

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

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/Partner/Authorized Representative Signature _____ **Date** _____

2016-2018 General Contractors RENEWAL - Use for Groups 1 - 4 ONLY (Licenses cannot be upgraded with this form)

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

Balance sheet of: _____ Date: _____ 20 _____

DBA (if applicable): _____ License#: **G**

You do not have to use this form; however, all self-prepared financial statements must be signed and notarized. This financial balance sheet is designed for individuals, sole proprietorships, partnerships or corporations. This statement must be completed in accordance with SSARS, and include all disclosures required by the generally accepted accounting principles (GAAP). Attach any supplementary financial information to clarify your entries. If you have questions, please consult your accountant or CPA. The Contractors' Licensing Board **cannot** answer questions pertaining to financial statements.

ASSETS		
CURRENT ASSETS	Dollars	
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:		
<u>For Individuals:</u>		
Real Property:		
Personal residence		
Held for investment.....		
Other real estate property (attach list).....		
Personal Property		
<u>For Businesses:</u>		
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	
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		
TOTAL LIABILITIES		

TOTAL LIABILITIES

NET WORTH (TOTAL EQUITY)		
<u>For Corporations:</u>		
Capital stock.....		
Treasury stock.....		
Retained earnings		
TOTAL NET WORTH (Total Assets minus Total Liabilities).....		
TOTAL CURRENT LIABILITIES + TOTAL NET WORTH =		

REQUIRED NOTARIZATION

Sworn before me this _____ day of _____ 20 _____

Print Name of Notary Public _____

Signature of Notary Public _____

My Commission expires: _____

AFFIDAVIT

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

Authorized Representative - Print Name _____

Date _____

Authorized Representative - Signature _____