

# APPLICANTS INSTRUCTIONS & GENERAL INFORMATION

## ***PLEASE READ!!***

- All applications will be processed within 7-10 business days (please allow this time before calling to check the status) or check online at [www.llr.state.sc.us/pol/residentialbuilders](http://www.llr.state.sc.us/pol/residentialbuilders) under Board Site Map and click on Online service.
- An applicant should keep a copy of any application and attachments filed with this office.
- Affidavit must be signed by a licensed builder or general contractor.
- Must show 1 year of experience in Section "C" of the application under the builder or general contractor who signed the affidavit.
- Applications not found in complete order will be returned.
- If the social security number is not provided or incorrect, the application will be returned.

### **FEES**

- The application processing fee is due at the time you submit your application to our office.
- All new applicants must submit a certified check or money order.
- Any personal or company checks will result in your application being returned.

### **APPLICATION QUESTIONS**

- Applicants are required to answer all the questions either Yes or No.
- If any question is answered "Yes" and no information is attached, the application will be returned.
- If any question is left unanswered, the application will be returned.
- A criminal or sled report is needed for any yes answer to a criminal offense.

### **EXAMINATION INFORMATION**

- The examinations are administered using computer based testing technology.
- Examination candidates will be tested at a testing site that is administered by PSI.
- Applicants legal name is required on applications to insure no delays when scheduling to take the exam to PSI.
- Applications must be submitted in complete order before an eligibility letter for examination can be approved for scheduling. The processing steps are as follows:

- Applications meeting all requirements and payment of fees are received.
- Applications are reviewed for accuracy and completeness.
- Applications that are incomplete and/or have credit discrepancies will be returned.
- All applicants applying for licensure must submit to a credit report.
- The applicant will schedule his/her exam and make payment with PSI.
- After passing the exam submit your test results, license fee (*certified check or money order*) and surety bond (*original copy signed with the power of attorney*) to our office.

- **Examination preparatory courses and seminars are offered by individuals, businesses, and technical schools or community colleges.**
- **The licensing board for Residential Builders is not affiliated with any of these individuals, and the board does not sponsor, approve or recommend any school, examination preparatory course or seminars.**

Dear Applicant:

Enclosed is your S.C. Residential Home Builders licensing packet that you requested. Effective April 1, 2002 we have a new testing provider for the S.C. Residential Home Builders Examination. The new provider is PSI Examination Services (PSI). You may go to their web page to find out more information on the examination at <http://www.psiexams.com>.

Your candidates' information bulletin will be mailed along with your letter of eligibility to sit for the state exam. The exam is two parts: Business & Law and Residential Building. You must pass both parts to receive your license.

The books that you will be able to use while taking the S.C. Residential Home Builders Examination are listed in the PSI Bulletin listed on their web page at [www.psiexams.com](http://www.psiexams.com).

If you have any further questions, please contact the Licensing Department at (803) 896-4501.

SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING AND REGULATION  
**Residential Builders Commission**  
**Office of Licensure and Compliance**

P. O. Box 12517, Columbia, SC 29211-2517  
 Synergy Business Park, Kingstree Bldg., 110 Centerview Drive  
 Telephone (803)896-4501 Fax (803)896-4570

**Residential Home Builders License Application**

**ALL FEES ARE NON-REFUNDABLE**

APPLICATION PROCESSING FEE \$100

LICENSES ARE RENEWABLE JULY 1, EACH EVEN YEAR.

HOME BUILDERS LICENSE FEE (Due after the exam)

\$160 If the license is issued for more than 12 months, before the next renewal date.

\$80 If the license is issued for 12 months or less, before the next renewal date.

EXAMINATION FEE (PAY TO PSI)

**DATE:** \_\_\_\_\_

**For Office Use Only:**

LICENSE		
FISCAL		
CC		
ACTION		
APPROVAL		

**A. APPLICANT INFORMATION (Please Print)**

**Applicant:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **County** \_\_\_\_\_

**Telephone # (\_\_\_\_) \_\_\_\_\_** **Date of Birth** \_\_\_\_\_

**B. FINANCIAL INFORMATION**

**You must furnish an original surety bond with the license fee after passing the examination**

The SURETY BOND must be an **original** (no copies or facsimiles), signed by the builder, in the amount of \$15,000, with power of attorney attached and the individual's name listed as principal not the company or business name.

**C. WORK EXPERIENCE INFORMATION (Must show a minimum of one year experience)**

EMPLOYER NAME	LICENSE # OF EMPLOYER	DATES OF EMPLOYMENT	POSITION TITLE	TYPE OF WORK PERFORMED

(CONTINUE ON NEXT PAGE)

**D. BUSINESS INFORMATION**

Type of Business Entity: (Check type)

Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ Federal ID# \_\_\_\_\_

List names of principal officers, title, percent ownership, date of birth, address and telephone. Please attach a separate sheet if necessary.

NAME	TITLE	% OWNERSHIP	DOB	ADDRESS	TELEPHONE #

**E. GENERAL INFORMATION (To be answered by the applicant)**

(Any question answered YES must be fully explained on a separate sheet.)

1. Have you ever been denied a license to practice home building or any similar occupational or professional license? \_\_\_\_\_Yes \_\_\_\_\_No
2. Have you ever been convicted of , pled guilty or nolo contendere to a criminal offense (other than minor traffic violations)? \_\_\_\_\_Yes \_\_\_\_\_No (submit a criminal or sled report if your answer is yes)
3. Are you currently licensed as a home builder in any other state? \_\_\_\_\_Yes \_\_\_\_\_No
4. Have there been any judgements, liens, or claims filed against you in the past 5 years? \_\_\_\_\_Yes \_\_\_\_\_No
5. Are you currently delinquent with child support obligations? \_\_\_\_\_Yes \_\_\_\_\_No

**F. SIGNATURES**

I certify that all statements contained herein are true and correct 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 as well as the filing of appropriate civil and criminal proceedings.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Sworn and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY SIGNATURE

My Commission Expires \_\_\_\_\_

**NOTES:**

1. All licenses are renewable on July 1 of each even year, regardless of when the license is issued.
2. It is the individual’s responsibility to notify this office of any changes of address or employment.
3. All applicants must submit to a credit check as part of the application process pursuant to Section 40-59-250 (A).

Personal information provided in this application may be subject to public scrutiny or release under the S.C. Freedom of Information Act or other provisions of federal and state law.

\*The disclosure of the social security number for identification purposes is authorized and mandated by state and federal statutes. The social security number is not subject to disclosure as public information.

**RE: Additional Requirement For Examination**

**SECTION 40-59-220(B) States, in part:**

**“A prerequisite for the taking of an examination for a residential builders license is a minimum of one year of actual experience under the supervision of a licensed residential builder or other appropriately licensed professional who is engaged in residential building construction involving the trades or crafts for which the license is desired, or other education of experience or a combination of these as may be approved by the commission.”**

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**AFFIDAVIT**

I, \_\_\_\_\_ licensed number \_\_\_\_\_ do  
(Licensed residential builder or general contractor)

solemnly attest and affirm that \_\_\_\_\_,  
(Applicant)

meets the above stated requirement of Section 40-59-220(B).

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Builder's Signature)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission Expires: \_\_\_\_\_

AFFIDAVIT OF ELIGIBILITY

Pursuant to Section 8-29-10 SC Code of Law, **ALL** applicants for a South Carolina license after July 1, 2008 are required to complete and sign this Affidavit of Eligibility.

**Section A: LAWFUL PRESENCE in the United States.**

I, (please print your full name) \_\_\_\_\_, swear or affirm under penalty of perjury under the laws of the State of South Carolina that (check 1, 2 or 3 below):

1. \_\_\_ I am a United States citizen or legal permanent resident eighteen years of age or older; or
2. \_\_\_ I am not a US citizen but am lawfully present in the US as evidenced by one of the following
  - a. \_\_\_ I am a qualified alien as defined in 8 U.S.C. sec 1641, eighteen years of age or older.
  - b. \_\_\_ I am a nonimmigrant under the "Immigration and Nationality Act," Federal Public Law 82-414 as amended, eighteen years of age or older.
3. \_\_\_ I am not physically present in the US under 8 U.S.C. sec 1621 (c) (2) (c) or employed in the US pursuant to 8 U.S.C. 1621 (c) (2) (a) (check either a or b below):
  - a. \_\_\_ I am a US citizen, not physically present or employed in the United States.
  - b. \_\_\_ I am a Foreign National, not physically present or employed in the United States.

*If you selected either 3.a. or 3.b., you do not need to complete Section B. Skip to Section C.*

**Section B: Secure and Verifiable Document.** This section must be completed if you checked number 1 or 2 in Section A.

1. Please check one of the following acceptable secure and verifiable documents. Complete documentation must be provided **upon request only**.

- Any South Carolina Driver License, South Carolina Driver Permit or South Carolina Identification Card, expired less than one year.
- Out-of-state issued photo Driver's License or photo identification card, photo driver's permit expired less than one year. State: \_\_\_\_\_
- Valid Temporary Resident Card
- Certificate of Naturalization with intact photo
- Certificate of (US) Citizenship with intact photo
- Other: (Name of verifiable document) \_\_\_\_\_

2. Enter the state or the federal agency name where this secure and verifiable document was issued.

\_\_\_\_\_  
(If issued by a state agency, include both the state and agency name.)

3. What is the secure and verifiable document number? \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Social Security Number**

4. What is the expiration date of your secure and verifiable document? \_\_\_\_/\_\_\_\_/\_\_\_\_ (month/day/year)

(If you hold a document without an expiration date, such as a military ID or naturalization certificate, write N/A.)

**Section C: Attestation.**

- I understand that this sworn statement is required by law because I have applied for or hold a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States. I may also be required to provide proof of lawful presence.
- I understand that in accordance with section 8-29-10 false statements made herein are punishable by law. I state under penalty of perjury that the above statements are true and correct.
- I am the person identified above and the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.
- I understand that the above information must be disclosed to the Department of Labor, Licensing and Regulation upon request and is subject to verification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print your name as shown on your secure and verifiable document.

Professional License Type: \_\_\_\_\_

License Number (if already licensed): \_\_\_\_\_

*The South Carolina Code of Laws requires that every individual who applies for an occupational or professional license provide a social security or alien identification number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.*

# LICENSE BOND

**BOND NUMBER:** \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS that we

\_\_\_\_\_, as Principal, and

\_\_\_\_\_, a Surety Company authorized to do business in the State of South Carolina, as Surety, are held and firmly bound unto the South Carolina Residential Builders Commission, State of South Carolina, as obligee in the sum of \_\_\_\_\_ Thousand Dollars (\$\_\_\_\_,000.00) lawful money of the United States of America. We bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, the above bonded Principal has applied to the South Carolina Residential Builders Commission pursuant to Section 40-59-10 *et seq.* of the 1976 Code of Laws of South Carolina, as amended (the Act), to be granted an authorization to engage in residential construction as a \_\_\_\_\_ Residential Builder (\$15,000) \_\_\_\_\_ Licensed Residential Specialty Contractor (HVAC, plumber, or electrician) (\$10,000) \_\_\_\_\_ Registered Residential Specialty Contractor (\$5,000); and

**WHEREAS**, the above bonded Principal is required in Section 40-59-220 of the Act to furnish the Commission with a good and sufficient surety bond as one method of complying with one of the conditions upon which the authorization is granted.

**NOW, THEREFORE**, the condition of this bond is such that if the above bonded Principal shall in all respects comply with the rules and regulations pertaining to Residential Construction Standards and Health and Safety requirements in this state, then this obligation shall be void; otherwise it is to remain in full force and effect.

This bond is in full force and effect as to the above statutory and regulatory obligations of the Principal for the license term of \_\_\_\_\_ through \_\_\_\_\_ unless renewed by continuation certificate; however, the Surety shall have the right to cancel this bond at any time by filing written notice with the South Carolina Residential Builders Commission of its intention to so cancel, giving at least thirty (30) days notice prior to the effective date of the cancellation. This provision, however, shall not operate to relieve, release or discharge the Surety from any liability already accrued or which shall accrue before the expiration of the thirty (30) day period.

Regardless of the number of years this bond may remain in force or the number of claims against this bond, the liability of the Surety shall not be cumulative and the aggregate liability of the Surety for any and all claims, suits or actions under this bond shall not exceed the sum of \_\_\_\_\_ Thousand Dollars (\$\_\_\_\_,000.00) for any license year.

Claims may be initiated only through authorization by the Commission which must validate the claim and determine the amount of loss or damage. No complaint may be maintained to enforce any liability on this bond unless brought within eight (8) years after the event giving rise to the cause of action. No right of action shall accrue upon or by reason of this bond to or for the use or benefit of anyone whatsoever other than the Commission.

Witness our hands and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name of Surety Company (Print)

\_\_\_\_\_  
Name of Principal (Print)

By: \_\_\_\_\_  
Signature of Surety (Attorney-in-Fact)

By: \_\_\_\_\_  
Signature of Principal