



**South Carolina Department of Labor, Licensing and Regulation
South Carolina Contractors' Licensing Board**

110 Centerview Drive, Columbia, SC 29210
PO Box 11329, Columbia, SC 29211-1329
Telephone (803) 896-4686 Fax (803) 896-4814
www.llronline.com/pol/contractors

Construction Management Policy

A construction manager is an entity, which may be an organization, team of organizations, or individual, with the expertise and resources to provide construction management services. This entity is working for a fee for the project owner. The manager's duties are to supervise and coordinate the work of design professionals and multiple prime contractors while allowing the design professionals and contractors to control individual operations and the manner of design and construction. Construction management is the process of professional management applied to a construction project from the project inception to completion for the purpose of controlling time, cost, scope, and quality. All contracts for design or any construction services are directly with the owner and not with the construction manager. The construction manager provides professional services to the owner by organizing the effort, develops the management plan, monitors the participants' progress against the plan, and identifies actions to be taken in the event of deviance from the plan.

In order to be a construction manager, you must be licensed as a South Carolina general or mechanical contractor, architect, or engineer. The applicant seeking to be listed as a construction manager must designate one of the aforementioned licenses to qualify for the practice as a construction manager. An architect or engineer licensed in South Carolina who is monitoring the execution of design plans or who is performing as an on-site representative for construction quality assurance, or both, for a project owner is not considered a construction manager as defined in the Chapter 11. Architects and engineers may not lawfully assume the role of a general or mechanical contractor as defined in the Code unless properly licensed pursuant to the Code. Construction managers must not perform design work themselves unless properly licensed as an architect or engineer. Construction managers may hire or terminate the various design professionals and prime contractors with the direction and approval of the owner.

Entities performing construction and construction management work on the same project must be treated as general or mechanical contractors rather than construction managers and must be licensed as general and/or mechanical contractors.

Any entity currently licensed with the State of South Carolina that has a general, mechanical, architect, or engineer's license and performs construction management work in this state must submit to the board a letter of intent to be a construction manager. The entity must also submit a financial statement to meet the financial requirements as set forth in Section 40-11-260.

In conclusion, construction managers apply and integrate comprehensive project controls to manage the critical issues of time, cost, scope, and quality. They are employed to meet the owner's specific needs and interests in the project.

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DOCUMENT 120

CONSTRUCTION MANAGER REGISTRATION APPLICATION

1. A construction manager shall hold a South Carolina license in one or more of the following professional classifications:
 - (a) general or mechanical contractor;
 - (b) engineer; or
 - (c) architect.
2. The fee for a Construction Manager Registration Certificate is **\$10.00**, payable to the "SCCLB" (SC Contractors Licensing Board). If applying for both a General and a Mechanical Construction Manager Registration, you must submit **\$10.00** for each certificate.
3. A financial statement dated within **12 months** of the date on the application must be submitted with all applications showing the appropriate net worth for the group in which you are applying. The financial statement must be in the name in which you are applying for a license and reflect the net worth of that entity. Financial statements of the owner/sole proprietor cannot be substituted for a partnership, corporation, LLC, etc. See Section 40-11-260 for additional information regarding financial statement requirements.
 - Groups 1 and 2** - Submit a "**self-prepared**" financial statement - must be signed and notarized.
 - Groups 3 and 4** - Submit a "**compiled**" financial statement prepared by a Certified Public Accountant (CPA), Licensed Public Accountant (LPA), or Accounting Practitioner (AP), to include a signed cover letter from the accountant stating it was "compiled".
 - Group 5** - Submit an "**audited**" financial statement prepared by a CPA including all disclosures required by GAAP (no exceptions). A signed cover letter must be included from the CPA.
4. Complaints filed against construction managers who have qualified themselves as architects or engineers must be referred by the Department of Labor, Licensing, and Regulation to the appropriate board having jurisdiction over them.
5. Business must be conducted in the licensed name of the entity completing the application as listed in Section 1 of the application.
6. An architect or engineer licensed in South Carolina who is monitoring the execution of design plans or who is performing as an on-site representative for construction quality control or quality assurance, or both, for a project manager is not a construction manager as defined in the S.C. Code of Laws, (1999), Section 40-11-20 (5) and 40-11-320.
7. Architects and engineers cannot assume the role of a general or mechanical contractor as defined in S.C. Code of Laws, Section 40-11-20 unless properly licensed pursuant to that chapter.
8. Construction managers cannot perform design work themselves unless properly licensed as an architect or engineer.
9. Construction managers may hire or terminate the various design professionals and prime contractors in the name of an owner.
10. The entity listed in section one of the application must notify this office upon termination of the qualifying party who qualifies the entity to engage in business. The qualifying party must also notify this office immediately upon ceasing to engage as a construction manager.

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FOR OFFICE USE ONLY	
FEE:\$	_____
BATCH#:	_____
CM#:	_____
DATE:	_____

**CONSTRUCTION MANAGER REGISTRATION APPLICATION
Document 120**

1. ENTITY INFORMATION: To be answered by the Construction Manager applicant.

Applicant: _____
(Exact Name in which you will be conducting your business)

Business Address: _____
Street City State Zip County

Mailing Address: _____
PO Box/Street City State Zip County

Bus. Phone: () Fax#: () Federal ID: _____
(For Corporation, LLC, or LLP)

2. BUSINESS INFORMATION: The fee for a Construction Manager Registration Certificate is \$10.00.

A. Check one of the following sections to indicate the applicant's style of business:
 Individual / Sole Proprietorship
 Partnership
 Corporation
 LLC
 LLP

B. List names of principal officers, title, and home address (for corporation, LLC or LLP):

NAME	TITLE	HOME ADDRESS

3. QUALIFYING PARTY INFORMATION: List each person who will qualify the licensee as a construction manager and attach a copy of his/her certification. Make copies of this page and page 5 for each qualifier to complete.

I will meet the requirements of a construction manager by: (Check the appropriate answer).

- submitting my **general** or **mechanical** contractor qualifying party status for the classification and license group that would otherwise be applicable to a sole prime contractor working on the construction project;
Contractor's license number of entity listed in section 1: G: _____ or M: _____
- submitting my professional **engineer's** license; the entity listed in section 1 will meet the financial requirements listed in section 3 or 4 in this application which would be applicable to a sole prime contractor working on the construction project;
License number of entity (firm) listed in Section 1: PE _____
- submitting my **architect's** license; the entity listed in Section 1 will meet the financial requirements listed in Section 3 or 4 in this application which would be applicable to a sole prime contractor working on the construction project;
License number of entity (firm) listed in section 1: Architect _____

Name of Qualifier: _____
(Person qualifying the applicant)

Home Address: _____
Street City State Zip

Home Telephone: () _____

SELECT THE CLASSIFICATION(S) IN WHICH THE QUALIFIER WILL BE AS A CONSTRUCTION MANAGER:

GENERAL CONTRACTING CLASSIFICATIONS

Building Classifications:

- Limited Building Contractors Exam
(Construction is limited to three stories in height, except interior work)
- General Contractors Exam
(Unlimited Building)

Specialty Sub-classifications:

- Boring and Tunneling
- Concrete
- Interior Renovation
- Marine
- Masonry**
- Pre-Engineered Metal Bldgs
- Railroad Lines
- General Roofing
- Specialty Roofing
- Structural Framing
- Structural Shapes
- Swimming Pools
- Wood Frame Structures
- Public Utility Electrical
- Boiler Installation
- Glass & Glazing

Highway Sub-classifications:

- Asphalt Paving
- Concrete Paving
- Bridges
- Incidental
- Grading

Public Utilities Sub-classifications:

- Pipelines
- Water and Sewer Lines
- Water and Sewer Plants

MECHANICAL CONTRACTING CLASSIFICATIONS

- Plumbing
- Electrical
- Air Conditioning
- Heating
- Refrigeration
- Lightening Protection Systems
- Packaged Equipment (Limited to 25 tons cooling and 500,000 BTU/HR heating per unit. Heat pumps and split systems are covered under this classification).
- Pressure & Process Piping/2P

4. FINANCIAL REQUIREMENTS: All applicants must check one of the following to indicate the group limitation desired. The total net worth of the entity requesting to be registered as a construction manager determines the group limitation in which the entity may engage. The total cost of the project for each group limitation is listed below. The cost of the project is determined by the total cost of the labor, profit and materials.

Licensed general or mechanical contractors do not have to submit a new financial statement unless the limitation requested is different from the one on file. For additional information see the instruction page.

GENERAL:	Limit per contract	Net worth requirement	MECHANICAL:	Limit per contract	Net worth requirement
<input type="checkbox"/> Group 1	\$30,000	\$6,000	<input type="checkbox"/> Group 1	\$17,500	\$3,500
<input type="checkbox"/> Group 2	\$100,000	\$20,000	<input type="checkbox"/> Group 2	\$30,000	\$6,000
<input type="checkbox"/> Group 3	\$350,000	\$70,000	<input type="checkbox"/> Group 3	\$50,000	\$10,000
<input type="checkbox"/> Group 4	\$750,000	\$150,000	<input type="checkbox"/> Group 4	\$125,000	\$25,000
<input type="checkbox"/> Group 5	Unlimited	\$250,000	<input type="checkbox"/> Group 5	Unlimited	\$100,000

5. AFFIDAVIT OF QUALIFYING PARTY:

I hereby state that I am a current qualifying party for the applicant as indicated in section 3 (A) or licensed with the profession as indicated in section 3 (B) or 3 (C) in this application. I understand any false information may result in the denial, revocation, or suspension to perform duties as a qualifying party for a construction managing entity.

Signature of Qualifying Party _____ Title _____ Date _____

Sworn and Subscribed before me this _____ day of _____, 20 _____

_____ My Commission Expires _____ State of _____ County of _____

Notary Public

6. AFFIDAVIT OF OWNER/PRESIDENT:

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 denial, revocation, or suspension of my registration as a construction manager. All information in this application may be verified and investigated. (The owner/president or other authorized representative should sign below and have the application notarized).

Signature of Owner/President or Other Authorized Representative _____ Title _____ Date _____

Sworn and Subscribed before me this _____ day of _____, 20 _____

_____ My Commission Expires _____ State of _____ County of _____



AFFIDAVIT OF ELIGIBILITY

Pursuant to section 8-29-10 of the South Carolina Code of Laws (1976 as amended), the Department of Labor, Licensing and Regulation must verify the lawful U.S. presence of any person who applies for a South Carolina license. Please complete and sign this Affidavit of Eligibility. The information provided is subject to verification.

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 the acceptable secure and verifiable document(s) you hold. A copy of the verifiable document(s) must be attached to the Affidavit of Eligibility.

- A valid South Carolina Driver's License, South Carolina Driver's Permit or South Carolina Identification Card. Number _____; Date of Expiration: _____
- A valid out-of-state issued photo Driver's License or photo identification card, photo driver's permit. State: _____; Number _____; Date of Expiration: _____.
- Permanent Resident Card; Alien Number _____; Card Number _____; Date of Expiration: _____.
- Employment Authorization Card; Alien Number _____; Card Number _____; Date of Expiration: _____
- 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 the secure and verifiable document(s) was issued.

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

3. Please provide your social security number: _____/_____/_____
(Include a copy of the card with the Affidavit)

Section C: Attestation.

- I understand that this sworn statement is required by law because I have applied for or seek reinstatement of a professional or commercial license as provided for in 8 U.S.C. §1621. I understand that state law requires me to provide proof that I am lawfully present in the United States.
- I understand that in accordance with section 8-29-10 of the South Code, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a felony.
- 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.

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 Law requires that every individual who applies for an occupational or professional license provide a social security 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.

06/28/12 Affidavit of Eligibility
10/05/12 Revised