

"RESIDENT LICENSEE IN RESPONSIBLE CHARGE" INFORMATION:

The applicant must have an individually licensed person to serve as a resident licensee in responsible charge at each branch and supervise the field and office building work or services provided from that branch. This must be a licensed home builder, licensed home inspector, a licensed specialty contractor or registered specialty contractor depending on the nature of the business entity's activities. The resident licensee in charge means a licensed practitioner who spends a majority of each normal workday working out of a principal or branch office and who is in responsible charge of the office and the building services provided from that office including, but not limited to, responsibility for applying for permits for the firm.

Name of Resident Licensee: _____

License Number: _____ Date of Birth: _____

Home Address: _____
Street City State Zip Code

Home Telephone: _____ Email Address: _____

STATE OF ORIGINAL INCORPORATION:

State: _____ Date: _____

If other than South Carolina, corporations must be registered with South Carolina Secretary of State as a foreign corporation, and a copy of the registration certificate **must** be attached to the **Original** submittal of this COA application form. All corporations shall complete the following:

- (a) Date of Certification by SC Secretary of State: _____
- (b) South Carolina Tax No.: _____
- (c) Registered Agent of Due Process: _____
- (d) Address of Registered Agent: _____

BACKGROUND INFORMATION:

1. Have you ever had a license, certification or registration cancelled, surrendered, revoked, suspended, restricted or disciplined by any federal or state authority or contracted without a proper license? YES NO
2. Is any investigation or disciplinary action currently pending against you or an organization of which you are or were an officer, principal, major shareholder or qualifying party? YES NO
3. Have you or an organization of which you are or were an officer, principal or major shareholder ever been issued a Cease and Desist Order for unauthorized practice? YES NO
4. Have you ever been arrested, charged, indicted or convicted for violation of any federal, state or local law (other than a minor traffic violation)? **(If yes, submit a state issued criminal background check (from the state in which the offense occurred) or SLED report (if the offenses occurred in SC).** YES NO
5. Are you currently or have you ever been licensed or registered in any profession in any federal or state jurisdiction? If yes, list profession and jurisdiction: _____ YES NO
6. Within the last 5 years, have you or any business entity of which you are or were an officer, principal, major shareholder or qualifying party received any notice of any final judgment, liens or claims of any kind? YES NO

