



## Residential Specialty License Online Application Instructions (Electrical, HVAC or Plumbing)

Allow 7-10 business days from the date of receipt before checking your application status at  
[www.llr.state.sc.us/pol/residentialbuilders](http://www.llr.state.sc.us/pol/residentialbuilders).

This license may be obtained without an examination if the applicant is a current licensed SC Residential Home Builder, SC Commercial Mechanical Contractor in the required field; or has a Master License issued by examination from the Municipal Association of SC.

### Application Instructions (Before taking the exam):

- Below forms/documents needed for the online application. You may upload directly to the application or mail in to our office.
  - Copy of your driver's license, State Issued ID or Passport.
  - Copy of social security card.
  - Notarized Affidavit (Signature Affidavit)
  - Completed and notarized **Verification of Lawful Presence Form**
  - Completed and notarized **Plumbing/Electrical/Electrical Affidavit (s)**. **Once the application is received LLR will mail the affidavit to verify previous work experience.**
  - Include written explanation(s) for any "Yes" answer(s) for questions in "**General Information**" of the application and include any supporting documentation.
  - If you answer "Yes" to any question(s) pertaining to an arrest and/or conviction, you must remit a Statewide Background Check from the state where the incident occurred in a **sealed envelope** from the state agency along with your written explanation. The report must be pulled using your full name, date of birth and social security number.
- A credit check will be run on all applicants and a public index search may be completed.

### Examination Instructions:

PSI Examination Services (PSI) administers required examinations. Please visit their website to find out information on registration and exam locations. [www.psiexams.com](http://www.psiexams.com) Exam fees are paid directly to PSI.

There are examination preparatory courses and seminars that are offered by individuals, businesses and community colleges; the Residential Builders Board does not sponsor, approve or recommend any of these entities, preparatory courses or seminars.

### Post Exam Application Instructions:

- After passing the exam, mail in the following:
  - Residential Specialty License Fee (License renew every odd numbered year.)
    - **\$160** if the license is issued on or between July 1, odd numbered year to June 30, even numbered year
    - **\$80** if the license is issued on or between July 1, even numbered year to June 30, odd numbered year
  - Exam Score Report
- Completed License Bond (Must be typed – handwritten bonds are not accepted) If and when work to be performed is \$5,000 and over; you must submit a surety bond (attached) in the amount of \$10,000. Handwritten bonds are not accepted.

**Please have your insurance provider go to:**

<http://www.llr.state.sc.us/POL/ResidentialBuilders/PDF/LICENSE%20BOND.pdf> for the fillable bond form.

**For a list of authorized bonding companies, please go to:**

<http://www.llr.state.sc.us/POL/ResidentialBuilders/PDF/Companies%20with%20Surety%20Authority%20in%20SC.pdf>