



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Building Codes Council**  
110 Centerview Dr • Columbia • SC • 29210  
P.O. Box 11329 • Columbia • SC • 29211-1329  
Phone: 803-896-4688 • contact.bcc@llr.sc.gov • Fax: 803-896-4814  
llr.sc.gov/bcc

## 2025-2027 MODULAR BUILDING MANUFACTURER RENEWAL APPLICATION

### Renewal Instructions/Requirements:

- Check or money order only (no cash) made payable to SC Building Codes Council. The fee is \$500.00 for a Modular Manufacturer who produces **24 units or less per year**; and \$1,500.00 for a Modular Manufacturer who produces **25 units or more per year**. (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)
- Current surety bond in the amount of \$75,000, with an expiration date of June 30, 2027. A bond continuation form is acceptable, or if a new bond is being issued it must be on the Council's [form](#) and signed by the principal. An electronic signature is acceptable if required, but Docusign is not. The surety bond may be submitted with the renewal application, or uploaded through the Document Submission portal: <https://eservice.llr.sc.gov/DocumentSubmission/>.
- Your renewal form and other applicable documentation must be postmarked on or before **June 30, 2025**. If not postmarked by June 30, 2025, the license will be LAPSED, and applicants must reapply.
- Regulations require every Modular Manufacturer employ at least one (1) licensed Manufacturer's Representative, whose license must also be renewed before this renewal application will be considered complete.
- Renewal form and attachments may be returned without processing, if not complete.

### LICENSEE INFORMATION

Manufacturer Name: \_\_\_\_\_ License No.: \_\_\_\_\_

DBA Name (If applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

(Only those email addresses listed here will have access to the online plan review and label application database.)

Facility Location (Physical Address): \_\_\_\_\_

Facility Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(If different than mailing address above.)

Approved Inspection Agency: \_\_\_\_\_ License No.: \_\_\_\_\_

Approved Inspection Agency: \_\_\_\_\_ License No.: \_\_\_\_\_

(Please use this space to indicate a second Approved Inspection Agency, if applicable.)

If the manufacturer employs multiple licensed modular manufacturer's representatives, please provide a list attached as a separate page.

Manufacturer's Representative: \_\_\_\_\_ License No.: \_\_\_\_\_

Has the manufacturer maintained an up-to-date quality control manual, approved by the contracted approved inspection agency, in compliance with S.C. Code Regs. 8-608?

☐ Yes ☐ No

Date of the most recent quality control manual: \_\_\_\_\_

(A copy of the manual is not required to be submitted as part of the license renewal, but may be requested at a later date as part of an audit performed by the Council.)

Name of designated employee responsible for the quality control program in the plant and maintaining inspection records per Regulation 8-608(3): \_\_\_\_\_

### BACKGROUND INFORMATION

If you answer “Yes” to any of the below questions, please attach a completed [Explanatory Statement of "Yes" Answer Form](#) along with any supporting documentation.

Since this entity last renewed (or if this is the entity’s first renewal since the initial application), has the entity had a license to practice a regulated profession or occupation in this or another state or jurisdiction canceled, revoked, suspended, or otherwise disciplined, or surrendered a license in lieu of disciplinary action?

☐ Yes ☐ No

### ATTESTATION

I HEREBY swear/affirm I have read all questions on this renewal application and have answered truthfully, accurately and completely. I hereby acknowledge that failure to answer these questions truthfully, accurately and completely shall constitute cause for the initiation of disciplinary action against the South Carolina license.

\_\_\_\_\_  
Signature of Facilities Manager

\_\_\_\_\_  
Printed Name of Facilities Manager

\_\_\_\_\_  
Date Signed

### PRIVACY NOTICE

Personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. 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 purposes.