



South Carolina Department of Labor, Licensing and Regulation
South Carolina Building Codes Council
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2025-2027 MODULAR BUILDING MANUFACTURER'S REPRESENTATIVE RENEWAL APPLICATION

Renewal Instructions/Requirements:

- Biennial renewal fee of \$200 in the form of a check or money order only (no cash) made payable to SC Building Codes Council. (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 \$10,000, 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.
- The Modular Building Manufacturer's license must be renewed before the Modular Building Manufacturer's Representative renewal application will be considered complete.
- Renewal form and attachments may be returned without processing if not complete.

LICENSEE INFORMATION

Name: _____ License No.: _____

Since your last renewal (or if this is your first renewal since the initial application), have you legally changed your name? ☐ Yes ☐ No Prior Name: _____

If yes, please submit legal documentation supporting the change (marriage certificate, divorce decree, court documentation, etc.).

Home Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____
(If different than above)

Phone No.: _____ Email: _____

Name of Manufacturer: _____ License No.: _____

PERSONAL HISTORY QUESTIONS

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.

1. Since you last renewed your license (or if this is your first renewal since the initial application), have you been convicted of, or pled guilty or nolo contendere (no contest) to a criminal offense (other than minor traffic violations)? (If yes, a statewide criminal background report must be submitted for any applicable crime which resulted in this positive response. Out-of-state applicants may submit a state-issued report or any report generated by an accredited agency on PBSA's website found here: thepbsa.org/) ☐ Yes ☐ No
2. Since you last renewed your license (or if this is your first renewal since the initial application), have you had a license, certification, or registration to practice a regulated profession or occupation in this state or another state or jurisdiction canceled, revoked, or suspended, or have you been otherwise disciplined, or surrendered a license in lieu of disciplinary action? ☐ Yes ☐ No

3. Since you last renewed your license (or if this is your first renewal since the initial application), has there been any change in the status of your lawful presence in the United States? (ex: Naturalization; received a renewed permanent resident card.) ☐ Yes ☐ No

If yes, attach an updated [Verification of Lawful Presence form, found here](#).

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 my South Carolina licensure.

Signature of Manufacturer Representative

Printed Name of Manufacturer Representative

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.