



South Carolina Contractor's Licensing Board

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11329 • Columbia • SC • 29211

Phone: 803-896-4686 • Contact.CLB@llr.sc.gov • Fax: 803-896-4814

llr.sc.gov/clb

2024-2026 GENERAL CONTRACTOR'S RENEWAL FORM (Doc 176)

Before you renew:

Complete the Revision Application (Doc 180) if you need to:

- Change business name, Federal ID No. or organizational structure if those changes have occurred within the last 15 business days, change address or contact information, change ownership or corporate leadership, or change license group limitation.

Complete the PQP/QP Initial Application (Doc 168) if you need to:

- Add a new primary qualifying party or qualifying party who is not actively certified or has been inactive for more than 4 years.

Complete the PQP/QP Revision Application (Doc 181) if you need to:

- Add a technical classification or add a primary qualifying party or qualifying party who is actively certified or has been inactive for less than 4 years.

DO NOT RENEW if you have changed your business name, organizational structure, or Federal ID No. more than 15 business days prior to the current date. You need to complete a new application (DOC 165).

Requirements and Instructions:

- **Renewal / Late Fees:**

This renewal is for the 2024-2026 licensing period. The renewal fee is \$135.00.

Due to the impacts of Hurricane Helene throughout many parts of South Carolina, the Contractor's Licensing Board authorized a one-time extension of the renewal deadline for general contractor licenses on October 17, 2024. The 2024-2026 renewal deadline for general contractors has been extended through December 31, 2024. All general contractor licenses will remain active during this time and no late renewal penalties will be assessed. Beginning January 1, 2025, licenses that have not been renewed will be lapsed and subject to a renewal late fee schedule.

January 1 - 31, 2025: Late Fee \$200 + Renewal Fee \$135 = \$335

After January 31, 2025, you must reapply as a new applicant (DOC 165).

- **Financial Statement or Surety Bond** – All licensees are required to submit a financial statement with a balance sheet dated no more than 12 months prior to the date of the renewal application or a valid Surety Bond/Surety Bond Continuation Certificate to renew a license. Financial statement requirements for initial licensure and licensure renewal are different. If you need to increase your group limit, please utilize Doc. 180.

Include with the application:

- Renewal fee in the form of a check or money order (no cash) made payable to SCCLB (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.)
- Financial Statement or Surety Bond/Bond Continuation Certificate in the amount applicable to your current licensure group.

LICENSEE INFORMATION

License No.: _____

Licensee/Legal Name: _____

Doing Business As (DBA): (If different from legal name) _____

Mailing Address: _____
PO Box/Street City State Zip

Business Address: _____
Street City State Zip

Business Phone: _____ Fax: _____

Email (required): _____

Authorized Representative responsible for completing this renewal application form:

Name: _____ Title: _____

Contact Number: _____

FINANCIAL STATEMENT / SURETY BOND INFORMATION

How will you qualify for this renewal period? Financial Statement Surety Bond

If by Surety Bond:

Required Bond Amounts (check applicable amount):

Group 1: \$20,000 Group 2: \$60,000 Group 3: \$150,000 Group 4: \$250,000 Group 5: \$350,000

If a surety bond is not on file with the Board, a [valid surety bond](#) must be attached with the renewal application. If the surety bond on file will soon expire, attach the continuation certificate or a new surety bond.

Name of Surety Company: _____

Bond Number: _____

Bond Amount: _____

Expiration Date: _____

If by Financial Statement:

If you are submitting a financial statement, you must meet either the working capital or net worth/total equity requirement below. **You are not required to meet both requirements.**

Working Capital Requirements (check applicable amount):

Group 1: \$10,000 Group 2: \$40,000 Group 3: \$100,000 Group 4: \$175,000 Group 5: \$250,000

Net Worth Requirements (check applicable amount):

Group 1: \$20,000 Group 2: \$60,000 Group 3: \$150,000 Group 4: \$250,000 Group 5: \$350,000

Group 1 and 2 Submit owner prepared financial statement with an affidavit of accuracy using [DOC #172](#). Financial statements must be dated no more than 12 months prior to the date of the renewal application.

Group 3 and 4 Submit owner prepared financial statement with an affidavit of accuracy using [DOC #172](#) or a financial statement compiled by a licensed CPA in accordance with GAAP. Include all disclosure by GAAP. Financial statements must be dated no more than 12 months prior to the date of the renewal application.

Group 5 Financial statements must be a reviewed by a licensed CPA, prepared in accordance with GAAP. Include all disclosures required by GAAP. Financial statement must be dated no more than 12 months prior to the date of the renewal application.

PRIMARY QUALIFYING PARTY(S) AND QUALIFYING PARTY(S)

Confirm the primary qualifying party(s) and qualifying party(s) currently on file. You are required to have a primary qualifying party on file for each licensed classification. The primary qualifying party(s) must serve in a management capacity for the applicant and be involved in management, supervision, and operations for the work undertaken by the applicant. Attach additional sheets if needed.

If you need to make a change, you must update this information with the Board prior to renewing your license. To add a new PQP/QP to your license who is not actively certified or has been inactive for more than four years, complete the PQP/QP Initial Application ([Doc. 168](#)). To add a PQP/QP who is actively certified with another company or has been inactive for less than four years, complete the PQP/QP Revision Application ([Doc 181](#)). To delete a qualifying party, email Contact.CLB@llr.sc.gov and include the individual’s name and the date of disassociation from the company. You will receive email confirmation from Board staff once updates complete.

Qualifier Name	Classification/ Sub-Classification	Confirm if employee is a Primary Qualifying Party or Qualifying Party.
Example: Joe Contractor	Highway	Primary Qualifying Party
Example: Jerry Contractor	Highway	Qualifying Party

DISCIPLINARY QUESTIONS

For any "Yes" answers below, please complete and submit [Document No. 142](#) "Explanatory Statement of Yes Answers" for each person to whom a Yes answer applies. Official documentation of judgment(s) or disposition(s) must also be provided by the applicable person and/or the entity's authorized agent.

- 1. **Since you last renewed (or if this is your first renewal, since your initial licensure), has this entity or any owner, officer, partner, member of this entity, or any qualifying party** been convicted, pled guilty or nolo contendere in the US or foreign country of a felony or of the offense of forgery, embezzlement, obtaining money under false pretenses, theft, extortion, or conspiracy to defraud or other like offense? (If yes, a criminal background report must be submitted for any applicable crime which resulted in this positive response.) Yes No
- 2. **Since you last renewed (or if this is your first renewal, since your initial licensure), has the entity, owner/president, or any qualifying party** had a license or certificate denied, suspended, revoked, or otherwise been disciplined in South Carolina or any other state or jurisdiction (i.e. a citation, consent agreement, final order, or a Cease and Desist Order)? Yes No
- 3. **Since you last renewed (or if this is your first renewal, since your initial licensure), has the entity, owner/president, or any qualifying party** had any outstanding monetary judgments related to construction? Yes No

LAWFUL PRESENCE INFORMATION

Since you last renewed (or if this is your first renewal, since your initial licensure), has the owner/president OR any qualifying party had a change in their lawful presence? Yes No

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

STATE SCHOOL VOLUNTARY DONATION

Effective May 16, 2022, SC Code of Laws Section 40-11-40 provides applicants for contractor's license renewals the ability to make voluntary contributions to accredited public institutions of higher learning offering degrees in construction science, building science or civil engineering. Each institution receiving funds pursuant to this section shall utilize the funds to provide or enhance programs related to building science or civil engineering, which shall include, but is not limited to, scholarships, fellowships, research, faculty development, and continuing education programs. Contributions are voluntary, and not required for licensure renewal. If you would like to make a contribution, please indicate the school below and the amount you wish to donate. This one-time contribution is not required with future renewal applications.

If you would like to donate to a state sponsored school, please select one only:

- Clemson
- USC Columbia
- The Citadel
- SC State
- Undesignated (dispersed evenly among listed schools)

Donation Amount (include with renewal fee): \$ _____

CERTIFYING STATEMENT

The undersigned affirms responsibility that all information and statements contained herein are true in substance and effect. Further, the undersigned takes responsibility that required additional explanation and documentation will be provided if not already provided with this renewal application.

Signature	Title	Date
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Print Name

PRIVACY NOTICE

South Carolina law requires the agency to collect personal information which is only disseminated as required by law. 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.