



South Carolina Department of Labor, Licensing and Regulation

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

DOCUMENT 120

CONSTRUCTION MANAGER REGISTRATION APPLICATION

1. A construction manager shall hold a South Carolina license in one or more of the following professional classifications:
 - (a) general or mechanical contractor;
 - (b) engineer; or
 - (c) architect.
2. The fee for a Construction Manager Registration Certificate is **\$10.00**, payable to the "SCCLB" (SC Contractors Licensing Board). If applying for both a General and a Mechanical Construction Manager Registration, you must submit **\$10.00** for each certificate.
3. A financial statement dated within **12 months** of the date on the application must be submitted with all applications showing the appropriate net worth for the group in which you are applying. The financial statement must be in the name in which you are applying for a license and reflect the net worth of that entity. Financial statements of the owner/sole proprietor cannot be substituted for a partnership, corporation, LLC, etc. See Section 40-11-260 for additional information regarding financial statement requirements.

Groups 1 and 2 - Submit a "**self-prepared**" financial statement using [Document #172](#).

Groups 3 and 4 - Submit a "**compiled**" financial statement prepared by a Certified Public Accountant (CPA), Licensed Public Accountant (LPA), or Accounting Practitioner (AP), to include a signed cover letter from the accountant stating it was "compiled".

Group 5 - Submit an "**audited**" financial statement prepared by a CPA including all disclosures required by GAAP (no exceptions). A signed cover letter must be included from the CPA.
4. Complaints filed against construction managers who have qualified themselves as architects or engineers must be referred by the Department of Labor, Licensing, and Regulation to the appropriate board having jurisdiction over them.
5. Business must be conducted in the licensed name of the entity completing the application as listed in Section 1 of the application.
6. An architect or engineer licensed in South Carolina who is monitoring the execution of design plans or who is performing as an on-site representative for construction quality control or quality assurance, or both, for a project manager is not a construction manager as defined in the S.C. Code of Laws, (1999), Section 40-11-20 (5) and 40-11-320.
7. Architects and engineers cannot assume the role of a general or mechanical contractor as defined in S.C. Code of Laws, Section 40-11-20 unless properly licensed pursuant to that chapter.
8. Construction managers cannot perform design work themselves unless properly licensed as an architect or engineer.
9. Construction managers may hire or terminate the various design professionals and prime contractors in the name of an owner.
10. The entity listed in section one of the application must notify this office upon termination of the qualifying party who qualifies the entity to engage in business. The qualifying party must also notify this office immediately upon ceasing to engage as a construction manager.



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FOR OFFICE USE ONLY	
FEE:\$	_____
BATCH#:	_____
CM#:	_____
DATE:	_____

**CONSTRUCTION MANAGER REGISTRATION APPLICATION
 Document 120**

1. ENTITY INFORMATION: To be answered by the Construction Manager applicant.

Applicant: _____
 (Exact Name in which you will be conducting your business)

Business Address: _____
 Street City State Zip County

Mailing Address: _____
 PO Box/Street City State Zip County

Bus. Phone: () Fax#: () Federal ID: _____
 (For Corporation, LLC, or LLP)

2. BUSINESS INFORMATION: The fee for a Construction Manager Registration Certificate is \$10.00.

A. Check one of the following sections to indicate the applicant's style of business:
 Individual / Sole Proprietorship Partnership Corporation LLC LLP

B. List names of principal officers, title, and home address (for corporation, LLC or LLP):

NAME	TITLE	HOME ADDRESS

3. QUALIFYING PARTY INFORMATION: List each person who will qualify the licensee as a construction manager and attach a copy of his/her certification. Make copies of this page and page 5 for each qualifier to complete.

I will meet the requirements of a construction manager by: (Check the appropriate answers).

submitting my **general** or **mechanical** contractor qualifying party status for the classification and license group that would otherwise be applicable to a sole prime contractor working on the construction project;
 Contractor's license number of entity listed in section 1: G: _____ or M: _____

submitting my professional **engineer's** license; the entity listed in section 1 will meet the financial requirements listed in section 3 or 4 in this application which would be applicable to a sole prime contractor working on the construction project;
 License number of entity (firm) listed in Section 1: PE _____

submitting my **architect's** license; the entity listed in Section 1 will meet the financial requirements listed in Section 3 or 4 in this application which would be applicable to a sole prime contractor working on the construction project;
 License number of entity (firm) listed in section 1: Architect _____

Name of Qualifier: _____
 (Person qualifying the applicant)

Home Address: _____
 Street City State Zip

Home Telephone: () _____

SELECT THE CLASSIFICATION(S) IN WHICH THE QUALIFIER WILL BE AS A CONSTRUCTION MANAGER:

GENERAL CONTRACTING CLASSIFICATIONS

Building Classifications:

- Limited Building Contractors Exam
(Construction is limited to three stories in height, except interior work)
- General Contractors Exam
(Unlimited Building)

Specialty Sub-classifications:

- Boring and Tunneling
- Concrete
- Interior Renovation
- Marine
- Masonry**
- Pre-Engineered Metal Bldgs
- Railroad Lines
- General Roofing
- Specialty Roofing
- Structural Framing
- Structural Shapes
- Swimming Pools
- Wood Frame Structures
- Public Utility Electrical
- Boiler Installation
- Glass & Glazing

Highway Sub-classifications:

- Asphalt Paving
- Concrete Paving
- Bridges
- Incidental
- Grading

Public Utilities Sub-classifications:

- Pipelines
- Water and Sewer Lines
- Water and Sewer Plants

MECHANICAL CONTRACTING CLASSIFICATIONS

- Plumbing
- Electrical
- Air Conditioning
- Heating
- Refrigeration
- Lightening Protection Systems
- Packaged Equipment (Limited to 25 tons cooling and 500,000 BTU/HR heating per unit. Heat pumps and split systems are covered under this classification).
- Pressure & Process Piping/2P

4. FINANCIAL REQUIREMENTS: All applicants must check one of the following to indicate the group limitation desired. The total net worth of the entity requesting to be registered as a construction manager determines the group limitation in which the entity may engage. The total cost of the project for each group limitation is listed below. The cost of the project is determined by the total cost of the labor, profit and materials.

Licensed general or mechanical contractors do not have to submit a new financial statement unless the limitation requested is different from the one on file. For additional information see the instruction page.

GENERAL:	Limit per contract	Net worth requirement	MECHANICAL:	Limit per contract	Net worth requirement
<input type="checkbox"/> Group 1	\$50,000	\$10,000	<input type="checkbox"/> Group 1	\$17,500	\$3,500
<input type="checkbox"/> Group 2	\$200,000	\$40,000	<input type="checkbox"/> Group 2	\$50,000	\$10,000
<input type="checkbox"/> Group 3	\$500,000	\$100,000	<input type="checkbox"/> Group 3	\$100,000	\$20,000
<input type="checkbox"/> Group 4	\$1,500,000	\$175,000	<input type="checkbox"/> Group 4	\$200,000	\$40,000
<input type="checkbox"/> Group 5	Unlimited	\$250,000	<input type="checkbox"/> Group 5	Unlimited	\$200,000

5. AFFIDAVIT OF QUALIFYING PARTY:

I hereby state that I am a current qualifying party for the applicant as indicated in section 3 (A) or licensed with the profession as indicated in section 3 (B) or 3 (C) in this application. I understand any false information may result in the denial, revocation, or suspension to perform duties as a qualifying party for a construction managing entity.

Signature of Qualifying Party _____ Title _____ Date _____

Sworn and Subscribed before me this _____ day of _____, 20 _____

_____ My Commission Expires _____ State of _____ County of _____

Notary Public

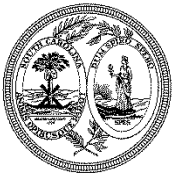
6. AFFIDAVIT OF OWNER/PRESIDENT:

All statements contained herein are true and correct to the best of my knowledge. I further understand that false or incorrect information provided by me may result in the denial, revocation, or suspension of my registration as a construction manager. All information in this application may be verified and investigated. (The owner/president or other authorized representative should sign below and have the application notarized).

Signature of Owner/President or Other Authorized Representative _____ Title _____ Date _____

Sworn and Subscribed before me this _____ day of _____, 20 _____

_____ My Commission Expires _____ State of _____ County of _____



STATE OF SOUTH CAROLINA
DEPARTMENT OF LABOR, LICENSING AND REGULATION
VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES
AFFIDAVIT OF ELIGIBILITY



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

Section A: LAWFUL PRESENCE in the United States.

The undersigned _____, of _____
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)
being first duly sworn deposes and states as follows:

Check only one box:

1. I am a United States citizen; or

2. I am a Legal Permanent Resident of the United States eighteen years of age or older; or

3. I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.

4. Other: _____ Please submit any documentation that supports this status.

Date of Birth: _____

Alien Number: _____ I-94 Number: _____

(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)

Section B: ATTESTATION.

I understand that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

I understand that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

I swear and attest the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension, or revocation of a license, certificate, registration or permit.

Signature of Affiant

SWORN to before me this _____ day of _____, 20____

Notary Signature

Print Name

Notary Public for _____

My Commission Expires: _____

INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

CHECK box 1:

If you are a United States Citizen by birth or naturalization

CHECK box 2:

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

CHECK box 3:

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

ACCEPTED IMMIGRATION DOCUMENTS:

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)