



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

### **CONSTRUCTION MANAGER REGISTRATION REQUIREMENTS AND INSTRUCTIONS (DOC 120)**

#### **REGISTRATION QUALIFICATIONS**

A construction manager shall hold a South Carolina license in one or more of the following professional classifications:

- (1) a licensed General or Mechanical Contractor (applicable group limit and classifications apply);
- (2) a licensed Engineer; and/or
- (3) a licensed Architect

#### **REGISTRATION FEE**

License fee(s) in the form of a check or money order made payable to SCCLB. 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. NO CASH IS ACCEPTED.

#### **Types(s) of construction manager registration:**

Architect Construction Manager Registration (\$10)

Engineer Construction Manager Registration (\$10)

General Contractor Construction Manager Registration (\$10)

Mechanical Contractor Construction Manager Registration (\$10)

#### **SC SECRETARY OF STATE**

Business corporations, non-profit corporations, limited liability companies, limited partnerships and limited liability partnerships must register with the SC Secretary of State: <https://sos.sc.gov/>.

#### **FINANCIAL STATEMENT/BOND REQUIREMENTS**

Limits per bid and job are based on the provided financial documentation or bond. Additional information about financial group limits can be found on the Board's website.

If you are currently licensed as a General or Mechanical Contractor and have a valid financial statement or surety bond on file with the Board, you do not need to submit anything additional with this application. If you are submitting this application with a new contractor licensure application, a financial statement or a surety bond must be submitted to determine your license group limitation.

Licensed Engineers and Architects must meet the financial statement or surety bond requirements that would otherwise apply to the sole prime contractor working on the construction project. The financial statement must be for the entity listed as the applicant on this application.

General Contractor				
Group	Bid and Job \$ Limitation	Working Capital	Net Worth/ Total Equity	Surety Bond Requirement
Group 1	\$100,000	\$10,000	\$20,000	\$20,000
Group 2	\$400,000	\$40,000	\$60,000	\$60,000
Group 3	\$1,000,000	\$100,000	\$150,000	\$150,000
Group 4	\$3,000,000	\$175,000	\$250,000	\$250,000
Group 5	\$Unlimited	\$250,000	\$350,000	\$350,000
Working Capital = Current Assets - Current Liabilities Net Worth = Total Assets - Total Liabilities				

Mechanical Contractor				
Group	Bid and Job \$ Limitation	Working Capital	Net Worth/ Total Equity	Surety Bond Requirement
Group 1	\$35,000	\$3,500	\$7,000	\$7,000
Group 2	\$100,000	\$10,000	\$15,000	\$15,000
Group 3	\$200,000	\$20,000	\$30,000	\$30,000
Group 4	\$400,000	\$40,000	\$60,000	\$60,000
Group 5	\$Unlimited	\$200,000	\$300,000	\$300,000
Working Capital = Current Assets - Current Liabilities Net Worth = Total Assets - Total Liabilities				

## FINANCIAL STATEMENT GUIDELINES

- Submit an acceptable financial statement for the requested group limit with a balance sheet dated no more than twelve months before the date of the relevant application showing a minimum net worth or working capital for each license group. You are not required to meet both requirements.
- Compiled, reviewed, and audited financial statements must be prepared by a licensed CPA. Verify a CPA is licensed at <https://cpaverify.org/>.
- Financial statements must clearly illustrate the applicant's net worth or working capital on the provided balance sheet and include a signed cover letter from the CPA.
- Personal financial statements of an entity's principals for an entity with less than two years' operating experience are acceptable for the initial application only.
- A financial statement from a parent company may be accepted if it is noted in the financial statement "notes" or accompanied by a letter from the parent company stating the entity is a wholly owned subsidiary.

**Groups 1 and 2 – (submit one)**

- Owner Prepared financial statement with an affidavit of accuracy, [Document #172](#); or
- [Surety Bond Form for General Contractors](#) / [Surety Bond Form for Mechanical Contractors](#)

**Groups 3 and 4 – (submit one)**

- Financial statement compiled by a licensed CPA in accordance with GAAP, including all disclosures required by GAAP or
- [Surety Bond Form for General Contractors](#) / [Surety Bond Form for Mechanical Contractors](#)

**Group 5 – (submit one)**

- An audited balance sheet prepared by a licensed CPA in accordance with GAAP, including all disclosures required by GAAP; or
- [Surety Bond Form for General Contractors](#) / [Surety Bond Form for Mechanical Contractors](#)

**Completed applications may be submitted to the Board at PO Box 11329, Columbia, SC 29211, by email to [contact.clb@llr.sc.gov](mailto:contact.clb@llr.sc.gov), or delivered in person at 110 Centerview Dr., Columbia, SC 29210.**

**GENERAL INFORMATION**

- 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.
- An owner who performs construction management is not considered a construction manager.
- Construction managers may not perform design work unless properly licensed as an architect or professional engineer.
- Construction managers may hire or terminate various design professionals and prime contractors in the name of an owner.
- Entities performing construction or holding construction contracts in their own name must be treated as general contractors or mechanical contractors, as appropriate, rather than construction managers, and must be properly licensed to perform that work.
- The entity listed in this 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.



## CONSTRUCTION MANAGER REGISTRATION APPLICATION (DOC 120)

### This application form is used for:

- An entity working for a fee whose duties include supervising and/or coordinating the work of design professionals and multiple prime contractors, while permitting the design professionals and contractors to control individual operations and/or the manner of design and construction. A construction manager shall hold a South Carolina license in one or more of the following professional classifications:
  - 1) a licensed General or Mechanical Contractor (applicable group limit and classifications apply);
  - 2) a licensed Engineer; and/or
  - 3) a licensed Architect.

### Submit the following with your application:

- License fee(s) in the form of a check or money order made payable to SCCLB. 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. **NO CASH IS ACCEPTED.**
- Verification to conduct business in SC from the SC Secretary of State (not required for a sole proprietorship).

### Select the type(s) of construction manager registration you are applying to become:

- ☐ Architect Construction Manager Registration (\$10)
- ☐ Engineer Construction Manager Registration (\$10)
- ☐ General Contractor Construction Manager Registration (\$10)
- ☐ Mechanical Contractor Construction Manager Registration (\$10)
- Financial Statement or Surety Bond supporting the requested group limitation, if applicable.

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### APPLICANT INFORMATION

Licensee/Legal Name: \_\_\_\_\_

Doing Business As (DBA) Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email (required): \_\_\_\_\_

Business Address: \_\_\_\_\_ County: \_\_\_\_\_  
Physical street address, City, State and Zip Code

Mailing Address (if different from above): \_\_\_\_\_

Federal Tax ID or SSN: \_\_\_\_\_ Website: \_\_\_\_\_

### Type of Business:

Corporations, LLCs, LLPs, or LPs must submit a Federal Tax ID number and a SC Secretary of State Certificate of Existence.

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Sole Proprietorship           | <input type="checkbox"/> Domestic/Foreign Corporation | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Limited Liability Company    |                                      |

State of incorporation or organization: \_\_\_\_\_

## QUALIFYING PARTY (QP) INFORMATION

An entity seeking registration as a construction manager shall designate one license being used to qualify for the practice of construction management. The authority to assume the role of construction manager is granted to an entity holding a general or mechanical contractor's license or an architect's license or engineer's registration pursuant to the laws of this State. This authority does not permit architects or engineers to assume the role of general or mechanical contractors as defined in Section 40-11-20 unless properly licensed pursuant to this chapter.

Full Legal Name of Qualifying Party: \_\_\_\_\_

License/Certification No.: \_\_\_\_\_ License Type: \_\_\_\_\_

Last 5 digits of SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## OWNERS AND OFFICERS

Provide the name, title, date of birth, contact information and percent of business ownership of each owner, officer, partner, and/or member of the Applicant. For ownership interests held by other business entities, include state of incorporation or organization. Attach a separate sheet if necessary.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

% Ownership: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

% Ownership: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

% Ownership: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## FINANCIAL/BOND REQUIREMENTS

Limits per bid and job are based on the provided financial documentation or bond. Additional information about financial group limits may be found on the Board's website.

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### Group 5 – (submit one)

- An audited balance sheet prepared by a licensed CPA in accordance with GAAP, including all disclosures required by GAAP; or
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**What type of financial documentation are you submitting with your application?**

- ☐ Audited Balance Sheet    ☐ Reviewed Financial Statement    ☐ Compiled Financial Statement  
☐ Owner Prepared Financial Statement ([Doc. 172](#))    ☐ Surety Bond    ☐ N/A, already on file with the Board

**Requested Group Limit:**

- ☐ Group 1    ☐ Group 2    ☐ Group 3    ☐ Group 4    ☐ Group 5

**Qualifying for Requested Group Limit by:**

- ☐ Net Worth    ☐ Working Capital    ☐ Surety Bond

**CLASSIFICATIONS AND SUBCLASSIFICATIONS**

Only select the classifications/sub classifications for which the QP applicant currently qualifies:

- ☐ Licensed Architect    ☐ Licensed Engineer

**General Contractor-Building** (Includes Wood Frame Structures, Nonstructural Renovation, Masonry, Pre-engineered Metal Buildings, Roofing, Structural Framing, and Miscellaneous Metals.)

- ☐ **Limited Building Contractor** (construction up to 3 stories in height, groups 1-3 of job contract limits)  
☐ **Unlimited General Contractor** (groups 1-5 of job contract limits)  
☐ **General Contractor - Highway** (includes all the following subclassifications)  
    ☐ Bridges    ☐ Concrete Paving    ☐ Asphalt Paving    ☐ Grading    ☐ Highway Incidental\*  
☐ **General Contractor-Public Utilities** (includes all the following subclassifications):  
    ☐ Pipelines    ☐ Water and Sewer Lines    ☐ Water and Sewer Plants

**General Contractor-Specialty Subclassifications:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Boiler Installation           | <input type="checkbox"/> Boring and Tunneling     | <input type="checkbox"/> Concrete                       |
| <input type="checkbox"/> Glass and Glazing             | <input type="checkbox"/> Marine                   | <input type="checkbox"/> Masonry                        |
| <input type="checkbox"/> Miscellaneous Metals          | <input type="checkbox"/> Nonstructural Renovation | <input type="checkbox"/> Pre-engineered Metal Buildings |
| <input type="checkbox"/> Public and Electrical Utility | <input type="checkbox"/> Railroad Lines           | <input type="checkbox"/> Roofing                        |
| <input type="checkbox"/> Structural Framing            | <input type="checkbox"/> Swimming Pools           | <input type="checkbox"/> Wood Frame Structures          |

**Mechanical Contractor Subclassifications:**

- |   |   |                                   |
|---|---|-----------------------------------|
| <input type="checkbox"/> Air Conditioning             | <input type="checkbox"/> Electrical         | <input type="checkbox"/> Heating  |
| <input type="checkbox"/> Lightning Protection Systems | <input type="checkbox"/> Packaged Equipment | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Pressure and Process Piping  | <input type="checkbox"/> Refrigeration      |                                   |

## STATE SCHOOL VOLUNTARY DONATION

Effective May 16, 2022, SC Code of Laws Section 40-11-40 provides applicants for contractor's licensure 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. If you would like to make a contribution, please indicate the school below and the amount you wish to donate. This is a one-time contribution and is not required with future 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 in a pro rata manner based on full-time enrollment in qualifying programs)

Donation Amount (include with fee): \$ \_\_\_\_\_

## ATTESTATION

We, the qualifying party listed on this application and the owner/officer/partner/member having full and complete authority to sign on behalf of the applicant, certify that all statements contained herein are true, accurate, and complete to the best of our knowledge and belief.

We acknowledge that the provision of false, incorrect, or incomplete information by either of us may result in the cancellation or denial of a registration issued pursuant to this application, the initiation of disciplinary action against my license or certification and may be subject to civil and criminal proceedings.

We agree that all information in this application may be verified and investigated.

We have read and are familiar with the South Carolina Contractor's Practice Act regulating the registration of construction managers and hereby agree to abide by such laws.

**Qualifying Party Name (Print):** \_\_\_\_\_

Signature: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Owner/President/Authorized Party Name (Print):** \_\_\_\_\_

Signature: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## PRIVACY DISCLOSURE

South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.

Other 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 the application 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 services.