



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

GENERAL & MECHANICAL CONTRACTOR'S - REVISION APPLICATION Document #180 - INSTRUCTIONS

1) INCREASE A LICENSE LIMIT:

Complete Sections A, B, and E.

You must submit either a financial statement or a surety bond to determine your license group limitation.

• Financial Statement Option:

ALL FINANCIAL STATEMENTS MUST BE ON A "GAAP" BASIS! INCOME-TAX BASIS FINANCIALS ARE NOT ACCEPTED.

All "COMPILED", "REVIEWED", and "AUDITED" financial statements must be prepared by a licensed CPA or PA. Include the accountants' report, notes, and all disclosures required by GAAP. Submit a financial statement in your DBA "doing business as" name for any time period within 12 months of the date of this application. Personal financials are only accepted for a Sole Proprietorship, Partnership, or Sole Member LLC.

- **Groups 1 & 2:** submit a **notarized** balance sheet (or use Doc #172)
- **Groups 3 & 4:** submit a CPA or PA **compiled** GAAP financial statement.
- **Group 5:** submit a CPA or PA **full audited** GAAP financial statement. "Grandfather" licensees must pass the PSI technical exam before requesting to upgrade above Group 1 (Call PSI 800-733-9267 to schedule exam). Do not submit financials glued, coiled, wire-bound, etc.; stapled is preferred.

• Surety Bond Option (in lieu of financial statement; effective 5/18/2018):

- The surety bond must be from a surety provider authorized to transact surety business in this State in an amount of two (2) times the required net worth for the Applicant's selected licensing group for this renewal.
- The surety bond must list the State of South Carolina as obligee for the bond.
- The surety bond is for the benefit of any person who is damaged by an act or omission of the Applicant constituting a breach of construction contract or a contract for the furnishing of labor, materials or professional services for construction undertaken by the Applicant, or by any unlawful act or omission of the Applicant in performing construction.
- The surety bond is in addition to, not in lieu of, any other surety bond required of the Applicant by law or regulation or by any party to a contract with the Applicant.
- The surety bond must provide that the surety must provide notice of cancellation to the Board and the Applicant thirty (30) days prior to cancellation.

If the surety bond is cancelled, the licensee shall provide proof of net worth for the selected licensing group with the required financial statement within ten (10) days of cancellation or the license is suspended until written proof of required net worth is provided for the selected licensing group.

The terms of the surety bond cannot be amended and the Applicant must keep the bond in effect during licensure unless the required financial statement is provided showing the required net worth for the selected licensing group.

2) ADD A QUALIFYING PARTY (QP) or CLASSIFICATION:

Complete Sections A, D(1), E, and the Affidavit of Eligibility (new QP's must submit a social security card copy and picture ID, i.e. driver's license)

- **PSI Examined Applicants:** New QP's must submit the PSI technical exam passing score sheet **and** the Business Management & Law exam score sheet (current S.C. QP's do not have to resubmit score sheets). Submit the original exam score sheets and retain all original documents for your records. Copy Sections D and E for each additional QP. For testing information call PSI at 800-733-9267. All new QP's must complete the "Experience Affidavit" page (see page 4).
- **Waiver Applicants:** You must have passed a technical exam in one of our participating states (see page 3); otherwise, you will be required to take the appropriate PSI exams. You must not have any outstanding complaints with any professional licensing agency, and be currently licensed in good standing. Submit the completed application with an "Examination Waiver" form or certification letter from your state licensing board (copies of licenses or certificates or internet copies are not accepted). MASC applicants can submit a copy of their trade cards. You are exempt from having to complete the "Experience Affidavit", page 4. However, you must pass the SC Business Management & Law exam for Commercial Contractors; Contact PSI at 800-733-9267 to schedule.

- **Non-Technical Exam Classification Applicants:** You must submit 2 years of work experience within the past 5 years (see page 4). You must also pass the SC Business Management & Law exam. To schedule, call PSI at 800-733-9267.

GENERAL CLASSIFICATIONS: Asphalt Paving, Boiler Installation, Boring & Tunneling, Bridges, Building, Concrete, Concrete Paving, General Roofing, Grading, Glass & Glazing, Highway, Highway Incidental, Interior Renovation, Marine, Masonry, Pipelines, Pre-Engineered Metal Buildings, Public Electrical Utility, Railroad, Specialty Roofing, Structural Framing, Structural Shapes, Swimming Pools, Water & Sewer Lines, Water & Sewer Plants, Wood Frame Structures.

MECHANICAL CLASSIFICATIONS: Air Conditioning, Electrical, Heating, Lightning Protection Systems, Packaged Equipment, Plumbing, Pressure & Process Piping, Refrigeration.

3) CHANGE BUSINESS NAME, ADDRESS, or CORPORATE OFFICERS:

Name & Address Changes: Complete Sections A, C and E. Officer changes: Complete Sections A, E, and F.

For name changes with the same Fed ID No. and style of business, and for address changes, put your current information in Section A, and your new information in Section C. For corporate name changes with the same Fed ID No. and style of business, enclose a copy of your company's amended corporate charter.

If your Federal ID No. or style of business changed (i.e. from a Corporation to an LLC, etc.) within the past 15 business days, complete this application and submit the Secretary of State Certificate of Amendment; or your company's Articles of Amendment. If your change was made more than 15 business days ago, do not complete this form. You must submit a new application, Doc 165, a financial statement and license fee; you will be issued a new license number. You can download Doc 165 from www.llr.sc.gov/pol/contractors.

S.C. SECRETARY OF STATE Requirement: Business corporations, nonprofit corporations, limited liability companies, limited partnerships and limited liability partnerships must be registered with this state (803-734-2158 or http://www.sos.sc.gov/Business_Filings). Sole proprietorships and general partnerships are not required to be registered.

4) DELETE A QP or REQUEST INACTIVE STATUS:

Complete Section A, D(2), and E.

Inactive Status: To reactivate an inactive or lapsed license, download and submit an initial application, Doc 165, from our website at www.llr.sc.gov/pol/contractors, and submit with a current financial statement and fee.

***** KEEP THESE 2 PAGES FOR REFERENCE; COPY ALL SUBMITTED DOCUMENTS FOR YOUR RECORDS *****



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**General / Mechanical
 REVISION
 APPLICATION
 Document #180**

FOR OFFICE USE ONLY
Action taken:
<input type="checkbox"/> Upgraded from _____ to _____
<input type="checkbox"/> Name change <input type="checkbox"/> Address change
<input type="checkbox"/> New QP _____ QP#, if applicable. _____
<input type="checkbox"/> Added class(es) _____
<input type="checkbox"/> Other: _____
Date Action Completed: _____
Employee initials: _____

NOTE: Personal information provided in this application may be subject to public scrutiny or release under the SC Freedom of Information Act or other provisions of federal and state law.

NO FEES REQUIRED TO BE SUBMITTED WITH THIS APPLICATION.

Check all that apply: Requesting Inactive Status Submitting a Revision to:

Increasing License Group Limit Address Change
 Add Qualifier(s) Delete Qualifier(s) Name Change
 Adding Classification(s) Update Officers
 Other: _____

SECTION A - LICENSEE INFORMATION

(as it **currently** appears on your license card)

Licensed Name: _____ SC License: _____

Business Address: _____ SC County _____
Street, City, State, Zip

Mailing Address: _____ SC County _____
P.O. Box/Street, City, State, Zip

Business Telephone: (____) _____ Fax: (____) _____

Name of Owner/President: _____ Federal ID No: _____

Email Address(es): _____

SECTION B - LICENSE INCREASE REQUIREMENTS

Select the group for increase. Attach the appropriate **financial statement** or **surety bond**.

GENERAL CONTRACTOR'S

SELF-PREPARED FINANCIAL STATEMENT

** Notarized Balance sheet or Document #172*

- Group 1 - \$50,000 limit per contract.....Net worth - \$10,000
- Group 2 - \$200,000 limit per contract.....Net worth - \$40,000

COMPILED (or REVIEWED) FINANCIAL STATEMENT by CPA or PA

- Group 3 - \$500,000 limit per contract.....Net worth - \$100,000
- Group 4 - \$1,500,000 limit per contract...Net worth - \$175,000

FULL AUDIT (not REVIEWED) FINANCIAL STATEMENT by CPA or PA

- Group 5 - \$Unlimited per contract.....Net worth - \$250,000

ALL financials must be prepared on a GAAP (generally accepted accounting principles) basis. Tax-basis financials are not acceptable!

MECHANICAL CONTRACTOR'S

SELF-PREPARED FINANCIAL STATEMENT

** Notarized Balance sheet or Document #172*

- Group 1 - \$17,500 limit per contractNet worth - \$3,500
- Group 2 - \$50,000 limit per contractNet worth - \$10,000

COMPILED (or REVIEWED) FINANCIAL STATEMENT by CPA or PA

- Group 3 - \$100,000 limit per contract.....Net worth - \$20,000
- Group 4 - \$200,000 limit per contract.....Net worth - \$40,000

FULL AUDIT (not REVIEWED) FINANCIAL STATEMENT by CPA or PA

- Group 5 - \$Unlimited per contract.....Net worth - \$200,000

SURETY BOND REQUIREMENTS:

- Group 1...\$50,000 limit per contract..... Bond amount - \$20,000
- Group 2...\$200,000 limit per contract..... Bond amount - \$80,000
- Group 3...\$500,000 limit per contract..... Bond amount - \$200,000
- Group 4...\$1,500,000 limit per contract... Bond amount - \$350,000
- Group 5...\$Unlimited per contract..... Bond amount - \$500,000

SURETY BOND REQUIREMENTS:

- Group 1...\$17,500 limit per contract..... Bond amount - \$7,000
- Group 2...\$50,000 limit per contract..... Bond amount - \$20,000
- Group 3...\$100,000 limit per contract..... Bond amount - \$40,000
- Group 4...\$200,000 limit per contract..... Bond amount - \$80,000
- Group 5...\$Unlimited per contract..... Bond amount - \$400,000

RECIPROCITY/WAIVER AGREEMENTS:

Exam must have been taken and passed having attained a grade of 70% or better for the state and classifications listed below. Obtain a "Certification of Licensure" or "Examination Waiver Form" from your state board and enclose the original form. **Copies of a license or certificate are not accepted.**

- Alabama:** Electrical
- Georgia:** Electrical (Non-Restricted Electrical) AC & HT (Non-Restricted Conditioned Air, exam passed after 06/30/80)
- Louisiana:** Asphalt Paving (Asphalt Hot & Cold Plant Mix and Asphalt Surface Treatment);
 Boring & Tunneling (Tunnels); Bridges (Concrete, Steel, & Wood Bridges); Building (Building Construction);
 Concrete Paving (Paved Highways, Concrete & Soil Treatment); Pipelines (Transmission Pipeline)
 Grading (Earthwork, Drainage, & Levees); Water & Sewer Lines (Sewer, Storm Drains & Waterlines);
 Water & Sewer Plants (Filter Plants & Water Purification); Pressure & Process Piping (Industrial Piping)
- Mississippi:** Building; Electrical
- North Carolina:** Intermediate/Unlimited Electrical; Building; Water & Sewer Lines; Water & Sewer Plants;
 Grading; Roofing; Highway (exam passed prior to 04/01/1999)
- Ohio:** Electrical; Plumbing; Packaged Equipment (HVAC)
- Pennsylvania:** Electrical (Reading, Pennsylvania ONLY)
- Tennessee:** Building (Limited Building – BC-A,b, BC-b, BC-C; Unlimited Building – BC, BC-A,B, BC-B, BC-B,C)
 Electrical (CE); Plumbing (CMC-A); AC, Refrigeration & Plumbing (CMC/Mechanical);
 AC & Refrigeration (CMC-C)
- Texas:** Packaged Equipment (Class B Air Conditioning or Class B Air Conditioning/Refrigeration);
 AC & HT (Class A Air Conditioning/Refrigeration or Class A Air Conditioning);
 Refrigeration (Class A Refrigeration);
- Utah:** Unlimited Building (B100); Limited Building (R100); Concrete (S260); General Roofing (S280);
 Air Conditioning (S350); Packaged Equipment (S351); Heating (S353); Glass & Glazing (S240);
 Electrical (S200); Grading (S310); Refrigeration (S360); Structural Framing (S320);
 Swimming Pools (S380); Water & Sewer Lines (S390);
- The Municipal Association of South Carolina (MASC):** Enclose a copy of (1) MASC certification letter, or (2) a current MASC certification card for the following: Master Plumber; Master Electrician; Master HVAC

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)

AFFIDAVIT OF ELIGIBILITY PAGE:

- **TO BE COMPLETED BY QUALIFIER (QP)**
- **QP MUST SUBMIT COPY OF SOCIAL SECURITY CARD AND VERIFIABLE PICTURE ID, i.e. DRIVER'S LICENSE.**
- **IF YOU ARE UNABLE TO PROVIDE A COPY OF YOUR CARD, CONTACT YOUR LOCAL SOCIAL SECURITY OFFICE FOR A FREE COPY.**
- **IF YOU HAVE TO WAIT FOR THE CARD, SUBMIT A COPY OF THE APPROVAL LETTER FROM THE SOCIAL SECURITY OFFICE VERIFYING YOUR SOCIAL SECURITY NUMBER'S VALIDITY.**

Social Security APPLICATION: www.socialsecurity.gov/forms/ss-5.pdf

Social Security OFFICE LOCATOR: <https://secure.ssa.gov/ICON/main.jsp>

Social Security PHONE#: 1-800-772-1213



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: _____