



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Liquid Petroleum Gas Board**  
 110 Centerview Dr • Columbia • SC • 29210  
 P.O. Box 11329 • Columbia • SC • 29211-1847  
 Phone: 803-896-5571 • contact.lpgas@llr.sc.gov • Fax: 803-896-9651  
 llr.sc.gov/lp

## 2022-2024 LP GAS CYLINDER EXCHANGE FACILITY RENEWAL APPLICATION

### Renewal Requirements/Instructions:

- Biennial licensure fee in the form of a check or money order only, made payable to SC LP Gas Board. Application fee is non-refundable. NO CASH IS ACCEPTED. A returned check fee of \$30, or an amount specified by law, may be assessed on all returned funds.
- License must be renewed/postmarked on or before June 30, 2022.
- After August 31, 2022, state law requires that you re-apply and take the appropriate examination(s) before you can reinstate your license.
- Copy of your current Certificate of Insurance (per S.C. Code of Laws 40-82-250).
- List of all serviced cylinder exchange racks. This can be emailed to [contact.lpgas@llr.sc.gov](mailto:contact.lpgas@llr.sc.gov)

**\*\*\*If you are also paying for employee permit renewals as well, you must include a complete renewal application for each employee. Failure to do so will result in your renewal packet being returned unprocessed.**

### LICENSEE INFORMATION

Business Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
 Street City State Zip

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 (If different from above) Street City State Zip

Corporate Office Address: \_\_\_\_\_  
 (If different from above) Street City State Zip

LICENSURE FEE INFORMATION					TOTAL
Biennial Licensure Fee, if renewed/postmarked on or before <b>June 30, 2022.</b> (Based on # of Racks) – Select one below					\$
<input type="checkbox"/> 1-25 (\$200)	<input type="checkbox"/> 26-100 (\$400)	<input type="checkbox"/> 101-499 (\$600)	<input type="checkbox"/> 500-999 (\$800)	<input type="checkbox"/> 1000 or more (\$1,000)	
A late fee of <b>\$100</b> will be applied to renewals postmarked July 1, 2022 – August 31, 2022.					\$
Employee Fee (\$50 Per Employee/ Per Permit)			QUANTITY		\$
TOTAL					\$

**Please include all necessary documentation with payment or renewal packet will be returned unprocessed.**

**EMPLOYEES**

Please list each permitted employee at this location (attach additional sheets if needed).

**\*\*\*EMPLOYEES MUST COMPLETE A SEPARATE RENEWAL APPLICATION\*\*\***

Name	Permit Number	Renewal Fee Included for this individual?

**INSURANCE**

Certificate of Insurance verifying proof of \$500,000 general liability insurance, including manufacturer’s or contractor’s liability and product’s liability insurance (per S.C. Code of Laws 40-82-250) must be attached to this renewal application.

**NOTE: The Insured shall notify the Board a minimum of 30 days prior to liability insurance being canceled, suspended or nonrenewable.**

Name of Insurance Company: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**AFFIDAVIT**

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 license.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date