



**2026-2028 LP GAS EMPLOYEE RENEWAL APPLICATION**

**Renewal Requirements/Instructions:**

- Biennial licensure fee of \$50 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 up to \$30, or an amount specified by law, **may** be assessed on all returned funds.
- License must be renewed/postmarked on or before June 30, 2026. After August 31, 2026, state law requires that you re-apply and take the appropriate examination(s) before you can reinstate your license.
- Legal documentation of name change (marriage certificate, divorce decree, etc.), if applicable.

**PAYMENT (Check one):**    Included in employer renewal payment    Included with this application

**APPLICANT INFORMATION**

Full Name: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Home Address: \_\_\_\_\_ County: \_\_\_\_\_  
 (Street, City, State, Zip)

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**EMPLOYER INFORMATION**

- Permitted Employees for LP Gas Resellers serve as the designated person for one licensed location.
- Permitted Employees for LP Gas Installers serve as the designated person for one license.
- Permitted Employees for LP Gas Dealers may serve as the designated person for multiple bulk site locations, when those locations are associated with the main office license (please attach additional pages as necessary).

Employer Name (as it appears on the license)	Employer License No.

**BACKGROUND INFORMATION**

All “Yes” answers must be accompanied with a written explanation and supporting legal documentation, i.e., court documents stating the disposition, payment arrangement correspondence, documented letter of dispute, etc.

1. Since your last renewal or application with the Board, have you been convicted of, or pled guilty or nolo contendere in the US or foreign country to a criminal offense (other than a minor traffic violation)?  Yes    No  
**If yes, attach a detailed explanation, along with court documentation and a criminal background report issued from the state in which the incident took place.**

2. Since your last renewal or application with the Board, have you had any professional license denied, suspended, restricted, revoked, surrendered, or otherwise disciplined by any occupational licensing authority in this or any other state or jurisdiction?  Yes  No

**ELIGIBILITY INFORMATION**

The Board is required to verify lawful presence in the United States prior to the issuance of a license and prior to renewal of a license. If your immigration status has changed (including, but not limited to, a change in immigration status type, *i.e.* grant of citizenship or change from a visa holder to an asylee, etc.) **or** if you have immigration documentation on file with the Board that expires during the renewal period and you have not yet submitted updated documentation to the Board, you will need to upload an updated [Verification of Lawful Presence form](#) prior to renewal. Please include updated supporting documents with your [Verification of Lawful Presence form](#).

Since your last renewal (or if this is your first renewal since your initial license application), has there been any change in the status of your lawful presence in the United States **or** will your lawful presence documentation on file with the Board expire before June 30, 2026?  Yes  No

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

**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.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIVACY DISCLOSURE**

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.

Each permit is valid for a period of two (2) years and must be renewed before it expires. If your employment status changes, please notify the Board office within ten (10) business days. **The individual completing this application is responsible for maintaining and renewing their permit, this is not the responsibility of the employer.**