



South Carolina Department of Labor, Licensing and Regulation
South Carolina Residential Builders Commission
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**2022-2024 RESIDENTIAL HOME BUILDERS
 BIENNIAL RENEWAL APPLICATION**

Renewal Instructions/Requirements:

- Renewal fee in the form of a check or money order (no cash) made payable to SC Residential Builders Commission. (All 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.)
- **Biennial Renewal / Late Fees:**
 Renewed/postmarked on or before 6/30/2022: **\$220**
 Renewed/postmarked 7/1/2022 – 6/30/2023: Late Fee \$50 + Renewal Fee \$220 = **\$270**
Reinstated after June 30, 2023: Reinstatement Fee \$260 + Renewal Fee \$220 = **\$480**
- After June 30, 2023, your license must be reinstated.
- **Residential Home Builders** must have a current surety bond on file in the amount of \$15,000. The surety bond must be an original (no copies or facsimiles) in the builder’s name only and signed by the builder. **If your surety bond has expired, please submit with this renewal application a current continuation certificate or a new surety bond.**
- If you have had a legal name change since your initial licensure or since your last renewal, please attach the legal documentation with this renewal form (Marriage Certificate, divorce decree, court documentation).

LICENSEE INFORMATION

Name: _____ License No.: _____

Since you were licensed, have you legally changed your name? Yes No Prior Name: _____

If yes, please submit legal documentation supporting the change. (Marriage certificate, divorce decree, etc.)

D/B/A Name: _____

(If incorporated, include a photocopy of Certificate of Existence/Authorization from the SC Secretary of State, as well as Articles of Incorporation and documentation establishing percentage of ownership.)

Home Address: _____ City: _____ State: _____ Zip: _____

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

Phone: _____ Email Address: _____
 (Required)

PERSONAL HISTORY QUESTIONS

If you answer “yes” to any of the below questions, you must attach a written explanation and documentation as requested.

1. Since your last application for renewal, have you been denied a license as a home builder, specialty contractor or general contractor in this state or any other state? Yes No
2. Since your last application for renewal, have you been indicted, arraigned, convicted, pled guilty or nolo contendere for violation of any federal, state, or local law (other than minor traffic violations)? Yes No
3. Have there been any judgments, liens or claims filed against you or any business with which you have been associated for the past five (5) years? Yes No

4. Since your last application for renewal, do you have any complaints pending, under investigation, or has any action been taken against your license in any jurisdiction? Yes No
5. Has there been any change in the status of your lawful presence in the United States since initial licensure? (i.e., naturalization; received a renewed permanent resident card) Yes No

ATTESTATION

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.

Signature of Licensee

Date

PRIVACY NOTICE

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.