



South Carolina Department of Labor, Licensing and Regulation
South Carolina Residential Builders Commission
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llr.sc.gov/res

2025-2027 SPECIALTY RENEWAL APPLICATION FOR RESIDENTIAL ELECTRICAL/PLUMBING/HVAC

Renewal Instructions/Requirements:

- Renewal form, fee in the form of a check or money order (no cash) made payable to LLR - SCRBC and any other applicable documentation are due by June 30, 2025. (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.)
 - Renewed/postmarked on or before June 30, 2025, the renewal fee is \$220
 - Renewed/postmarked July 1, 2025 – June 30, 2026, will be assessed a \$50 late fee for a total of \$270. You are not allowed to work after June 30, 2025, until a renewal has been processed.
 - After June 30, 2026, a reinstatement application will need to be completed.
- Surety Bond, if applicable.
- 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

Applicant Name: _____ License Number: _____

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, court documentation).

Doing Business As (DBA): (If different) _____

Mailing Address: _____
PO Box/Street City State Zip

Business Address: _____
PO Box/Street City State Zip

Business Phone: _____ Fax: _____

Email: _____

SURETY BOND

When the total cost of a project (labor and materials combined, no matter who purchases the materials) exceeds \$5,000, a Surety Bond in the amount of \$10,000 must be on file with the Commission. If you would like to add a [Surety Bond](#), the original Bond must be submitted on the approved Board form, with the Surety's signature, Principal's signature, a visible surety company seal, and the Power of Attorney document attached to the form. DocuSign is not an acceptable form of signature and handwritten bonds are not accepted. If you currently have a bond on file that expires prior to July 1, 2025, please submit a new bond or bond continuation certificate.

I understand that if I perform a single job over \$5,000, I must have a current bond on file in the amount of \$10,000 with the Commission.

☐ Yes ☐ No

BACKGROUND INFORMATION

Attach documents and/or a written explanation on a separate page for each “yes” answer.

1. Since you last renewed (or if this is your first renewal since your initial application), have you had a professional or occupational license, certificate, or registration denied, suspended, revoked, restricted, or cancelled in this State or any other state or jurisdiction, or have you otherwise been disciplined in this State or any other state or jurisdiction by any professional or occupational licensing board or authority? ☐ Yes ☐ No
2. Since you last renewed (or if this is your first renewal since your initial application) have you surrendered or allowed a professional or occupational license, certificate, or registration to lapse in any jurisdiction due to pending or threatened disciplinary action? ☐ Yes ☐ No
3. Do you have any unresolved complaints or charges pending before any professional or occupational licensing board or authority in this State or any other state or jurisdiction? ☐ Yes ☐ No
4. Since you last renewed (or if this is your first renewal since your initial application), have you been convicted of, or pled guilty or nolo contendere to a criminal offense (other than minor traffic violations)? ☐ Yes ☐ No

If yes, in addition to [Explanatory Statement of Yes Answer form](#), a criminal background check must be provided from the state in which the conviction occurred, along with the court disposition and any other pertinent documentation. For South Carolina criminal background reports contact SLED at www.sled.sc.gov. Criminal background reports must not be older than thirty (30) days from the date of application.

5. Since you last renewed (or if this is your first renewal since your initial application), have there been any judgments, liens, or claims filed against you or any business entities with which you have been associated? ☐ Yes ☐ No
6. Since you last renewed (or if this is your first renewal since your initial application), has there been a change in the status of your lawful presence in the United States? ☐ Yes ☐ No

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

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

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.