



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

## 2025-2027 SPECIALTY CONTRACTOR REGISTRATION RENEWAL APPLICATION

### 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 \$100
  - Renewed/postmarked July 1, 2025 – June 30, 2026, will be assessed a \$20 late fee for a total of \$120. 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.
- Work Experience Affidavit or Reference Letters for classification changes, 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).

### REGISTRANT INFORMATION

Applicant Name: \_\_\_\_\_ Registration 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, 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: \_\_\_\_\_

### CLASSIFICATION CHANGES

If you would like to change your current classifications, please submit a [Work Experience Affidavit](#) that supports one (1) year of residential work experience within the past five (5) years for each requested trade classification or notarized letters of reference as set forth below. The Affidavit must provide appropriate contact information for individuals with direct knowledge of the experience described and dates must be included. The description of experience section should contain detailed descriptions of work performed by the individual applicant (not their company) that is related to the trade classification(s) being applied for. The affidavit should be signed by the applicant and properly notarized.

In lieu of submitting the Work Experience Affidavit, an applicant may submit notarized letters of reference from licensed builders, contractors, customers, owners, employers, etc. Notarized letters of reference must describe in detail the work you performed in each trade classification you are applying for. Dates must be included in the correspondence to add up to the total of at least one year of residential work experience within the past 5 years for each requested trade classification. Reference letters cannot be a generic form letter. Notarized letters of reference must include the name, address, and phone number of the person signing the letter.

**Select the classification(s) you are intending to perform:**

Do not select more than three.

- |   |  |
|---|--|
| <input type="checkbox"/> 01 – Vinyl/Aluminum Siding | <input type="checkbox"/> 06 – Drywall Install/Repair |
| <input type="checkbox"/> 02 – Insulation Installer  | <input type="checkbox"/> 07 – Carpentry              |
| <input type="checkbox"/> 03 – Roofing               | <input type="checkbox"/> 08 – Stucco Installer       |
| <input type="checkbox"/> 04 – Floor Covering        | <input type="checkbox"/> 09 – Painter/Wall Paper     |
| <input type="checkbox"/> 05 – Masonry               | <input type="checkbox"/> 10 – Solar Panel Installer  |

**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 \$5,000 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 \$5,000 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](http://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](#).

**Notes:**

1. It will be the responsibility of the registrant to comply with applicable standard building codes in residential construction, regardless of owner's instructions.
2. In conjunction with your specialty contractors' registration, you are required to adhere to the licensing ordinances and policies of the local jurisdiction.
3. You are required to immediately notify the Commission, in writing, of any name and/or address changes. Name changes require a copy of legal documentation (i.e., marriage license, divorce decree, court order).
4. Pursuant to Section 40-59-240 (D): When the total cost of materials and labor for an undertaking performed by a residential specialty contractor for an individual property owner exceeds five thousand dollars, the residential specialty contractor shall obtain an executed \$5,000 bond with a surety in an amount approved by the commission and shall furnish a signed original to the commission.
5. I understand that I am authorized to do business only in the trades I have requested above and I am not authorized to use sub-contractors outside of my registered trades. I understand that this registration does not allow me to build homes or additions and all structural work must be supervised by a licensed builder or licensed general contractor.

**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 registration.

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Signature

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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.