



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

CERTIFICATE OF AUTHORIZATION (COA) APPLICATION REQUIREMENTS AND INSTRUCTIONS

This application is used to obtain a certificate of authorization (“COA”) for a firm. A firm is a business entity functioning as a sole proprietorship, partnership, limited liability partnership, professional association, professional corporation, business corporation, limited liability company, joint venture, or other legally constituted organization which offers or provides building services through licensed residential builders, residential specialty contractors, or home inspectors.

A COA is required to practice or offer to practice residential building, residential specialty contracting, or home inspecting through a firm. However, when an individual is practicing residential home building, residential specialty contracting, or home inspecting in their name as individually licensed, or if an individual has at least fifty-one percent of the ownership interest and is the sole resident licensee for the firm, that person or entity is not required to be issued a COA.

RESIDENT LICENSEE IN RESPONSIBLE CHARGE (RLRC)

A COA is not a standalone license. COA applicants must have at least one resident licensee in responsible charge (RLRC) for each office that will be engaged in providing or offering to provide residential building, residential specialty contracting, and/or home inspecting work or services in South Carolina.

A resident licensee in responsible charge means a licensed practitioner who spends a majority of each normal workday working out of a principal or branch office and who is in responsible charge of the office and the services provided from that office, including, but not limited to, responsibility for applying for any building permits for the firm. A resident licensee in responsible charge must be an officer, principal owner, or employee of the firm, and must also be a licensed residential builder, licensed/registered residential specialty contractor, or licensed home inspector, depending on the nature of the firm’s activities.

- A residential home builder must supervise the residential home building aspects of the principal or branch office and may also supervise the residential specialty contracting from that location.
- A residential specialty contractor may supervise residential specialty contracting services of the principal or branch office as long as the services are within the scope of residential specialty contracting in the classifications for which the individual is authorized to engage.
- A home inspector may supervise home inspecting services of the principal or branch office as long as the services are within the scope of home inspecting for which the individual is authorized to engage.

A resident licensee in responsible charge is considered in responsible charge of only one place of business at a given time.

A [Resident Licensee in Responsible Charge Affidavit](#) must be submitted for each resident licensee in responsible charge for the firm.

FIRM/BUSINESS ENTITY INFORMATION

If the firm/business entity is not a sole proprietorship or general partnership and was incorporated or organized in South Carolina attach a copy of the Certificate of Existence (or Good Standing) from the SC Secretary of State. If the firm/business entity is not a sole proprietorship or general partnership and was incorporated or organized in another state, then attach a copy of the Certificate of Authority from the SC Secretary of State. If the firm/business entity is not a sole proprietorship or general partnership, regardless of where the firm/business entity was incorporated or organized, also attach copies of the Articles of Incorporation or Organization. Regardless of business type, attach documentation establishing percentage of ownership in the firm/business entity.

LICENSE BOND

A Surety Bond in the amount of \$15,000, with the power of attorney attached and the firm's name listed as the principal must be submitted. The bond on file for a resident licensee in responsible charge cannot be used for the COA.

Please direct your insurance provider to the fillable [bond form](#), which is also available on the Commission's website. A list of authorized SC bonding companies can be found [here](#). Please note this is not a comprehensive list and is only intended as a resource.

CREDIT REPORT/OUTSTANDING JUDGMENTS

An applicant is required to submit a copy of its credit report dated no more than 30 days before the application date. TransUnion, Equifax, Experian, or Dun & Bradstreet credit reports are accepted. Credit reports are reviewed for liens and outstanding judgments.



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CERTIFICATE OF AUTHORIZATION (COA) APPLICATION

Include with application:

- Application fee in the amount of \$100 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.)
- Certificate of Existence/Authority and Articles of Incorporation or Organization, if applicable; and proof of ownership
- Credit report for the firm: Reports from TransUnion, Equifax, Experion, or Dun & Bradstreet are accepted
- A Resident Licensee in Responsible Charge Affidavit for each resident licensee in responsible charge for the firm.

FIRM INFORMATION

The information requested in this section relates to the firm seeking a Certificate of Authorization (“COA”).

Licensee/Legal Name: _____

Doing Business As (DBA) Name: _____

Mailing Address: _____
PO Box/Street City State Zip

Business Address: _____
Physical Street Address City State Zip

Business Phone: _____ Fax: _____

Email: _____ Federal Tax ID: _____

- Business Type:**
- General Partnership Corporation
- Limited Liability Partnership (LLP) Limited Partnership (LP)
- Limited Liability Company Other (Specify): _____

If the firm/business entity is not a sole proprietorship or general partnership and was incorporated in South Carolina, attach a copy of the Certificate of Existence (or Good Standing) from the SC Secretary of State. If the firm/business entity is not a sole proprietorship or general partnership and was incorporated in another state, then attach a copy of the Certificate of Authority from the SC Secretary of State. If the firm/business entity is not a sole proprietorship or general partnership, regardless of where the firm/business entity was incorporated or organized, also attach copies of the Articles of Incorporation or Organization. Regardless of business type, attach documentation establishing percentage of ownership in the firm/business entity.

State of Incorporation or Organization: _____ Date: _____

OWNERS AND OFFICERS

List the names of all owners and officers for the firm, along with their title and ownership percentage. Attach a separate sheet if necessary.

Name: _____ Title: _____ % Ownership: _____
 Name: _____ Title: _____ % Ownership: _____
 Name: _____ Title: _____ % Ownership: _____

RESIDENT LICENSEE IN RESPONSIBLE CHARGE (RLRC) INFORMATION and BRANCH OFFICE LOCATION(S)

Please identify all office locations that will be engaged in providing or offering to provide residential building, residential specialty contracting, and/or home inspecting work or services in South Carolina.

The firm/business entity must have at least one resident licensee in responsible charge (RLRC) for each office that will be engaged in providing or offering to provide residential building, residential specialty contracting, and/or home inspecting work or services in South Carolina. A resident licensee in responsible charge must be an officer, principal owner, or employee of the firm, and must also be a licensed residential builder, licensed/registered residential specialty contractor, or licensed home inspector, depending on the nature of the firm’s activities. *Please see the Certificate of Authorization (COA) Application Requirements and Instructions for additional information.*

A [Resident Licensee in Responsible Charge Affidavit](#) must be submitted for each resident licensee in responsible charge for the firm. A resident licensee in responsible charge is considered in responsible charge of only one place of business at a given time.

Primary Business Location:

RLRC Name: _____
 License/Registration Type: _____ License/Registration Number: _____

Branch Office 1:

Name: _____ Phone: _____
 Physical Address: _____
 FEIN (if applicable): _____
 RLRC Name: _____
 License/Registration Type: _____ License/Registration Number: _____

Branch Office 2:

Name: _____ Phone: _____
 Physical Address: _____
 FEIN (if applicable): _____
 RLRC Name: _____ License/Registration Number: _____

Branch Office 3:

Name: _____ Phone: _____

Physical Address: _____

FEIN (if applicable): _____

RLRC Name: _____

License/Registration Type: _____ License/Registration Number: _____

Branch Office 4:

Name: _____ Phone: _____

Physical Address: _____

FEIN (if applicable): _____

RLRC Name: _____

License/Registration Type: _____ License/Registration Number: _____

Branch Office 5:

Name: _____ Phone: _____

Physical Address: _____

FEIN (if applicable): _____

RLRC Name: _____

License/Registration Type: _____ License/Registration Number: _____

BACKGROUND INFORMATION

A written explanation must be provided on the [Explanatory Statement of "Yes" Answer Form](#), including any supporting documentation.

- 1. Has the firm ever had a license, certification or registration cancelled, surrendered, revoked, suspended, restricted or disciplined by any federal, state, or local authority or contracted without a proper license or certificate? Yes No
- 2. Has the firm ever been denied a license, registration, or certificate to engage in any building or contracting trades? Yes No
- 3. Is any investigation or disciplinary action currently pending against the firm? Yes No
- 4. Has the firm ever been issued a Cease and Desist Order for unauthorized practice? Yes No
- 5. Has the firm ever been found by a court or registration board to have violated any federal, state or local law? **(If yes, provide the dates and details of the violation).** Yes No

6. Have there been any judgments, liens, or claims filed against the firm within the past 5 years? Yes No

ATTESTATION

I, the undersigned, am an authorized representative of the firm with full authority to submit this application on behalf of the firm, and I affirm that the resident licensee(s) in responsible charge listed on this application is/are officer(s), principal owner(s), or employee(s) of the firm responsible to supervise the work and services provided by the firm. I hereby affirm that I have reviewed the application in full and all statements contained herein are true and correct to the best of my knowledge. I further understand that providing false or incorrect information may result in denial of the application or the cancellation of a certificate of authorization issued pursuant to this application and may be grounds for disciplinary action by the Commission or such other relief as allowed by law to include pursuit of civil and criminal proceedings. I understand that all information in this application may be further investigated for verification of the information provided herein.

Signature of Authorized Company Representative

Title

SC License No., if applicable

Date

LICENSE BOND

A Surety Bond in the amount of \$15,000, with the power of attorney attached and the firm’s name listed as the principal must be submitted. The bond on file for the resident licensee in responsible charge cannot be used for the COA.

Please direct your insurance provider to the fillable [bond form](#), which is also available on the Commission’s website. A list of authorized SC bonding companies can be found [here](#). Please note this is not a comprehensive list and is only intended as a resource.

PRIVACY DISCLOSURE

South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. 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 the application 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 services.