



South Carolina Department of Labor, Licensing and Regulation
South Carolina Residential Builders Commission
110 Centerview Dr. • Columbia • SC • 29210
Mailing: PO Box 11329 • Columbia • 29211
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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 the firm's 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. It is acceptable to upload the page from the reporting bureau that states "no credit history for this company."

Documentation required to upload with your application:

- Certificate of Existence/Authority and Articles of Incorporation or Organization, if applicable;
- Proof of ownership
- **Credit report for the firm:** Reports from TransUnion, Equifax, Experian, or Dun & Bradstreet are accepted.
- A [Resident Licensee in Responsible Charge Affidavit](#) for each resident licensee in responsible charge for the firm.
- Signed License Bond

Payment in the amount of \$100 is due at the end of the application.

- A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds. All fees are non-refundable.

Note: Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period, you must begin the application process from the beginning. This includes, but is not limited to, the application fee, transcripts, license verifications, etc.



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RESIDENT LICENSEE IN RESPONSIBLE CHARGE AFFIDAVIT

I, (Name) _____, the undersigned, being duly sworn, affirm under oath that I am licensed/registered with the South Carolina Residential Builders Commission as a:

- Residential Builder
- Residential Specialty Contractor
- Home Inspector

I am a/an: **

- corporate officer
- principal owner
- employee

of (Name of firm) _____ and agree to serve as the Resident Licensee in Responsible Charge for the above-listed firm at (location of business or branch office) _____.

I affirm that I have read, understand and meet all criteria necessary to serve as a resident licensee in responsible charge for the above-listed firm applying to receive a residential business Certificate of Authorization (COA) as set forth in S.C. Code Ann. § 40-59-400 et seq. I understand that this designation makes me responsible for ensuring that the firm’s residential home building, residential specialty contracting or home inspecting services, as applicable, comply with South Carolina law. I further state that I am not designated as the resident licensee in responsible charge for any other firm or business in the State of South Carolina. In the event that I cease to serve as the resident licensee in responsible charge, I shall provide written notice to the Commission immediately. I hereby authorize the Commission to verify and investigate any and all information in this Affidavit. I understand that attesting to false or incorrect information may result in the denial of the COA, disciplinary action against my license/registration, or such other relief as allowed by law to include pursuit of civil and criminal proceedings or other lawful remedies.

*****Along with this Affidavit, please submit proof of being a corporate officer, principal owner, or employee of the firm, as you have indicated on this Affidavit.***

Signature of Licensee in Responsible Charge

SC License/Registration No.

Sworn before me this ____ day of _____, 20 ____.

Notary’s Signature: _____

Print Notary Name: _____

{Seal}

Notary for the State/Commonwealth of: _____

My Commission Expires: _____