

Frequently asked questions to become licensed as a Certificate of Authorization

Q. How can I obtain an application for a company to become licensed under a Certificate of Authorization (COA) in the State of South Carolina?

A. The certificate of authorization is a company license and requires that a resident licensee be in responsible charge of any residential building or contracting services offered by the company. To apply for such a license, go to the Residential Builders website at <https://llr.sc.gov/res/> and click on **Apply For A License**, then click on the **Certificate of Authorization (COA)** link and print the application form, or contact the Residential Builders Commission at 803-896-4696 and request that an application form be mailed to you.

Q. Once I have my COA Application what is my next step?

A. Submit the completed application form to the Residential Builders Commission and a \$100.00 application processing fee (certified check or money order) made payable to LLR- Residential Builders Commission, along with the Certificate of Existence/Authority from the SC SOS office, Articles of Organization from the SC SOS office, Proof of Ownership for the company, and a Dun & Bradstreet report for the company. The link to the SC Secretary of State can be found at <https://sos.sc.gov/online-filings/business-entities/file-and-search-online>. You may also find useful information at the South Carolina Business One Stop link <https://scbos.sc.gov/>.

Q. How long will it take to process my COA application?

A. All applications will be reviewed by the Commission staff for accuracy and completeness within fifteen (15) business days. After this period of time, you can check the status of your application online at <https://eservice.llr.sc.gov/SSO/Login/LoginPage?ReturnUrl=%2fOnlineStatusCheck%2f> by entering the requested information. Any application that is incomplete, that does not provide the social security number, or that provides an incorrect social security number **will** be returned to the applicant. If additional information is requested, please allow fifteen (15) business days to process the new information once it has been received by the Commission. There are currently four (4) application processors for the entire state of SC and all paperwork is processed in the order in which it is received. Applications are valid for one year from the date of receipt. If your license is not issued within one year of receipt of the application, you will be required to reapply and repay the fees.

Q. Once my COA application is approved, what do I do next?

A. You will be mailed the pocket card and certificate.

Q. Once I receive my COA License, how often do I renew my license?

A. The COA License is renewable by June 30th of every year. Per S.C. Code Ann. § 40-59-230(C), you are required to have a current mailing address on file with the Commission. The Commission mails a courtesy renewal notice in mid to late April and sends out a courtesy renewal reminder eblast during renewal season. It is the licensee's responsibility to renew the license on time.

Q. If I have a current COA License, can it be renewed online?

A. Yes. To renew a current COA License online, you need a checking account, Master Card, Visa, or American Express, your userid and password, and your current email address on file with the Commission. If you have misplaced your userid and password, the Commission has a website that will provide this information to you. If you have misplaced your userid and password, the Commission now has a website that will provide this

information to you. Go to

<https://eservice.llr.sc.gov/SSO/Login/LoginPage?ReturnUrl=%2fOnlineRenewals%2f> where there is an option to click and retrieve your userid and password. Enter the required information and your userid and password will be emailed to you.

Q. What if I answer yes to a question on the COA application?

A. You will be required to provide further documentation along with a written explanation and may be required to appear before the Commission for application review.

Q. What is a Commission appearance and what should I expect?

A. When you arrive for the Commission meeting, please use the front entrance of the Kingstree Building where you will be required to go through a metal detector and may be subject to search by the security guard. Failure to submit to a search will result in a denial of entry. Please be aware that concealable weapons, including, but not limited to guns, knives, mace, pepper spray, etc. are prohibited in the building and therefore should be left in your car. After you proceed through security, please sign in at the receptionist's desk where you will receive a visitor's badge. Once you have a visitor's badge, you may go to the meeting room where you will be required to sign an attendance sheet documenting your presence at the meeting.

The Commission Chairman will open the meeting and will address some preliminary agenda items.

Individuals will be called to the podium one at a time when it is his or her turn. When it is your turn, you may present any documents and witnesses as you deem relevant to support your request. If you wish to submit documentary evidence, please bring at least nine (9) copies of each document so that the Commission members may have a copy. The staff will supply the Commission members with a copy of your application along with any other information that you may have already submitted. You and your witnesses will then be sworn in by a court reporter. You may present your witnesses by asking them direct questions or they may testify by giving summary testimony on their own. You and your witnesses are also subject to questioning by the Commission members and staff. The Commission members will consider all of your information and ask questions pertaining to the issue under review.

You have the right, at your own expense, to be represented by legal counsel who may be helpful in guiding you through this process. If you plan to be represented by an attorney, please provide us with their name as soon as possible.

The Commission will make a determination at the meeting as to your application for licensure. You are free to leave once they have made their motion and the motion has been approved.

If you are approved for license/registration, you will not receive your license/registration at the meeting. Your application will be processed within 3 business days. If your license/registration is denied or is issued with conditions, an order will be drafted within 60 days from the date of the meeting. Once the Order is signed by the Commission Chairman, you will be sent a copy for your records.

Please click on <https://llr.sc.gov/res/laws.aspx> and read/review for a further understanding of the South Carolina Residential Builders Commission Statute and Regulations.

