

Frequently asked questions to become licensed as a Residential Builder

Q. How can I obtain an application to become licensed as a Residential Builder in the State of South Carolina?

A. Go to the Residential Builders website at www.llr.state.sc.us/pol/residentialbuilders click on **Applications/Forms** and then click on the **Builder Application** 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 SC Residential Builder 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 copies of W-2's, 1099's, transcripts, certifications, to support your proof of building experience. Once the application has been received, we will then send the affidavit of one year of work experience to the individual you have listed as your previous supervisor on the application. That licensed individual is then required to fill in the affidavit and mail the completed form to us. The affidavit of experience must be signed by a licensed residential builder or general contractor. The experience must have been within the preceding five (5) years. If you do not have one year of experience supervised by a licensed builder/contractor within the preceding five (5) year period, you will be required to submit other documentation (W-2's, 1099's, transcripts, certifications), and a commission appearance will be required for experience review. If you hold a license in good standing in another state, you will be required to provide us with a license verification from the state in which you hold the license.

Q. What if I don't have a copy of my Social Security Card or State issued ID?

A. Your application will not be processed until you submit a photocopy of your Social Security Card and a photocopy of your State issued ID.

Q. What if I answer yes to a question on the Residential Builders 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.

(1) If you answer yes to prior arrests/convictions, you will be required to submit a sealed criminal background report from the state(s) in which the arrest(s) and/or convictions(s) occurred. Your request to the state/federal agency must include your full legal name, date of birth, and social security number or the report will not be accepted. If you have had a felony arrest/conviction in the preceding 10 year period, are currently on probation, have pending charges, or a lengthy history, you will be required to appear before the commission for application review.

(2) If you answer yes to the question about judgments/liens, you will be required to submit documentation of a cancellation, satisfaction, or a repayment plan for a possible Consent Agreement. If you are not currently in a repayment plan, you will be required to appear before the commission for application review.

We run a TransUnion credit check and check the SC Public Index. We are not looking at your credit score, we are looking for outstanding liens/judgments.

Q. How long will it take to process Residential Builders application?

A. All applications will be reviewed by the Residential Builders Commission staff for accuracy and

completeness within seven (7) to ten (10) business days. Please allow this time before checking the status of your application online at our website <http://verify.llronline.com/>. Click on the **Check Your Application Status** link and enter 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 seven (7) to ten (10) business days to process the new information once it has been received by us. 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 Residential Builders application is approved what do I do next?

A. Once a Residential Builders application is approved by the Residential Builders Commission staff an Examination Eligibility Letter will be emailed/mailed to the applicant. Your Examination Eligibility is valid for one year and you are allowed only three (3) attempts to pass the Residential Builders exam within a twelve (12) month period. You must pass both the Business Management and Law Exam and the Residential Builders Exam. If you do not pass the exam within the twelve (12) month period, you will be required to reapply. If you fail the exam three (3) times you will be required to wait twelve (12) months from the last date that the exam was failed before you will be authorized to be scheduled to take the exam again.

Q. Do I schedule my Residential Builders Exam and Business Management and Law Exam with LLR?

A. No. The Residential Builders Exam and the Business Management and Law Exam are administered by PSI Examination Services (PSI) and every approved applicant will schedule his/her own exam and make payment (by certified check or money order) to PSI Examination Services. You may visit the PSI web site at www.psiexams.com for more information on their fees, books, and exam services.

Q. Can I obtain a SC Residential Builders License if I am licensed in another state without having to take the SC exam?

A. Yes, you may waive the technical portion of the examination **only**, you will be required to take and pass the Business and Law portion of the examination. You will be required to provide us with a license verification from the state in which you hold the license. The South Carolina Residential Builders Commission has an Exam Waiver Agreement with the following State for Residential Builders license only:

- **Alabama**
- **Georgia**
- **Louisiana**
- **North Carolina**
- **SC Contractors Licensing Board**
- **Utah**
- **NASCLA National Exam is also accepted**

If you are issued a license by exam waiver, you will be issued a license that limits you to non-mechanical work only. If you take our examination you will be authorized to perform the mechanical trades as well as the building trades.

Q. Does the SC Residential Builders Commission recommend or have a list of schools, examination prep courses or seminars to help me prepare for the Residential Builders Exam?

A. No. Examination prep courses and seminars are offered by individuals, businesses and technical schools or community colleges. The licensing board for the Residential Builders Commission is not affiliated with any of these individuals and the board does not sponsor approve or recommend any school or exam prep course or seminar to prepare for the Residential Builders exam.

Q. After I have passed my Residential Builders Exams with PSI, what is my next step?

A. After you have passed the Residential Builders Exam and the Business Management and Law Exam you must submit the following information to the Residential Builders Commission staff:

- (1) A copy of your test results from PSI testing services.
- (2) A certified check or money order made payable to “LLR-Residential Builders Commission in the amount of \$160.00 if the license is issued for more than twelve (12) months before the next renewal date. If the license is to be issued for twelve (12) months or less before the next renewal date then a certified check or money order should be made payable to “LLR-Residential Builders Commission in the amount of \$80.00.

A surety bond in the amount of \$15,000 (original bond on the current bond form located on our website) signed by the applicant with the power of attorney attached. If we have an original bond on the current bond form on file in our office, we can then accept a Bond Continuation Certificate in the future. The bond must be issued in the individual applicants name listed as principal not in a company or business name (unless it is a Certificate of Authorization Bond).

Q. Once I receive a SC Residential Builders License how often do I renew my license.

A. The Residential Builders License is renewable every two (2) years, before June 30, of each even year (2018, 2020, 2022, etc). Per 40-59-230(C) you are required to have a current mailing address on file with the commission. The Residential Builders Commission mails a courtesy renewal notice in mid to late April. We will also send out courtesy renewal reminder eblast during renewal season. It is the licensee’s responsibility to renew his license on time.

Q. If I have a current SC Residential Builders License can I renew my license online?

A. Yes. To renew a current Residential Builders License online all you need is 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 we now have a website that will provide this information to you. Go to <http://renewals.llronline.com> , once you select the **START LOGIN PROCESS**, there is an option to click and retrieve your userid and password. Enter your social security number and email address and your userid and password will be emailed to you.

Please click on <http://www.llr.state.sc.us/POL/ResidentialBuilders/index.asp?file=laws.htm> and read/review for a further understanding of the South Carolina Residential Builders Commission Statute and Regulations.