

## **Frequently asked questions to become ‘registered’ as a Residential Specialty Contractor**

### **Q. What is a Residential Specialty Contractor?**

A. A Residential Specialty Contractor is an independent contractor, who is not a licensed residential builder. The specialty contractor contracts with licensed residential builders, general contractor’s, or individual property owners to do construction work, repairs, improvements or re-improvements which requires special skills and involves the use of specialized construction trades or crafts when the total cost of construction (including labor and materials, regardless of who purchases the materials) exceeds two hundred dollars (\$200). Specialty Registrants are not authorized to sub work out, build additions, or do structural work.

### **Q. Is there an exam or any type of testing required to be “registered” as a Residential Specialty Contractor?**

A. None at this time.

### **Q. Can a “registered” Residential Specialty Contractor subcontract to other contractors.**

A. No, he may contract with licensed residential builders, general contractor’s, or individual property owners only.

### **Q. How can I obtain an application to become a Registered Residential Specialty Contractor?**

A. Go to the Residential Builders website at <https://www.llr.sc.gov/res/> click on **Application/Forms** and then click on the **Specialty Contractor Registration 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 Residential Specialty Contractor Registration application form what information do I submit with my application?**

A. (1) Submit the completed Residential Specialty Contractor registration form to the Residential Builders Commission. On your completed application choose up to three (3) classifications that are listed on the application along with the Affidavit of work experience showing at least one year of work experience for each classification chosen and three (3) letters of reference that reflect the character, skills and knowledge of the applicant. All letters should reflect general experience with the applicant and not the company. Any applications without the required number of references will be considered incomplete and the application will be returned. Each letter must list the name, address, email address and telephone number of the individual providing the letter to you, and the letters must be signed by the provider unless the provider is emailing the reference letter directly to staff.

(2) If your Residential Specialty Contractor registration is approved and you are going to be doing work that exceeds \$5,000 for total cost of construction (labor and materials added together) you must have a \$5000.00 surety bond (original bond that is signed by the applicant with the power of attorney attached). The bond must be issued in the individuals name listed as principal and not a company or business name, and the original bond must be submitted to our office each time it is renewed.

(3) A registration fee of \$100.00 (certified check or money order) made payable to LLR- Residential Builders Commission if the registration is issued for more than twelve (12) months before the next renewal date. A registration fee of \$50.00 (certified check or money order) made payable to LLR- Residential Builders Commission if the registration is issued for twelve (12) months or less before the next renewal date.

**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 Specialty Contractor Registration 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 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 my Residential Specialty Contractor "registration" 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 registration is not issued within one year of receipt of the application, you will be required to reapply and repay the fees.

**Q. Once I receive a Residential Specialty Contractor “registration” how often do I have to renew my registration?**

**A.** Residential Specialty Contractors “registration” is renewable every two (2) years, before June 30, of each odd year (2019, 2021, 2023, 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 Residential Specialty Contractor Registration can I renew my registration online?**

**A.** Yes. To renew a current Residential Specialty Contractor Registration 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.