



South Carolina Department of Labor, Licensing and Regulation
South Carolina Residential Builders Commission

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11329 • Columbia • SC 29211-1329

Phone: 803-896-4696 • Contact.RBC@llr.sc.gov • Fax: 803-896-4814

www.llronline.com/POL/ResidentialBuilders/



Home Inspector's License Application Instructions

Allow 7-10 business days from the date of receipt before checking your application status at www.llr.state.sc.us/pol/residentialbuilders.

Application Instructions:

- Please fill out application in its entirety. Incomplete applications will result in a deficiency letter being mailed to you and a delay in processing your application.
- Include with your Application:
 - Certified Check or Money Order for the \$80 application processing fee made payable to **SCRBC**.
 - Copy of your valid driver's license, state issued ID or passport.
 - Copy of social security card.
 - Completed and notarized **Verification of Lawful Presence Form**
 - Completed and notarized **Home Inspectors Affidavit(s)** OR Proof of certification by an organization approved by the SC Residential Builders Commission.
 - Include written explanation(s) for any "Yes" answer(s) for questions in the "**General Information**" section of the application and include any supporting documentation.
 - If you answer "Yes" to any question(s) pertaining to an arrest and/or conviction, you must remit a Statewide Background Check from the state where the incident occurred along with your written explanation.
 - If applicable, copy of your business Certificate of Existence/Authorization.

Examination Instructions:

- PSI Examination Services (PSI) administers required examinations. Please visit their website to find out information on registration and exam locations. www.psiexams.com Exam fees are paid directly to PSI.
- There are examination preparatory courses and seminars that are offered by individuals, businesses and community colleges; the Residential Builders Board does not sponsor, approve or recommend any of these entities, preparatory courses or seminars.

Feel free to contact our office at the above number with any additional questions or concerns you may have.



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Home Inspector License Application

Include with Application:

ALL FEES ARE NON-REFUNDABLE

- Certified Check or Money Order only made payable to **SCRBC**
Application Processing Fee: **\$80**
A returned check fee of up to \$30, or an amount specified by law, **may** be accessed on all returned funds.
- Copy of your valid driver's license, state issued ID or passport.
- Copy of social security card.
- Completed and notarized **Verification of Lawful Presence Form**.
- Completed and notarized **Home Inspectors Affidavit(s) OR** Proof of certification by an organization approved by the SC Residential Builders Commission.
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License		
Public Index		
Credit Report		
Action		
Approval		

*** LICENSES EXPIRE JUNE 30TH OF EACH EVEN NUMBERED YEAR.

Note for SC Residents: To find your Congressional District you may go to: <http://www.scstatehouse.gov/legislatorssearch.php>

APPLICANT INFORMATION

Applicant: _____ Maiden: _____

D/B/A Name: _____

(If incorporated include a photocopy of Certificate of Existence/Authorization from the SC Secretary of State as well as Articles of Incorporation and documentation establishing percentage of ownership).

Home Address: _____ District: _____
Congressional District (SC Residents Only)

Mailing Address: _____

County: _____ Date of Birth _____ Social Security # _____

Email address: _____ Telephone: (____) _____

BUSINESS INFORMATION

Type of Business Entity: (Check type)

Sole Proprietorship: Partnership Corporation Other (Specify): _____

Federal ID Number: _____

Business Information continued on the following page...

BUSINESS INFORMATION (CONTINUED)

Please attach a separate sheet if necessary.

Name: _____ Title: _____ % Ownership: _____

Date of Birth: _____ Telephone: (_____) _____

Mailing Address: _____

Name: _____ Title: _____ % Ownership: _____

Date of Birth: _____ Telephone: (_____) _____

Mailing Address: _____

WORK EXPERIENCE INFORMATION *(Must show a minimum of one year experience within the past 5 years)*

Have prior/current employer(s) sign the Home Inspector's Affidavit attesting to your work experience (Attached).

SUPERVISOR NAME	COMPANY NAME	LICENSE TYPE	LICENSE #	DATES OF EMPLOYMENT	POSITION TITLE	TYPE OF WORK PERFORMED

1. Have you successfully completed a formal course of training or study in Home Inspections by an organization approved by the SC Residential Builders Commission? Yes No
 If yes, list the name of the organization and attach proof of certification: _____

2. **THIS QUESTION IS FOR APPLICANTS REQUESTING LICENSURE BY EXEMPTION OF EXAM ONLY:**
 Have you performed a minimum of fifty (50) residential inspections? If yes, attach a summary report of each inspection that includes the property address. Yes No NA

3. Are you currently licensed as a Home Inspector in any other state? Yes No
 If yes; what states: _____

4. Are you licensed in the State of SC as a Residential Home Builder, General Contractor, Engineer or Architect? Yes No
 If yes, license type: _____ License Number: _____

DISCIPLINARY QUESTIONS *(To be answered by the applicant)*

Any question answered YES must be fully explained on a separate sheet, include supporting documentation.

1. Have you ever been denied a license to practice home inspecting or any similar occupational or professional license? Yes No

2. Have you 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? If yes, attach a written explanation and give current disposition. Yes No

3. Is any investigation or disciplinary action currently pending against you or an organization of which you are or were an executive officer, principal, qualifying party or major shareholder? If yes, attach a written explanation and give current disposition. Yes No

4. Have you or an organization of which you are or were an officer, principal, qualifying party or major shareholder ever been issued a Cease and Desist Order for unauthorized practice during the time you were associated with the organization? If yes, attach a written explanation and current disposition. Yes No

5. Have you ever been convicted of, pled guilty or nolo contendere to a criminal offense (other than minor traffic violations)? *(In addition to the written explanation, submit an official statewide criminal background check from the state in which the incident(s) occurred.)* Yes No

6. If applicable, are you currently delinquent with child support obligations? Yes No NA

PRIVACY ACT 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.

SIGNATURES

I certify that all statements contained herein are true and correct to the best of my knowledge. I further understand that false or incorrect information provided by me may result in the cancellation of any license issued pursuant to this application as well as the filing of appropriate civil and criminal proceedings.

Signature of Applicant

Title

Date

Sworn and Subscribed before me this _____ day of _____, 20__

Notary Signature

Print Notary Name

Notary Public for

Commission Expiration Date



Home Inspector Affidavit

This form is required for applicant to be made eligible to take the PSI Exam.

Chapter 106-4. Qualifications for Home Inspectors states, in part:

“Any person desiring to be licensed as a home inspector...”

“Has a minimum of one year of experience as a home inspector under the direction and direct supervision of a licensed home inspector, residential builder, general contractor, engineer, or architect”...

EMPLOYER ATTESTATION:

Must be a licensed home inspector, residential builder, general contractor, engineer or architect.

I, _____, license type _____, license number _____, do solemnly attest and affirm that (Print name of applicant): _____

meets the above stated requirement of Chapter 106-4 in that the Applicant has worked under my supervision during a time when I was duly licensed.

Residential Home Builder/Home Inspector/General Contractor/Engineer or Architect’s Signature

Sworn and Subscribed before me this _____ day of _____, year _____.

Notary’s Signature

Notary for the State of: _____

My Commission Expires: _____



STATE OF SOUTH CAROLINA
DEPARTMENT OF LABOR, LICENSING AND REGULATION
VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES
AFFIDAVIT OF ELIGIBILITY



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

Section A: LAWFUL PRESENCE in the United States.

The undersigned _____, of _____
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)
being first duly sworn deposes and states as follows:

Check only one box:

1. I am a United States citizen; or

2. I am a Legal Permanent Resident of the United States eighteen years of age or older; or

3. I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.

4. Other: _____ Please submit any documentation that supports this status.

Date of Birth: _____

Alien Number: _____ I-94 Number: _____

(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)

Section B: ATTESTATION.

I understand that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

I understand that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

I swear and attest the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension, or revocation of a license, certificate, registration or permit.

Signature of Affiant

SWORN to before me this _____ day of _____, 20____

Notary Signature

Print Name

Notary Public for _____

My Commission Expires: _____

INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

CHECK box 1:

If you are a United States Citizen by birth or naturalization

CHECK box 2:

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

CHECK box 3:

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

ACCEPTED IMMIGRATION DOCUMENTS:

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)

Home Inspection School List (Rev. 03/2015)

Company Name	Street Address	City	State	Zip Code	Telephone	Email Address	Web Address
Academy of Real Estate & Appraisal	PO BOX 2175 7949 Broad River Rd Unit 70	Irmo	SC	29063	803-407-1764		
Accu-spec Home Inspector Institute	95 Keddy Blvd	Chicopee	MA	01020-2919	800-233-2758		
Advantage Inspection	PO Box 3917	Greenville	SC	29608	864-241-2000		
All State Home Inspections Household Enviromental Testing Ctr	2097 N Randloph RD	Randolf Center	VT	05061			
All American Training Institute	822 N. A1A Highway, Suite 310	Ponte Vedra	FL	32082	855-735-2021	info@ati-training.com	www.atihomeinspectortrainin.com
Allied Business Schools Inc	22952 Alcalde Dr	Laguna Hills	CA	92653	1-888-501-7686		
American Home Inspectors Training Institute Ltd	14100 W Cleveland Ave	New Berlin	WI	53151	800-441-9411 262-754-3744		
American Inspectors Society	PO Box 984	Helen	GA	30545	800-590-8664		
American Society of Home Inspector Inc	932 Lee Street Ste 101	Des Plaines	IL	60016	847-759-2820	ASHI@HOME Training System	
AmeriSpec Home Inspection Service	860 Ridge Lake Blvd	Memphis	TN	38120	901-820-8500 910-820-8550 Fax		
Boot Camp Inspections Yvonne Sharp & Associates Inc	66 River Oak Ct	Temple	GA	30179	1-770-562-1999		
Building Spec Inc	423 Thompson Creek Rd	Stevensville	MD	21666	410-604-2700 800-217-7979		
Central Piedmont Community College	1201 Elizabeth Ave	Charlotte	NC	28235	704-330-2722		
Certified Inspection Training Inc	99 Ravencrest Drive	Klamath Falls	OR	97601	541-273-1901	www.CertifiedInspectionTraining.com	
Coastal Training Consultants	1527 Kentwood Circle	Charleston	SC	29412	843-762-6316		
Contractors Seminars Inc	PO Box 90902	Columbia	SC	29290	803-772-9596		
Cornerstone Home Inspections	8 Woodland Dr	Ware Shoals	SC	29692-1114	864-456-2840		
Education Direct	925 Oak St	Scranton	PA	18515	570-342-7701		
Foley-Belsaw Company	6301 Equitable Rd	Kansas City	MO	64120	816-483-6400		

Home Inspection School List (Rev. 03/2015)

Midlands Tech, Trident Tech & Greenville Tech College)	PO Box 3845	Myrtle Beach	SC	29578	843-236-1131 or 800-922-2245		
Fortune School of Real Estate/Horry-Georgetown Technical College	PO Box 261966	Conway	SC	29528-6066	843-236-1131 800-922-2245		
Freedom Business School	4240 Lost Hills Road Ste 1304	Calabasas	CA	91301	(800) 559-1983	info@freedombusinessschool.com	
FYI Seminars LLC	PO Box 50201	Columbia	SC	29250			
HE-A Better School of Building Inspection	PO Box 1986	Salt Lake City	UT	84110	801-466-4447 Fax 801-474-3289		
Home Examiners Inspections	PO Box 574	Lexington	SC	29072	803-360-0855 803-657-3170 Fax	craigH@homeexaminerinspections.com	
Home Inspection Institute of America Inc	PO Box 4174	Yalesville	CT	06492-1524			
Home Inspection Traing Center	2579 Eric Ln A-B-C	Burlington	NC	27215	330-350-8970		
Home Pro Services Inc	2841 Hartland Rd Ste 201	Falls Church	VA	22043	1-800-966-4555		
Home Reporter Systems	123 East Main Street PO Box 280	Hookerton	NC	28583	800-328-6775		
Housing Inspection Foundation	1224 N Nokomis NE	Alexandria	MN	56308	320-763-6350		
Inspect - It 1 st Franchising Corp	16042 N 32 nd St Ste B-5	Phoenix	AZ	85032	602-971-9400		
Inspection Certification Associates	332 S Michigan Ave Ste 1032-C286	Chicago	IL	60604-4434	888-374-4096	support@icaschool.com	http://icaschool.com/
Inspection Depot	11150-2C San Jose Blvd	Jacksonville	FL	32223			
Inspection Training Associates	1016 S Tremont St	Oceanside	CA	92054-5051	800-323-9235		
InterNACHI	1750 30th Street	Boulder	CO	80301	720-735-7125 650-429-2057 (fax)	Email: education@internachi.org	
School/Inspection Training Associates	1016 S Tremont St	Oceanside	CA	92054	1-800-694-7369		
Midwest Inspectors Institute	PO Box 186	Lansing	KS	66043			
National Academy for Home Inspectors Inc	2662 Holcomb Bridge Rd Ste324	Alpharetta	GA	30022	770-578-6464		
National Institute of Building Inspectors	424 Vosseller Avenue	Bound Brook	NJ	08805			

Home Inspection School List (Rev. 03/2015)

National Property Inspections Inc	11620 Arbor St Ste 100	Omaha	NE	68144-2935		
National Property Inspections Inc	9375 Burt Street Suite 201	Omaha	NE	68114	800-333-9807 800-933-2508	
North Eastern Carolina Home Services Inc	1507 Seabrook Ave	Cary	NC	27512	1-800-570-1805 or 1-800-887-1515	
Pillar to Post	14502 N. Dale Mabry Hwy Ste 200	Tampa	FL	33618		
Playing it Safe Home Inspector School	PO Box 592	Irmo	SC	29063	803-445-4411	E-mail: Playingitsafehi@AOL.com www.Playingitsafehi.com
Professional Career Development Institute (PCDI)	6065 Roswell Rd Ste 311B	Atlanta	GA	30328		
Professional Home Inspection Institute	112 Egan Avenue North	Madison	SD	57042	483-3295 775-522-2916(Fax)	
Real Estate School for Success	288 St Andrews Road	Columbia	SC	29210	803-807-9152	Info@realestateschoolforsuccess.com www.realestateschoolforsuccess.com
Real Estate School of SC	101 Medical Circle	W Columbia	SC	29169	803-731-0654 Fax 803-731-0394	www.realestateschoolofsc.com
South Carolina Home Inspectors Academy	736-D Saint Andrews Rd 124	Columbia	SC	29210	803-955-9000	
South Carolina School of Home Inspections	120 Irby Rd	Spartanburg	SC	29301	864-542-3740 864-439-6293(fax)	
Spartanburg Technical College	PO Drawer 4386	Spartanburg	SC	29305-4386		
Superior Home Inspections LLC	7001 St. Andrews Rd #122	Columbia	SC	29212	803-463-3076	www.SuperiorHomeInspections.com
The ASHI School	932 Lee Street Ste 204	Des Plaines	IL	60016	888-884-0440	
The BrickKicker	849 N Ellsworth St	Naperville	IL	60563	630-420-9900 800-821-1820	
The Edifice Training & Development	5490 Leather Stocking Lane	Stone Mountain	GA	30087	770-971-2836	
The Home Inspection Institute of Atlanta	2470 Windy Hill Rd Ste 300	Marietta	GA	30067	770-618-3042	
The Home Team Inspection Service	6355 E Kemper Rd STE 250	Cincinnati	OH	45241		
Tri-County Technical College	7900 Hwy 76 PO Box 587	Pendleton	SC	29670		
Trident Technical College	PO Box 118067	Charleston	SC	29423-8067		

