



RESIDENTIAL SPECIALTY CONTRACTOR REGISTRATION REQUIREMENTS AND INSTRUCTIONS

Residential specialty contractor means an independent contractor who contracts with a licensed residential builder, general contractor, or individual property owner to do construction work, repairs, improvement, or reimprovement which requires special skills and involves the use of specialized construction trades or craft, when the undertakings exceed five hundred dollars (\$500) and are not regulated by the provisions of Chapter 11, Title 40.

A residential specialty contractor is not authorized to construct additions to residential buildings or structures without supervision by a residential builder or other appropriately licensed person or entity. Residential specialty contracting includes the areas of contracting set forth below that are the trade classifications available for registration. A residential specialty contractor is prohibited from undertaking work outside the scope of his or her registration, including employing, hiring, and contracting or subcontracting with others to perform such work on his or her behalf.

A Residential Specialty Contractor Registration is limited to three trade classifications. Trade classifications may be changed, but only during the renewal period. If you need to practice more than three trade classifications at a time, you must apply to become a Residential Builder. An examination is not required to become a registered specialty contractor.

The trades available for registration are defined in [Regulation 106-1 \(d-m\)](#) as:

Vinyl and aluminum siding installers: the installation, alteration and repair of vinyl and aluminum siding common to the residential building industry.

Insulation installers: the installation, alteration and repair of insulating materials for the purpose of temperature or sound control, excluding any exterior roofing materials such as foam and reflective coating common to the residential building industry.

Roofers: the installation, alteration and repair of materials common to the residential building industry that form a watertight, weather resistant surface for roofs and decks, including all accessories, flashing, valleys, gravel stops and roof insulation panels above the roof deck.

Floor covering installers: the installation, replacement and repair of floor covering materials and related accessories including preparation of the surface to be covered: included are materials manufactured of asphalt, vinyl, rubber, linoleum, and carpet.

Masons: the installation, alteration and repair of poured-in-place concrete foundations (e.g. footings or reinforced slabs), brick, concrete block, and products common to the masonry industry, including mortarless types and synthetic masonry products common to the residential building industry.

Dry Wall Installer: the installation, alteration and repair of plaster, gypsum wall board, pointing, accessories, taping and texturing on structures both interior and exterior common to the residential building industry.

Carpenters: the installation, alteration and repair of rough and general carpentry work on new and existing structures including accessories and related hardware common to the residential building industry.

Stucco installers: the installation, alteration and repair of stucco finishes, including Exterior Insulation and Finish Systems (EIFS), which is defined as multi-layered exterior wall systems consisting of a durable waterproof finish coat, a reinforced base coat, and insulation board, all secured to plywood or other substance by means of an adhesive and/or mechanical attachment.

Painters/Wall paperers: the application of materials common to the painting and decorating industry for protective or decorative purposes, includes surface preparation, caulking, sanding and cleaning preparatory to painting common to the residential building industry; and the installation, alteration and repair of surface coverings such as vinyls, wallpapers, and cloth fabrics, decorative texturing, taping and finishing of drywall in conjunction with surface painting only common to the residential building industry.

Solar Panel Installers: Fabricating, assembling, installing, and replacing solar panels and related components common to the residential building industry. Roof mounting of solar panels shall only be performed by a licensed Residential Builder, registered Residential Specialty Contractor with a Roofer classification or a General Contractor with General Roofing or Specialty Roofing licensed by the South Carolina Contractor's Licensing Board. Wiring and connections shall only be performed by a licensed Residential Builder, licensed Residential Electrician or a Mechanical Contractor with Electrical classification licensed by the South Carolina Contractor's Licensing Board. If a roof requires structural upgrades for the mounting and installing of solar panels, any structural upgrading of the roof must be performed by a licensed Residential Builder, or a registered Residential Specialty Contractor with a Carpenter classification or a licensed General Contractor with Building or Structural Framing classifications.

WORK EXPERIENCE AFFIDAVIT

An applicant must submit a Work Experience Affidavit that supports one (1) year of residential work experience within the past five (5) years for each requested trade classification or notarized letters of reference as set forth below. The Affidavit must provide appropriate contact information for individuals with direct knowledge of the experience described and dates must be included. The description of experience section should contain detailed descriptions of work performed by the individual applicant (not their company) that is related to the trade classification(s) being applied for. The affidavit should be signed by the applicant and properly notarized.

In lieu of submitting the Work Experience Affidavit, an applicant may submit notarized letters of reference from licensed builders, contractors, customers, owners, employers, etc. Notarized letters of reference must describe in detail the work you performed in each trade classification you are applying for. Dates must be included in the correspondence to add up to the total of at least one year of residential work experience within the past 5 years for each requested trade classification. Reference letters cannot be a generic form letter. Notarized letters of reference must include the name, address, and phone number of the person signing the letter.

CREDIT REPORT/OUTSTANDING JUDGMENTS ([Section 40-59-250](#))

An applicant is required to submit a copy of their credit report dated no more than 30 days before the application date. TransUnion, Equifax or Experian credit reports are accepted.

LICENSE BOND

When the total cost of a project (labor and materials combined, no matter who purchases the materials) exceeds \$5,000, a [Surety Bond](#) in the amount of \$5,000 must be submitted.

The original Bond must be submitted on the approved Board form, with the Surety's signature, Principal's signature, a visible surety company seal, and the Power of Attorney document attached to the form. DocuSign is not an acceptable form of signature and handwritten bonds are not accepted.

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.

COMPANY INFORMATION

Company information is only required if you intend to operate under a company name. If the company was incorporated in South Carolina, attach a copy of the Certificate of Existence (or Good Standing) from the SC Secretary of State. If the company was incorporated in another state, then attach a copy of the Certificate of Authority from the SC Secretary of State. Regardless of where the company was incorporated or organized, attach copies of the Articles of Incorporation or Organization and documentation establishing percentage of ownership in the company.

The names and information of all affiliated companies the registrant will work under should be provided. The registrant must own 51% of the company in order to list it on their registration.

If the applicant does not own 51% of the company, the company will need to apply for a Certificate of Authorization.



RESIDENTIAL SPECIALTY CONTRACTOR REGISTRATION APPLICATION

Include with Application:

- Check or Money Order in the amount of \$100 for the registration fee made payable to SCRBC. 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.
• Copy of your Driver's License, State Issued ID, Passport or Military ID.
• Copy of Social Security card.
• Copy of your complete credit report, we accept TransUnion, Equifax or Experian.
• Notarized Verification of Lawful Presence Form (attached)
In accordance with S.C. Code of Laws Section 8-29-10 and a SC Attorney General Opinion dated March 3, 2014, DACA status recipients are not eligible to receive a professional license in South Carolina.
• Work Experience Affidavit or Notarized Letters of Reference
• Legal Name Change Documentation, if applicable
• Surety Bond, if applicable
• Explanatory Statement of "Yes" Answer Form and Documentation for "Yes" Answers, if applicable
• Certificate of Existence/Authorization and Articles of Incorporation, if applicable

Check up to three (3) classifications below that you want to be registered for:

- Vinyl/Aluminum Siding □ Insulation Installer □ Roofing □ Solar Panel Installers
□ Floor Covering □ Masonry □ Drywall Installer
□ Carpenter □ Stucco Installer □ Painter/Wallpaper

APPLICANT INFORMATION

Last Name: _____ First: _____ Middle: _____ Suffix: _____

Have you ever had a legal name change? □ Yes □ No Prior/Maiden Name: _____
If yes, please submit legal documentation supporting the change. (Marriage certificate, divorce decree, etc.)

Mailing Address: _____ City: _____ State: ___ Zip: _____

Home Address: _____ County: _____
Enter the full, physical home address

Phone: _____ Email Address: _____

Date of Birth: _____ Social Security No.: _____

COMPANY INFORMATION

Company information is only required if you intend to operate under a company name. If the company was incorporated in South Carolina, attach a copy of the Certificate of Existence (or Good Standing) from the SC Secretary of State. If the company was incorporated in another state, then attach a copy of the Certificate of Authority from the SC Secretary of State. Regardless of where the company was incorporated or organized, attach copies of the Articles of Incorporation or Organization and documentation establishing percentage of ownership in the company. Attach an additional sheet if needed.

If you do not own at least 51% of the company, the company will need to apply for a Certificate of Authorization.

Company Legal Name and/or DBA: _____

Business Type: Sole Proprietorship Partnership Corporation Other (Specify): _____

List names of principal owners/executive officers, title, ownership percentage.

Self: _____ Title: _____ % Ownership: _____

Name: _____ Title: _____ % Ownership: _____

Name: _____ Title: _____ % Ownership: _____

TRADE CLASSIFICATIONS/ WORK EXPERIENCE

Check below the trade classification(s) in which you wish to become registered and indicate in the space provided the number of years of experience you have acquired in each classification. The trade classifications available for registration are defined in [Regulation 106-1 \(d-m\)](#).

Submit the Work Experience Affidavit or notarized letters of reference for the trade classifications you have checked below.

Vinyl and aluminum siding installers. _____ year(s) of experience

Insulation installers. _____ year(s) of experience

Roofers: _____ year(s) of experience

Floor covering installers: _____ year(s) of experience

Masons: _____ year(s) of experience

Dry Wall Installer: _____ year(s) of experience

Carpenters: _____ year(s) of experience

Stucco installers: _____ year(s) of experience

Painters/Wall paperers: _____ year(s) of experience

Solar Panel Installers: _____ year(s) of experience

BOND REQUIREMENT

When the total cost of a project (labor and materials combined, no matter who purchases the materials) exceeds \$5,000, a Surety Bond in the amount of \$5,000 must be on file with the Commission.

The original Bond must be submitted on the approved Board form, with the Surety's signature, Principal's signature, a visible surety company seal, and the Power of Attorney document attached to the form. DocuSign is not an acceptable form of signature and handwritten bonds are not accepted.

PERSONAL HISTORY QUESTIONS

A written explanation must be provided on the [Explanatory Statement of "Yes" Answer Form](#), including any supporting documentation.

1. Have you ever been denied a license or registration to practice in the trade classifications being applied for 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? 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? | 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? | YES | NO |
| 5. Have you ever been convicted of, pled guilty or nolo contendere to a criminal offense (other than minor traffic violations)? | YES | NO |

If yes, in addition to [Explanatory Statement of Yes Answer form](#), a criminal background check must be provided from the state in which the conviction occurred, along with the court disposition and any other pertinent documentation. For South Carolina criminal background reports contact SLED at www.sled.sc.gov. Criminal background reports must not be older than thirty (30) days from the date of application.

- | | | |
|---|-----|----|
| 6. Have there been any judgments, liens or claims filed against you or any business entities you have been associated with in the past 5 years? (If yes, submit official documentation with the Explanatory Statement of Yes Answer Form .) | YES | NO |
|---|-----|----|

ATTESTATION

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.

I understand and acknowledge that if the total cost of a project (labor and materials) exceeds \$5,000, a residential specialty contractor registrant must have a valid surety bond in the amount of \$5,000 on file with the Commission.

Signature of Applicant	Title	Date

Privacy 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.



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)



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

110 Centerview Dr. • Columbia • SC • 29210

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

Phone: 803-896-4696 • Contact.RBC@llr.sc.gov • Fax: 803-704-6771

www.llr.sc.gov/res

WORK EXPERIENCE AFFIDAVIT

This is a fillable PDF form. Please download and save before completing.

A completed notarized work experience affidavit or notarized letters of reference must be submitted by all residential specialty contractor registrant applicants. Make copies of this page, as necessary.

Specialty contractor applicants/registrants may substitute this form by submitting notarized letters of reference from licensed builders, contractors, customers, owners, employers, etc. Notarized letters of reference must describe in detail the work you performed in each classification you are applying for. Dates must be included in the letter(s) to add up to the total of at least one year of residential work experience within the past 5 years for each requested trade classification. Reference letters cannot be a generic form letter. Notarized letters of reference must include the name, address, and phone number of the person signing the letter.

Trade classification changes may only be made at time of or renewal. This completed form or notarized letters of reference must also be submitted by specialty contractor registrants seeking to add a new trade classification.

Specialty Contractor Applicant/Registrant Name: _____

BUSINESS NAME OF EMPLOYER OR SELF-EMPLOYED: _____

Applicable Trade Classification(s): _____

Start/End Date of Experience: _____ Average Hours Worked Per Week: _____
MM/DD/YY – MM/DD/YY

Contact Person (Business Owner or Customers work was performed for): _____

Contact Person Address: _____

Contact Person phone and/or email: _____

Describe Experience:

BUSINESS NAME OF EMPLOYER OR SELF-EMPLOYED: _____

Applicable Trade Classification(s): _____

Start/End Date of Experience: _____ Average Hours Worked Per Week: _____
MM/DD/YY – MM/DD/YY

Contact Person (Business Owner or Customers work was performed for): _____

Contact Person Address: _____

Contact Person phone and/or email: _____

Describe Experience:

BUSINESS NAME OF EMPLOYER OR SELF-EMPLOYED: _____

Applicable Trade Classification(s): _____

Start/End Date of Experience: _____ Average Hours Worked Per Week: _____
MM/DD/YY – MM/DD/YY

Contact Person (Business Owner or Customers work was performed for): _____

Contact Person Address: _____

Contact Person phone and/or email: _____

Describe Experience:

ATTESTATION

I, the applicant listed below, affirm that all information and statements contained in this Work Experience Affidavit are true and correct to the best of my knowledge and belief. I understand that false or incorrect information may result in the cancellation or denial of the registration for which I am applying, and I may be subject to civil and criminal proceedings.

Applicant Signature: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Signature: _____

Print Name: _____

(Notary Seal)

Notary for the State of: _____

My Commission expires: _____