



South Carolina Department of Labor, Licensing and Regulation
South Carolina Residential Builders Commission
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RESIDENT LICENSEE IN RESPONSIBLE CHARGE AFFIDAVIT

I, (Name) _____, the undersigned, being duly sworn, affirm under oath that I am licensed/registered with the South Carolina Residential Builders Commission as a:

- ☐ Residential Builder
☐ Residential Specialty Contractor
☐ Home Inspector

I am a/an: **

- ☐ corporate officer
☐ principal owner
☐ employee

of (Name of firm) _____ and agree to serve as the Resident Licensee in Responsible Charge for the above-listed firm at (location of business or branch office) _____.

I affirm that I have read, understand and meet all criteria necessary to serve as a resident licensee in responsible charge for the above-listed firm applying to receive a residential business Certificate of Authorization (COA) as set forth in S.C. Code Ann. § 40-59-400 et seq. I understand that this designation makes me responsible for ensuring that the firm's residential home building, residential specialty contracting or home inspecting services, as applicable, comply with South Carolina law. I further state that I am not designated as the resident licensee in responsible charge for any other firm or business in the State of South Carolina. In the event that I cease to serve as the resident licensee in responsible charge, I shall provide written notice to the Commission immediately. I hereby authorize the Commission to verify and investigate any and all information in this Affidavit. I understand that attesting to false or incorrect information may result in the denial of the COA, disciplinary action against my license/registration, or such other relief as allowed by law to include pursuit of civil and criminal proceedings or other lawful remedies.

*****Along with this Affidavit, please submit proof of being a corporate officer, principal owner, or employee of the firm, as you have indicated on this Affidavit.***

Signature of Licensee in Responsible Charge

SC License/Registration No.

Sworn before me this _____ day of _____, 20 _____.

Notary's Signature: _____

Print Notary Name: _____

{Seal}

Notary for the State/Commonwealth of: _____

My Commission Expires: _____