



South Carolina Department of Labor, Licensing and Regulation
South Carolina Residential Builders Commission
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**2026-2028 RESIDENTIAL BUILDER
 BIENNIAL RENEWAL APPLICATION**

Renewal Instructions/Requirements:

- Renewal fee in the form of a check or money order (no cash) made payable to SC Residential Builders Commission. (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)
- **Biennial Renewal / Late Fees:**
 Renewed/postmarked on or before 6/30/2026: **\$220**
 Renewed/postmarked 7/1/2026 – 6/30/2027: Late Fee \$50 + Renewal Fee \$220 = **\$270**
- After June 30, 2027, your license must be reinstated: Reinstatement fee \$260 + Renewal Fee \$220 = **\$480**
- **Residential Builders** must have a current surety bond on file in the amount of \$15,000. The surety bond must be in the builder’s name only and signed by the builder. **If your surety bond will expire on or before July 1, 2026, please submit with this renewal application a current continuation certificate or a new surety bond.**
- If you have had a legal name change since your initial licensure or since your last renewal, please attach the legal documentation with this renewal form (Marriage Certificate, divorce decree, court documentation).

LICENSEE INFORMATION

Name: _____ License No.: _____

Since you were licensed, have you legally changed your name? Yes No Prior Name: _____

If yes, please submit legal documentation supporting the change. (Marriage certificate, divorce decree, etc.)

D/B/A Name: _____

(If your DBA name has changed and/or is incorporated, include a photocopy of Certificate of Existence/Authority from the SC Secretary of State, as well as Articles of Incorporation or Organization and documentation establishing percentage of ownership.)

Home Address: _____ City: _____ State: _____ Zip: _____

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

(If different than above)

Phone: _____ Email Address: _____

(Required)

PERSONAL HISTORY QUESTIONS

If you answer “yes” to any of the below questions, a written explanation must be provided on the [Explanatory Statement of “Yes” Answer Form](#), including any supporting documentation.

1. Since you last renewed (or if this is your first renewal, since your initial licensure with the Commission), have you 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.

2. In the past five (5) years, have there been judgments, liens, or claims filed against you or any business entities that you have been associated with that you have not previously disclosed to the Commission? Yes No

3. Since you last renewed (or if this is your first renewal, since your initial licensure with the Commission), have you 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

4. Do you have any unresolved complaints or charges pending before any professional or occupational licensing board or authority in this State or any other state or jurisdiction? Yes No

5. Since you last renewed (or if this is your first renewal, since your initial licensure with the Commission), have you been denied a license to practice as a residential builder or any similar occupational or professional license? Yes No

6. Since you last renewed (or if this is your first renewal, since your initial licensure with the Commission), have you or an organization of which you are or were an officer, principal, qualifying party or major shareholder been issued a Cease-and-Desist Order for unauthorized practice during the time you were associated with the organization? Yes No

ELIGIBILITY INFORMATION

The Commission is required to verify lawful presence in the United States prior to the issuance of a license and prior to renewal of a license. If your immigration status has changed (including, but not limited to, a change in immigration status type, *i.e.* grant of citizenship or change from a visa holder to an asylee, etc.) **or** if you have immigration documentation on file with the Commission that expires during the renewal period and you have not yet submitted updated documentation to the Commission, you will need to upload an updated [Verification of Lawful Presence form](#) prior to renewal. Please include updated supporting documents with your [Verification of Lawful Presence form](#).

Since your last renewal (or if this is your first renewal since your initial license application), has there been any change in the status of your lawful presence in the United States **or** will your lawful presence documentation on file with the Commission expire before June 30, 2026? Yes No

If yes, attach an updated [Verification of Lawful Presence form, found here](#).

ATTESTATION

I HEREBY swear/affirm I have read all questions on this renewal application and have answered truthfully, accurately and completely. I hereby acknowledge that failure to answer these questions truthfully, accurately and completely shall constitute cause for the initiation of disciplinary action against my South Carolina license.

Signature of Licensee

Date

PRIVACY NOTICE

South Carolina law requires the agency to collect personal information which is only disseminated as required by law. 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 your renewal application and other documents on file 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 purposes.