



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

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llr.sc.gov/res

CERTIFICATE OF AUTHORIZATION

Include with application:

- Application fee in the amount of \$100 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.)
- Copy of registration certificate from SC Secretary of State
- Dun & Bradstreet Report

FIRM INFORMATION

The information requested in this section relates to the firm seeking a certificate. This certificate authorizes the firm to engage in an occupation regulated by the Commission.

Applicant/DBA: _____
(Name in which firm will be conducting business)

Mailing Address: _____
PO Box/Street City State Zip

Business Address: _____
PO Box/Street City State Zip

Business Phone: _____ Fax: _____

Email: _____ Federal Tax ID: _____
For Corp., Partnership, LLC or LLP

Business Type: Individual/Sole Proprietorship Partnership Corporation LLC LLP

OWNERSHIP

Name of Owner/Principal Officer(s)	Title

LICENSE BOND REQUIREMENTS

All applicants must obtain an executed surety bond approved by the Commission in the sum of fifteen thousand dollars (\$15,000) in the firm's name according to Section 40-59-410 (B)(2).

Please have your insurance provider go to:

<https://llr.sc.gov/res/PDF/LICENSE%20BOND.pdf> for the fillable bond form.

For a list of authorized bonding companies, please go to:

<https://llr.sc.gov/res/PDF/Companies%20with%20Surety%20Authority%20in%20SC.pdf>

“RESIDENT LICENSEE IN RESPONSIBLE CHARGE” INFORMATION

The applicant must have at least one individually licensed person to serve as a resident licensee in responsible charge of each branch and supervise the field and office building work or services provided from that branch. This must be a licensed home builder, licensed home inspector, a licensed specialty contractor or registered specialty contractor depending on the nature of the firm’s activities. The resident licensee in charge means a licensed practitioner who spends a majority of each normal workday working out of a principal or branch office and who is in responsible charge of the office and the services provided from that office including, but not limited to, responsibility for applying for any building permits for the firm.

Name	License or Registration No.	Office Location

STATE OF ORIGINAL INCORPORATION

State: _____ Date: _____

If other than South Carolina, corporations must be registered with South Carolina Secretary of State as a foreign corporation, and a copy of the registration certificate must be attached to the Original submittal of this COA application form. All corporations shall complete the following:

- (a) Date of Certification by SC Secretary of State: _____
- (b) South Carolina Tax No.: _____
- (c) Registered Agent of Due Process: _____
- (d) Address of Registered Agent: _____

BACKGROUND INFORMATION

1. Has the firm ever had a license, certification or registration cancelled, surrendered, revoked, suspended, restricted or disciplined by any federal or state authority or contracted without a proper license or certificate? Yes No
2. Is any investigation or disciplinary action currently pending against the firm? Yes No
3. Has the firm ever been issued a Cease and Desist Order for unauthorized practice? Yes No
4. Has the firm ever been found by a court or registration board to have violated any federal, state or local law? **(If yes, provide the dates and details of the violation).** Yes No
5. Is the firm currently licensed or registered in any other state? Yes No
6. Has the firm received any notice of any final judgment, liens or claims of any kind filed against it within the last five (5) years? Yes No

AFFIDAVIT OF OWNER OR AUTHORIZED COMPANY REPRESENTATIVE

I am the owner or otherwise authorized company representative of the firm seeking a certificate of authorization under South Carolina Code Ann. Section 40-59-410 et. seq. and I affirm that the resident licensee(s) listed on this application is/are employee(s) of the firm responsible to supervise the work and services provided by the firm. I hereby affirm that I have reviewed the application in full and all statements contained herein are true and correct to the best of my knowledge. I further understand that providing false or incorrect information may result in the cancellation of or denial of the certificate of authorization issued pursuant to this application and may be grounds for disciplinary action by the Commission or such other relief as allowed by law to include pursuit of civil and criminal proceedings. I understand that all information in this application may be further investigated for verification of the information provided herein. I have read, and I am familiar with, the South Carolina Code of Laws regulating residential building, specialty contracting or home inspecting and hereby agree to abide by such laws.

Signature of Authorized Company Representative and Title SC License No., if applicable Date

Sworn and subscribed before me this ____ day of _____, 20_____.

Notary Signature: _____

Print Notary Name: _____ (SEAL)

Notary Public for the State of: _____

Commission Expiration 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.