



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 reimprovements which require 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.

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 following areas of contracting and other areas as the commission may recognize by regulation. A residential specialty contractor is prohibited from undertaking work outside the scope of his or her license or registration, including employing, hiring, and contracting or subcontracting with others to perform such work on his behalf.

A Residential Specialty Contractor Registration is limited to practicing three trades. Trades may be changed, but only during the renewal period. If you need to practice more than three trades at a time, you are required to follow the guidelines and apply to become a Residential Builder. An examination is not required to become a registered specialty contractor.

Trades 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.

LETTERS OF REFERENCE

An applicant must submit three (3) letters of reference that support one (1) year of experience within the past five (5) years. The letters should be signed and have the referrer's name, address and contact phone number for verification purposes.

Reference letters:

- may be written by individuals that are not family members. (Homeowners, fellow tradesmen, prior employers, etc.)
- should demonstrate that the applicant has good moral character, skills, and knowledge.
- 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.
- may not be a formatted (generic) letter. These will not be accepted.

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 or more, a Surety Bond in the amount of \$5,000 must be submitted. Handwritten bonds are not accepted.

Please direct your insurance provider to the fillable [bond form](#), which is also available on the Commission's website. 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)
- Three (3) Signed Reference Letters
- Legal Name Change Documentation, 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:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Vinyl/Aluminum Siding | <input type="checkbox"/> Insulation Installer | <input type="checkbox"/> Roofing | <input type="checkbox"/> Solar Panel Installers |
| <input type="checkbox"/> Floor Covering | <input type="checkbox"/> Masonry | <input type="checkbox"/> Drywall Installer | |
| <input type="checkbox"/> Carpenter | <input type="checkbox"/> Stucco Installer | <input type="checkbox"/> 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: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Date of Birth: _____ Social Security No.: _____

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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: _____

TRADES/ WORK EXPERIENCE

Check below the 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. Trades are defined in [Regulation 106-1 \(d-m\)](#).

Submit 3 written letters of reference outlining your work experience in the trades you have checked below. (Personal, Supplier, or Other) Reference should include both their address and phone number information and they need to sign the letter.

- 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

LICENSE BOND

When the total cost of a project (labor and materials combined, no matter who purchases the materials) exceeds \$5,000 or more, a Surety Bond in the amount of \$5,000 must be submitted. Handwritten bonds are not accepted.

Please direct your insurance provider to the fillable [bond form](#), which is also available on the Commission’s website. 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.

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 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



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)