

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: 803-896-4814

www.llr.sc.gov/res

RESIDENTIAL SPECIALTY CONTRACTOR REGISTRATION REQUIREMENTS AND INSTRUCTIONS

Residential specialty contractor means an <u>independent</u> 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 <u>bond form</u>, which is also available on the Commission's website. A list of authorized SC bonding companies can be found <u>here</u>. 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.



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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) classif	ications below that you war	nt to be registered for:		
☐ Vinyl/Aluminum Siding	☐ Insulation Installer	\square Roofing	☐ Solar Panel Installers	
☐ Floor Covering☐ Masonry☐ Carpenter☐ Stucco Installer		☐ Drywall Installer		
		☐ Painter/Wallpaper		
APPLICANT INFORMATI	ON			
Last Name:	First:	Middle:		Suffix:
Have you ever had a legal nar If yes, please submit legal doo				
Mailing Address:		City:	State:	Zip:
Home Address:		City:	State:	Zip:
Phone:	Email A	ddress:		
Date of Birth:	Social S	ecurity No.:		
COMPANY INFORMATION Company information is only incorporated in South Carolin Secretary of State. If the contact Authority from the SC Secretary of the Articles of Incorporate the company. Attach an additional company.	y required if you intend to na, attach a copy of the Cer mpany was incorporated in ary of State. Regardless of w poration or Organization and	rtificate of Existence (or Go another state, then attach a here the company was incorp	ood Standin copy of th porated or o	g) from the SC ae Certificate of organized, attach
If you do not own at least 51%	6 of the company, the compa	ny will need to apply for a C	Certificate of	f Authorization.
Company Legal Name and/or	DBA:			
Business Type: ☐ Sole Propr	rietorship Partnership	☐ Corporation ☐ Other (S	pecify):	
List names of principal owner	rs/executive officers, title, ow	nership percentage.		

Se	elf:	Title:	% Ownership:		
Na	ame:	Title:	% Ownership:		
Na	ame:	Title:	% Ownership:		
Cł nu	RADES/ WORK EXPERIENCE neck below the classification(s) in which yumber of years of experience you have acquement.				
(P			e in the trades you have checked below. ss and phone number information and they		
	Vinyl and aluminum siding installers.	year(s) of exp	erience		
	Insulation installers.	year(s) of exp	erience		
	Roofers:	year(s) of exp	erience		
	Floor covering installers:	year(s) of exp	erience		
	Masons:	year(s) of exp	erience		
	Dry Wall Installer:	year(s) of exp	erience		
	Carpenters:	year(s) of exp	erience		
	Stucco installers:	year(s) of exp	erience		
	Painters/Wall paperers:	year(s) of exp	erience		
	Solar Panel Installers:	year(s) of exp	erience		
W \$5 Plo A	6,000 or more, a Surety Bond in the amount ease direct your insurance provider to the fi	t of \$5,000 must be submitt llable bond form, which is a	atter who purchases the materials) exceeds ted. Handwritten bonds are not accepted. Iso available on the Commission's website. note this is not a comprehensive list and is		
A	ERSONAL HISTORY QUESTIONS written explanation must be provided on pporting documentation.	the Explanatory Statemen	nt of "Yes" Answer Form, including any		
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, certificate suspended, restricted, or disciplined by without a proper license?				

PERSONAL HISTORY QUESTIONS CONTINUED 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? \square Yes \square No 5. Have you ever been convicted of, pled guilty or nolo contendere to a criminal offense (other than minor traffic violations)? (In addition to the written explanation, submit an official statewide criminal background check from the state in which the incident(s) occurred.) \square Yes \square 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. Out-of-state applicants may submit a state-issued report, or any report generated by an accredited agency on PBSA's website found here: thepbsa.org/. All 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.

Privacy Disclosure

Signature of Applicant

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.

Date

Title

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						
I am a Legal Permanent Resident of the United States eighteen years of age or older; or						
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 thisday of, 20						
Notary Signature						
Print Name						
Notary Public for						

Rev: 02-02-2015

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)

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