



South Carolina Department of Labor, Licensing and Regulation

Mark Sanford
Governor

Adrienne Riggins Youmans
Director

South Carolina Residential Builders Commission

110 Centerview Drive
Post Office Box 11329
Columbia, SC 29211-1329
Phone: (803) 896-4696
FAX: (803) 896-4656
www.llr.state.sc.us

Dear Applicant:

Enclosed you will find the residential builders license application packet which you requested. The test provider is PSI Examination Services (PSI). You may visit their web page for more information about the examination at <http://www.psiexams.com>. After your application has been approved for examination, your candidates' information bulletin will be mailed to you. It will include your registration form to send to PSI for scheduling your examination.

Listed below are the books that you may purchase for use in preparing to take the home builders examination. The books may be taken into the exam.

BUSINESS MANAGEMENT AND LAW FOR RESIDENTIAL BUILDER:

*Business Management and Law
For Residential Builders -
South Carolina Residential Builders' Commission Edition, First Edition
(Originally published as Construction Management guide,
South Carolina Residential Builders' Commission Edition)*

PLEASE SEE ORDER FORM ENCLOSED.

RESIDENTIAL CONTRACTORS:

International Residential Code for One and Two Family Dwellings, 2000, International Code Council Inc., Contact ICBO (800) 284-4406 or BOCA (800) 214-4231, or SBCCI (205) 591-1853

Carpentry and Building Construction, 1997, John L. Feirer et al., Glencoe Order Services, McGraw-Hill Publishing, Inc., P O Box 545, Blacklick OH 43004-0545

The Contractor's Guide to Quality Concrete Construction, Section Edition, 1998, American Concrete Institute, 38800 International Way/Country Club Drive, P O Box 9094, Farmington Hills, MI 48333

Modern Masonry, 1997, Kicklighter, Goodheart-Willcox Company, Inc., 18604 W. Creek Drive, Tinley Park, IL 60477-6243

Commentary & Recommendations for Handling, Installing, & Bracing Metal Plate Connected Wood Trusses, HIB-91 1991, Truss Plate Institute, 583 D'Onofrio Drive, Suite 200, Madison, WI 53719

Gypsum Construction Handbook, 1992, 4th Edition, United States Gypsum Company, 125 South Franklin Street, Chicago, IL 60680-4124

If you have any further questions, please call Patrice Deas at (803) 896-4776.

South Carolina Residential Builders Commission

Residential Home Builders License Application

SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING AND REGULATION

P. O. Box 11329, Columbia, SC 29211-1329

Synergy Business Park, Kingstree Bldg., 110 Centerview Drive

Telephone:(803)896-4696 Fax:(803)896-4404

Fees (certified check or money order only)
LICENSES ARE RENEWABLE JULY 1 OF
EACH YEAR FEES ARE NOT PRORATED

APPLICATION PROCESSING FEE	\$135
LICENSE FEE	\$110
EXAMINATION FEE (PSI)	\$100
RETAKE EXAM FEE (PSI)	\$100

For Office Use Only:

LICENSE			
FISCAL			
CC			
ACTION			
APPROVAL			

DATE: _____

A. APPLICANT INFORMATION (Please Print)

Applicant: _____ **Social Security #:** _____

Business Name: _____

Mailing Address: _____ **County** _____

Telephone # () _____ **Date of Birth** _____

B. FINANCIAL INFORMATION

You must furnish an original surety bond with the license fee after passing the examination

The SURETY BOND must be an original (no copies or facsimiles), signed by the builder, in the amount of \$15,000, with power of attorney attached and the individual's name listed as principal not the company or business name.

C. WORK EXPERIENCE INFORMATION (Must show a minimum of one year experience)

EMPLOYER NAME	LICENSE # OF EMPLOYER	DATES OF EMPLOYMENT	POSITION TITLE	TYPE OF WORK PERFORMED

(CONTINUE ON REVERSE SIDE)

D. BUSINESS INFORMATION

Type of Business Entity: (Check type)

Sole Proprietorship _____ Partnership _____ Corporation _____ Federal ID# _____

List names of principal officers, title, percent ownership, date of birth, address and telephone. Please attach a separate sheet if necessary.

NAME	TITLE	% OWNERSHIP	DOB	ADDRESS	TELEPHONE #

E. GENERAL INFORMATION (To be answered by the applicant)

(Any question answered YES must be fully explained on a separate sheet.)

1. Have you ever been denied a license to practice home building or any similar occupational or professional license? _____ Yes _____ No
2. Have you ever been convicted of, pled guilty or nolo contendere to a criminal offense (other than minor traffic violations)? _____ Yes _____ No
3. Are you currently licensed as a home builder in any other state? _____ Yes _____ No
4. Have there been any judgements, liens, or claims filed against you in the past 5 years? _____ Yes _____ No
5. Are you currently delinquent with child support obligations? _____ Yes _____ No

F. SIGNATURES

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.

Signature of Applicant

Title

Date

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

NOTARY SIGNATURE

My Commission Expires _____

NOTES:

1. All licenses are renewable on July 1 of each year, regardless of when the license is issued.
2. It is the individual's responsibility to notify this office of any changes of address or employment.
3. All applicants must submit to a credit check as part of the application process pursuant to Section 40-59-250 (A).



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RE: Additional Requirement For Examination

SECTION 40-59-220(B) States, in part:

“A prerequisite for the taking of an examination for a residential builders license is a minimum of one year of actual experience under the supervision of a licensed residential builder or other appropriately licensed professional who is engaged in residential building construction involving the trades or crafts for which the license is desired, or other education of experience or a combination of these as may be approved by the commission.”

AFFIDAVIT

I, _____ licensed number _____ do
(Licensed residential builder or general contractor)

solemnly attest and affirm that _____,
(Applicant)

meets the above stated requirement of Section 40-59-220(B).

(Applicant's Signature)

(Builder's Signature)

Sworn to before me this _____ day of _____, year _____.

Notary Public

My commission Expires: _____

LICENSED BOND

KNOW ALL MEN BY THESE PRESENTS that we

_____, as principal, and _____, a Surety Company authorized to do business in the State of South Carolina, as surety, are held and firmly bond unto the South Carolina Residential Builders Commission, State of South Carolina, as oblige in the penal sum of Fifteen Thousand Dollars (\$15,000.00) lawful money of the United States of America we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounded principal has applied to the South Carolina Residential Builders Commission to be licensed as a Residential Builder pursuant to §698, a Bill by the General Assembly of the State of South Carolina, dated July 1, 1990, to provide for the licensing of residential builders.

WHEREAS, the above bounded principal is required in Section (40-59-220) C of the Act to furnish the Commission with a bond as one method of complying with one of the conditions upon which the license is granted.

NOW, THEREFORE the condition of this bond is such that if the above bounded principal shall in all respects comply with the rules and regulations pertaining to Construction Standards and Health and Safety requirements promulgated by the South Carolina Residential Builders Commission, then this obligation shall be void; otherwise it is to remain in full force and effect.

The term of this bond is continuous; however, the surety shall have the right to cancel this bond at any time by filing written notice with the South Carolina Residential Builders Commission of its intention to so cancel, giving at least thirty (30) days notice prior to the effective date of the cancellation. This provision, however, shall not operate to relieve, release or discharge the surety from any liability already accrued or which shall accrue before the expiration of the thirty (30) day period. Regardless of the number of years this bond may remain in force, the liability of the surety shall not be cumulative, and the aggregate liability of the surety for any and all claims, suits or action under this bond shall not exceed the sum of Fifteen Thousand Dollars (\$15,000.00).

Witness our hands and seal this _____ day of _____, 20__.

Witness

Countersigned
BY: _____

Builder
BY: _____

Surety
BY: _____

BUSINESS MANAGEMENT AND LAW REFERENCE MANUAL

ORDER FORM

To order copies of the South Carolina Edition of the *Business Management and Law (for Commercial Contractors and/or Residential Builders)*, please complete the order form below, submit a check for the total order amount payable to NASCLA Publications, and mail to:

NASCLA Publications
P.O. BOX 14941
SCOTTSDALE, ARIZONA 85267

Credit card orders (VISA and MASTERCARD) may be mailed to the address above or faxed to (480) 948-4117.

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Card Number _____ Exp. Date ____ / ____ / ____

Name on Card _____ Signature _____

PLEASE SEND:

_____ Copy(ies) of Business Management and Law for
Commercial Contractors @ \$35.50 each \$ _____

_____ Copy(ies) of Business Management and Law for
Residential Builders Edition @ \$35.50 each _____

SHIPPING OPTIONS (Please Select One):

Media Mail (4th Class) \$1.50 for the first book,
50 ¢ for each additional book _____

Priority Mail (1st Class) \$4.00 for the first book,
\$1.00 for each additional book _____

Total Order \$ _____