

# South Carolina General and Mechanical Contractors

## General Information

General and mechanical contractors are able to perform commercial, industrial, and residential work. If you wish to perform only residential work, you must contact the [Residential Builders Commission](#) at 803-896-4696.

Please see the list below detailing work which may not require a license. Although no specific license is required to perform the work below, portions of the work that are regulated by this board may require a general contractor or mechanical contractor license with the appropriate classification(s) pursuant to SC Code ann. §40-11-410 when the total cost of construction for the regulated work is greater than \$5000.

## No Specific License Required

### Determine if a License is Required and What Type:

Please read the following information to determine if a contractor's license is required by the South Carolina Department of Labor, Licensing and Regulation.

### **\*General and Mechanical Contractors License \***

A General or Mechanical Contractors license is required for anyone performing "commercial" construction over \$5000 in the regulated classifications listed in Title 40, Chapter 11, Section 40-11-410, [An Act to Regulate the Practice of General and Mechanical Contracting in S.C.](#)

### **Experience Requirements**

To be eligible to obtain the license, you must pass a technical exam (when required), a business management/law exam and be able to document **2 years of experience within the last 5 years** for the classification(s) of work in which you are applying.

### **\*South Carolina Residential Builders Commission\***

For single and two family residences and apartment buildings up to 16 units and three stories in height, licenses and registrations are required for certain trades.

**All residential licenses require passing an examination and include:**

- \* Building;
- \* Plumbing;
- \* Electrical; and,
- \* HVAC.

**Registrations do not require passing an examination and include.**

- \* Painting;
- \* Vinyl / Aluminum Siding;
- \* Insulation;
- \* Roofing;
- \* Floor Covering;
- \* Masonry / Concrete;
- \* Drywall;
- \* Carpentry; and,
- \* Wallpaper.

For further information concerning residential licenses and registrations, call 803 896 4696 or go to: <https://lir.sc.gov/res>.

**\*Municipal Association of South Carolina\***

The Municipal Association of South Carolina (MASC) is a trade certification program - not a licensing agency of the State. MASC offers various trade certifications in the construction industry. The MASC trade certification cards do not serve as a license to perform any type of construction for residential work over \$200 or for commercial work over \$5000. Contact (803) 799-9574 for information.

If you passed the Master Plumber or Master Electrician exam after 01/01/1990, or the Master Mechanical/HARV exam after 09/06/2013, you will not be required to take a technical exam. However, you must take the S.C. Business Management and Law exam to obtain a license.

**Exam Requirements Prior to Application Submission**

**Qualifying Party** - an individual who has been issued a certificate to qualify an entity for a license.

**Primary Qualifying Party** - a qualifying party who has been designated by a licensed entity as the principal individual responsible for directing or reviewing work performed by the licensed entity in a particular license classification or subclassification.

*All entities applying for licensure must designate a primary qualifying party who is employed full-time with the applicant in a responsible management position. The primary qualifying party must pass any required technical examination and be able to document 2 years of experience within the last 5 years for the classification(s) or subclassification(s) of work in which you are applying.*

### **Prior to application submission:**

The qualifying party or primary qualifying party must take the required exam(s) for the license they wish to obtain. Some classifications may not require a technical exam, however, all must take the Business Management & Law for Commercial Contractor's exam prior to application submission.

The easiest way to register to take an exam is through PSI's website, [psionline.com](http://psionline.com) and look for South Carolina information.

If an applicant experiences difficulty in reaching PSI on the telephone due to a large amount of applicants calling at the same time, the best time to call is between 5:00 p.m. and 8:00 p.m. eastern time.

All study materials are provided by the testing provider, PSI, on page three (3) the [PSI Candidate Information Bulletin](#). Contact PSI at (800) 733-9267 or visit the website: [www.psionline.com](http://www.psionline.com).

The following classifications require passing both a technical exam and the SC Business Management & Law exam for Commercial Contractors.\*\*

### **General Classifications:**

- Limited Building
- Unlimited Building
- Asphalt Paving
- Concrete Paving
- Boiler Installation \*
- Concrete
- General Roofing
- Specialty Roofing
- Glass & Glazing
- Grading
- Marine
- Pipelines
- Pre-Engineered Metal Buildings

- Public Utility Electrical
- Structural Framing
- Swimming Pools
- Water & Sewer Lines
- Water Sewer Plants
- Wood Frame Structures

\*The Boiler Installation classification can also be obtained without a technical exam if the qualifier of the company holds the American Society of Mechanical Engineers (ASME) “S” stamp, or holds the National Board of Boiler and Pressure Vessel Inspectors (NBBPVI) “R” stamp. A copy of the stamp must be submitted with your application.

### **Mechanical Classifications:**

- Air Conditioning
- Electrical
- Heating
- Lightning Protection
- Packaged Equipment
- Plumbing
- Process Piping
- Refrigeration

The following classifications require passing only the SC Business Management & Law exam for Commercial Contractors.

### **General Classification:**

- Boring & Tunneling
- Highway Incidental
- Railroad
- Interior Renovation
- Masonry
- Structural Shapes

\*The Boiler Installation classification can also be obtained without a technical exam if the qualifier of the company holds the American Society of Mechanical Engineers (ASME) “S” stamp, or holds the National Board of Boiler and Pressure Vessel Inspectors (NBBPVI) “R” stamp. A copy of the stamp must be submitted with your application.

**\*\*Some technical classification exams may be waived by reciprocity, and some only require two (2) years of experience. See Reciprocity.**

Additionally, please review both the [Code of Laws and the Regulations](#) regarding contractor licensing.

Please also refer to [An Act to Regulate the Practice of General and Mechanical Contracting in S.C.](#), Section 40-11-410, to determine what type of work requires licensure.

## **Applications for General and Mechanical Contractors**

The information and forms below will allow you to complete an initial or reinstatement application, request a dual qualifying party, add, change, or remove qualifying parties, classifications, and contact information, and register a construction manager.

### **Initial Application By Exam:**

After the qualifying party or primary qualifying party has passed the required exam(s), the licensure applicant may submit the following items to the SC Contractor's Licensing Board:

- Initial Application: [Doc #165](#)
- PSI exam score sheet(s)
- Financial Statement or Surety Bond (See [Financial Statement/Surety Bond Requirements](#))
- License Fee
- If you have registered your corporation, partnership, or LLC with the SC Secretary of State's office, attach a copy of the certificate (optional)
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### **Initial Application By Reciprocity:**

After the qualifying party or primary qualifying party has passed the Business Management & Law exam for Commercial Contractors for South Carolina, the licensure applicant may submit the following items to the SC Contractor's Licensing Board:\*

- Initial Application: [Doc #165](#)
- PSI score sheet
- Financial Statement or Surety Bond (See [Financial Statement/Surety Bond Requirements](#))
- License Fee

If you have registered your corporation, partnership, or LLC with the SC Secretary of State's office, attach a copy of the certificate (optional)

Letter of Verification from your state licensing board listed below. You will request this letter from that board, and it must include licensee name, license number, license issue date, license expiration date, name and social security number of exam qualifier, name of exam passed, and date exam passed.

[SC Exam Waiver Form](#) – This only waives the technical exam.

\*A technical examination must have been passed with one of the participating states listed below. The applicant must not have any outstanding complaints with any other licensing agency and all applicants must be currently licensed in good standing.

### [Waiver Agreements with Other States](#)

**ALABAMA: Electrical**

**GEORGIA: Unrestricted Electrical** = SC Electrical; **Unrestricted Conditioned Air** (if exam passed after 6/30/1980) = SC Air Conditioning and Heating

**LOUISIANA: Statewide Mechanical** = SC Air Conditioning & Heating. **Building Construction** = SC Building. **Earthwork/Drainage/Levees (3 exams)** = SC Grading. **Concrete/Steel/Wood Bridges (3 exams)** = SC Bridges. **Asphalt Hot & Cold Plant Mix/Asphalt Surface Treatment (2 exams)** = SC Asphalt Paving. **Paved Highways/Concrete & Soil Treatment (2 exams)** = SC Concrete Paving. **Transmission Pipeline** = SC Pipelines. **Tunnels** = SC Boring & Tunneling. **Sewer/Storm Drains & Waterlines (2 exams)** = SC Water & Sewer Lines. **Filter Plants & Water Purification** = SC Water & Sewer Plants. **Industrial Piping** = SC Pressure & Process Piping

**MISSISSIPPI: Building. Electrical.**

**NORTH CAROLINA: Limited, Intermediate or Unlimited Electrical** = SC Electrical. **Roofing** = SC Specialty Roofing. **Building. Water & Sewer Lines. Water & Sewer Plants. Grading. Highway** (if exam passed prior to 4/1/1999)

**OHIO: Electrical. Plumbing. HVAC** = SC Packaged Equipment

**PENNSYLVANIA (Reading, PA ONLY): Mechanical/Electrical = SC Electrical**

**TENNESSEE: BC-b, BC-C = SC Limited Building. BC, BC-B, BC-BC = SC Unlimited Building. CMC/Mechanical = SC Air Conditioning, Refrigeration, and Plumbing. CMC-A = SC Plumbing. CMC-C = SC Air Conditioning and Refrigeration. CE = SC Electrical**

**TEXAS: Class A Air Conditioning/Refrigeration or Class A Air Conditioning = SC Air Conditioning and Heating. Class B Air Conditioning/Refrigeration or Class B Air Conditioning = SC Packaged Equipment. Class A Refrigeration = SC Refrigeration. Master Electrician = SC Electrical**

**UTAH: HVAC = SC Air Conditioning. Residential/Small Commercial = SC Limited Building (Groups 1-3). General Building = SC Unlimited Building (Groups 1-5). Master Electrician = Electrical. Excavation & Grading = SC Grading. Warm Air Heating = SC Heating. Refrigerated Air Conditioning = SC Packaged Equipment. Steel Erector = Structural Framing. Sewer & Waste Water Pipeline = SC Water & Sewer Lines. Concrete. Glass & Glazing. General Roofing. Refrigeration. Swimming Pools.**

**MUNICIPAL ASSOCIATION OF SOUTH CAROLINA (MASC): Master Electrical, or Master Plumber, if exams passed after 1/1/1990. Master Mechanical, if exam passed after 9/6/2013, = SC Air Conditioning, Heating, Packaged Equipment, and Refrigeration.**

### **Reinstatement Applications:**

If your license has been expired for more than 90 days, you must complete [Doc #165](#) and submit it to the SC Contractor's Licensing Board.

### **Additional General & Mechanical Forms:**

#### **[Classification Abbreviations](#)**

#### **[Classification Definitions - See Section 40-11-410](#)**

### **Additional forms for initial licensing, changes to an existing license, and other licensure:**

**[Doc #173](#) - Dual Qualifying Party Request to Qualify Two Separate Entities**

A change of an entity's name, organizational status, or federal employer identification number must be reported to the department within fifteen days. Failure to do so results in license cancellation fifteen days from the date of change and requires the new entity to submit an initial application and meet all requirements for licensure.

Each licensee must notify the department within fifteen days of any changes in the current mailing address, home address, home and/ or office telephone number.

**Doc #180** – Revision Application for existing license to:

- Upgrade license contract limitation (Group)
- Add a new qualifier(s) to license
- Delete a qualifier
- Add a new classification(s) to license
- Change licensed name (must remain same “style of business”, with same SSN or Fed ID No.)
- Change address

To make changes to an existing license, complete a [Revision Application, Document 180](#) and follow the instructions for the type of revision you are requesting. There is no fee for revisions. The following is a list of changes that require a Revision Application with additional information below:

- To upgrade dollar limitation per contract
- To add or transfer a qualifier to your license
- To delete a qualifier from your license
- To add new/additional classifications to your license
- To change your business name (see conditions below)
- To change corporate officers
- Address and/or telephone number changes
- Request to make a license number inactive

### **To Upgrade License Group:**

Submit the Revision Application along with the correct type of financial statement or surety bond. The type of financial statement required to initially upgrade a license is not the same as what is required with renewals. See the type of financial statement that is required for each upgrade here in the [Financial Statement or Surety Bond Requirements](#) section below.



### **To add a qualifier or add a classification:**

The qualifier must take and pass a technical exam (if required). The qualifier must also take and pass the SC Code of Laws Take Home exam (Document 170). Follow the instructions on the application to add a new qualifier.

If the qualifier (1) has already taken and passed the technical exam, (2) transferring from another license, or (3) a waiver applicant, complete the [Revision Application, Document 180](#) and following the instructions on adding a qualifier or adding a classification.

### **To delete a qualifying party:**

Submit the [Revision Application, Document 180](#) listing the qualifying party's name, social security number and the date he/she left the company. An owner/president /partner/authorized representative must sign this notification. You may fax the notification to (803) 896-4814 or mail it to our address.

### **To change licensed name:**

A change in name for an LLC or a corporation requires an amended charter from the Secretary of State. The amended charter must be included with the [Revision Application, Document 180](#). (Not required of a sole proprietorship)

If the federal identification number has changed or the "style of business" has changed (i.e. from a sole proprietorship to a corporation), you cannot use the Revision Application. You must complete a [New Application, Document 165](#). The new application must be accompanied by a financial statement on the new entity, and the license fee for the new license.

[Doc #181](#) - Revision Application to add previous Qualifying Party back to license

### **[Affidavit of Eligibility Form](#)**

## **Financial Statement or Surety Bond Requirements**

**The licensing applicant must choose between the submission of a financial statement or a surety bond.**

### **[SECTION 40-11-260. Financial Statements](#)**

## **A FINANCIAL STATEMENT OR SURETY BOND MUST BE SUBMITTED WITH EACH OF THE FOLLOWING:**

- Initial Application, [Doc #165](#)
- Reinstatement Application, [Doc #165](#)
- Renewal, [Doc #175](#)
- Revision Application to Upgrade License, [Doc #180](#)

Financial statements must be dated no more than twelve months prior to the date of licensure renewal. Personal financial statements of an entity's principals for an entity with less than two year's operating experience are acceptable for the initial application only. A financial statement from a parent company may be accepted if it's noted in the financial statement "notes" or accompanied by a letter from the parent company stating the entity is a wholly-owned subsidiary.

Financial statement requirements for initial applications and renewal applications are different.

### **FINANCIAL STATEMENT OR SURETY BOND REQUIREMENTS FOR: INITIAL APPLICATIONS AND UPGRADES:**

**Groups 1 and 2** - Owner Prepared financial statement with an affidavit of accuracy, [Document #172](#); or a [Surety Bond Form for General Contractors / Surety Bond Form for Mechanical Contractors](#)

**Groups 3 and 4** - Financial statement compiled by a licensed CPA or a licensed PA in accordance with GAAP, including all disclosures required by GAAP or a [Surety Bond Form for General Contractors / Surety Bond Form for Mechanical Contractors](#)

**Group 5** - Financial statement audited by a licensed certified public accountant or a licensed public accountant in accordance with GAAP, including all disclosures required by GAAP; or a [Surety Bond Form for General Contractors / Surety Bond Form for Mechanical Contractors](#)

### **FINANCIAL STATEMENT OR SURETY BOND REQUIREMENTS FOR: RENEWALS:**

**Groups 1 and 2** - Owner Prepared financial statement with an affidavit of accuracy, [Document #172](#) or a [Surety Bond Form for General Contractors / Surety Bond Form for Mechanical Contractors](#)

**Groups 3 and 4** - Owner Prepared financial statement, [Document #172](#) financial statement compiled by a licensed CPA or a licensed PA in accordance with GAAP, including all disclosures required by GAAP or a [Surety Bond Form for General Contractors / Surety Bond Form for Mechanical Contractors](#)

**Group 5** - Reviewed financial statement from a licensed CPA or PA, prepared in accordance with GAAP principles, including all disclosures required by GAAP(cannot be on an “income-tax basis”); or submit a [Surety Bond Form for General Contractors / Surety Bond Form for Mechanical Contractors](#)

## GENERAL CONTRACTORS

Group Number	\$ Limit Per Job	Net Worth Requirement	Surety Bond Requirement
Group # 1	\$50,000	\$10,000	\$20,000
Group # 2	\$200,000	\$40,000	\$80,000
Group # 3	\$500,000	\$100,000	\$200,000
Group # 4	\$1,500,000	\$175,000	\$350,000
Group # 5	\$Unlimited	\$250,000	\$500,000

## MECHANICAL CONTRACTORS

Group Number	\$ Limit Per Job	Net Worth Requirement	Surety Bond Requirement
Group # 1	\$17,000	\$3,500	\$7,000
Group # 2	\$50,000	\$10,000	\$20,000
Group # 3	\$100,000	\$20,000	\$40,000
Group # 4	\$200,000	\$40,000	\$80,000
Group # 5	\$Unlimited	\$200,000	\$400,000

## Surety Bond

[SECTION 40-11-262. Surety bonds in lieu of providing financial statements.](#)

## **SURETY BONDS MUST BE SUBMITTED WITH EACH OF THE FOLLOWING:**

- Initial Application, [Doc #165](#)
- Reinstatement Application, [Doc #165](#)
- Renewal, [Doc #175](#)

Revision Application to Upgrade License, [Doc #180](#)

[Surety Bond Form for General Contractors](#)

[Surety Bond Form for Mechanical Contractors](#)

[Surety Bond Claim Form](#)

### **What Other Licenses Are Needed**

Once you obtain your Contractor's Licensing Board license, please be aware that cities and/or counties in which you plan to work may require additional licensing and/or permitting.

Each city/county has its own rules, regulations, and fees.

The Contractor's Licensing Board offers the following tips to assist you:

1. Determine the city/county you will be operating in within South Carolina.
2. If the location you will be operating is within a city, click on this link, [www.masc.sc/municipalities/directory/Pages/default.aspx](http://www.masc.sc/municipalities/directory/Pages/default.aspx) to search the city and obtain a phone number. When you call, ask to speak with the Business License or Building Permit department
3. If the location is not in a city limit, but rather in a county, click on this link, [www.sccounties.org/sc-counties](http://www.sccounties.org/sc-counties) to search the county and obtain a phone number. When you call, ask to speak with the Business License or Building Permit department.
4. If you are not sure if a location is in the city or county, call the local city/county to confirm which permit and/or license you may need.

### **Construction Manager Registration**

Once you obtain your Contractor's Licensing Board license, please be aware that cities and/or counties in which you plan to work may require additional licensing and/or permitting. Each city/county has its own rules, regulations, and fees.

The Contractor's Licensing Board offers the following tips to assist you:

1. Determine the city/county you will be operating in within South Carolina.
2. If the location you will be operating is within a city, click on this link, [www.masc.sc/municipalities/directory/Pages/default.aspx](http://www.masc.sc/municipalities/directory/Pages/default.aspx) to search the city and obtain a phone number. When you call, ask to speak with the Business License or Building Permit department
3. If the location is not in a city limit, but rather in a county, click on this link, [www.sccounties.org/sc-counties](http://www.sccounties.org/sc-counties) to search the county and obtain a phone number. When you call, ask to speak with the Business License or Building Permit department.
4. If you are not sure if a location is in the city or county, call the local city/county to confirm which permit and/or license you may need.

## Procedure to Take an Exam in another State other than South Carolina

If an applicant desires to take an exam in another state other than South Carolina, the applicant should call 1-800-733-9267, press star and ask for a supervisor to schedule a South Carolina exam in another state. PSI, the Board's test provider, will overnight all of the plans to the test site, and the applicant may take the test at that site.

If an applicant experiences difficulty in reaching PSI on the telephone due to a large amount of applicants calling at the same time, the best time to call is between 5:00 p.m. and 8:00 p.m. eastern time.

The easiest way to register to take an exam is through PSI's website, [psionline.com](http://psionline.com) and look for South Carolina information.

## Frequently Asked Questions

**General & Mechanical Contractor Questions Regarding *Initial* Application for Licensure:**

### **Who is my qualifying party?**

The qualifying party is the individual who has been issued a certificate to qualify an entity for a license by passing the examination in a license classification or subclassification.

## **Who is my primary qualifying party?**

The primary qualifying party is a qualifying party employed full time in a responsible management position with the licensed entity who has been designated by the licensee as the principal individual responsible for directing or reviewing work performed by the licensee in a particular license classification or subclassification.

## **Whose net worth should be reflected on the financial statement? The Company or Individual?**

The financial statement should be in the name of the applicant, which is the name in which you will conduct your business (i.e., sign contracts, advertise, etc.). If you apply as a corporation, LLC, LLP, etc., the financial statement must be in that entity's name.

## **Can I use the financial statement of the parent company?**

Yes; You must also submit a letter from the parent company stating that the entity is a wholly owned subsidiary.

## **Can I submit a surety bond instead of a financial statement?**

**(A)** Yes; In lieu of providing a financial statement showing a minimum net worth for a license group as required by Section 40-11-260, an applicant may provide a surety bond from a surety authorized to transact surety business in this State in an amount of two times the required net worth for the applicant's license group with his initial or renewal application. The required bond amounts are in parenthesis:

Group 1 General Contractor (\$20,000)

Group 1 Mechanical Contractor (\$7,000)

Group 2 General Contractor (\$80,000)

Group 2 Mechanical Contractor (\$20,000)

Group 3 General Contractor (\$200,000)

Group 3 Mechanical Contractor (\$40,000)

Group 4 General Contractor (\$350,000)

Group 4 Mechanical Contractor (\$80,000)

Group 5 General Contractor (\$500,000)

Group 5 Mechanical Contractor (\$400,000)

**(B)** The above surety bond must: (1) be continuous in form and must be maintained in effect for as long as the applicant maintains the license issued by the department or until the applicant submits a financial statement showing that he meets the net worth requirements for his license group as provided in Section 40-11-260; (2) list the State of South Carolina as obligee for the bond; (3) be for the benefit of any person who is damaged by an act or omission of the applicant constituting a breach of construction contract or a contract for the furnishing of labor, materials, or professional services for construction undertaken by the applicant, or by any unlawful act or omission of the applicant in performing construction; and (4) be in addition to, and not in lieu of, any other surety bond required of the applicant by law or regulation, or by any party to a contract with the applicant. (5) provide for bond cancellation by the Surety Company only by notification to the board and the applicant thirty days prior to cancellation.

**Can I submit a reviewed financial statement in lieu of an audited financial statement for a Group 5 unlimited status initial application**

No; An audited financial statement is required for all initial applications for Group 5 unlimited status and first time upgrades to the Group 5 unlimited status.

**Can our in-house CPA prepare our financial statement?**

Yes

**What is net worth?**

Assets minus liabilities equals net worth.

**Do I need to submit the cover letter from the CPA who prepared my financial statement with my license application?**

Yes; Submit the letter with compiled, reviewed and audited financial statements.

**I am applying for a license through reciprocity with Georgia. Georgia licenses the individuals - not the entities. What should I list in the applicant field on the application?**

The name in which you conduct business, advertise, etc.

**I was issued a license under the Group 1 Grandfather Clause. What do I need to do to upgrade my license?**

You must pass the appropriate technical exam and then submit a Revision Application ([Doc #180](#)).

**General & Mechanical Contractor Questions Regarding *Renewal* Applications:**

**Who is my qualifying party?**

The qualifying party is the individual who has been issued a certificate to qualify an entity for a license by passing the examination in a license classification or subclassification.

**Who is my primary qualifying party?**

The primary qualifying party is a qualifying party employed full time in a responsible management position with the licensed entity who has been designated by the licensee as the principal individual responsible for directing or reviewing work performed by the licensee in a particular license classification or subclassification.

**What does "classification" mean beside the qualifying party certificate?**

This is the classification of the exam the qualifying party passed: i.e., Building, General Roofing, Plumbing, Air Conditioning, etc.

**Why is the license number listed on my renewal application different than the number listed on my certificate?**

The number listed on your qualifying party certificate is not your license number. Look on your wallet card for your license number. The license number belongs to the entity that your qualifying party certificate is associated with. The qualifying party certificate represents the qualifying party's exam information - not the licensee information.



## **Why is the license limitation listed on my renewal different than the limitation listed on my qualifying party certificate?**

The qualifying party certificate represents the exam passed (limited or unlimited) - not the dollar limitation of your license. The financial group dollar limitation is based on the license entity's financial statement and net worth submission.

## **If I just got my license issued or upgraded recently, do I still need to submit a financial statement?**

Yes. You must submit an acceptable financial statement depending on the licensing group you are trying to upgrade to. You must provide an acceptable financial statement with a balance sheet dated no more than twelve months before the date of the license issuance, renewal, or revision.

## **Have the requirements to upgrade to unlimited Group 5 changed recently?**

No. The financial statement requirements listed on the renewal form for unlimited Group 5 are for renewals only. You still must submit an audited financial statement the initial time you upgrade to unlimited Group 5.

## **Will you accept a compiled financial statement instead of a reviewed financial statement for licensees currently in Group 5?**

No. The law specifically states a reviewed financial statement is required. No exceptions will be made.

## **What if I don't want to submit a reviewed financial statement or I don't meet the required net worth for Group 5?**

You may submit a self prepared financial statement (signed and notarized) and write on the renewal form beside the current classification/limitation that you want to downgrade to a lower limit and indicate what limit you desire.

## **If I downgrade to a lower limit, what is required to upgrade back to Group 5?**

To upgrade back to Group 5 you must submit a revision document (180) along with an Audited Financial Statement as outlined in Section 40-11-260 (D).

**Does my renewal application have to be notarized?**

Yes.

**Does it have to be notarized by a South Carolina notary?**

No.

**If my CPA or Public Accountant prepared my financial statement does it have to be signed and notarized?**

No. As long as you include the cover sheet from the CPA or Public Accountant.

**Do I have to use the financial statement form that came with my renewal application?**

No. You may use other forms or generate a balance sheet using your program. However, if it is self prepared, it still needs to be signed and notarized.

**Who do I make my check payable to?**

S.C. Contractors Licensing Board.

**General & Mechanical Contractor Questions Regarding Compliance Issues:**

**How do I obtain an initial complaint form?**

You may download the initial complaint form directly from the Internet, or call the Fax On Demand phone line at (888) 269-7646, to have [Document #110 \(pdf\)](#) faxed to your fax machine.

**If an owner of a commercial/industrial plant is adding on or remodeling, can he use his own employees (i.e., maintenance staff) to do the work?**

No, not if the work exceeds \$5,000. If the plant owner has an employee and the employee has a commercial license, he could contract with the plant to do the work. The plant owner cannot tell him not to meet code to save money. He must obtain a building permit under his license and be responsible for all work performed. If the licensed employee wanted to hire plant employees or allow them to do the work to perform work that is covered under his license, he would have to supervise their work and be responsible for their work.

## **Did the Contractor's Board adopt the South Carolina Residential Construction Standards?**

Yes-The South Carolina Residential Construction Standards apply to any Contractor's permit pulled for Residential Construction after January 1, 2015. Residential Construction Standards are guidelines used in analyzing initial complaints along with the Contractor's Board's statutes and regulations.