

# APPLICANTS INSTRUCTIONS & GENERAL INFORMATION

## PLEASE READ!!

- All applications will be processed within 7-10 business days (please allow this time before calling to check the status) or check online at [www.llr.state.sc.us/pol/residentialbuilders](http://www.llr.state.sc.us/pol/residentialbuilders) under Board Site Map and click on Online service.
- Applicants should keep a copy of any application and attachments filed with this office.
- Applications not found in complete order will be returned.
- If the social security number is not provided or incorrect, the application will be returned.

### FEES

- The application processing fee is due at the time you submit your application to our office.
- All new applicants must submit a certified check or money order.
- Any personal or company checks will result in your application being returned.

### APPLICATION QUESTIONS

- Applicants are required to answer all the questions either Yes or No.
- If any question is answered “Yes” and no information is attached, the application will be returned.
- If any question is left unanswered, the application will be returned.

### EXAMINATION INFORMATION

- The examinations are administered using computer based testing technology.
- Examination candidates will be tested at a testing site that is administered by PSI.
- Applicant’s legal name is required on applications to insure no delays when scheduling to take the exam with PSI.
- Applications must be submitted in complete order before an eligibility letter for examination can be approved for scheduling. The processing steps are as follows:
  - Applications meeting all requirements and payment of fees are received.
  - Applications are reviewed for accuracy and completeness.
  - Applications that are incomplete and/or have credit discrepancies will be returned.
  - All applicants applying for licensure must submit to a credit report.
  - The applicant will schedule his/her exam and make payment to PSI.
  - After passing the exam submit your test results, license fee (*certified check or money order*) and surety bond (*original copy signed with the power of attorney*) to our office if the work will exceed \$5,000.
- The license can be obtained ***without*** examination if the applicant is a ***current*** SC Mechanical Contractor; or have a Masters, Journeyman, City or County license by exam.
- **Examination preparatory courses and seminars are offered by individuals, businesses, and technical schools or community colleges.**
- **The licensing board for Residential Builders is not affiliated with any of these individuals, and the board does not sponsor, approve or recommend any school, examination preparatory course or seminars.**

Dear Applicant:

Enclosed is your Residential Electrical License application packet in which you requested. Effective August 1, 2005, we will start administering an examination for our Residential Electrical License. The provider is PSI Examination Services (PSI). You may contact their web page to find out more information on the examination at <http://www.psiexams.com>. Your candidates' information bulletin will be mailed along with your letter of eligibility to sit for the state exam. The exam is two parts the Business & Law and Residential Electrical. You must pass both parts to receive your license.

Listed below are the books that will be available to use while taking the Residential Electrical examination:

**BUSINESS MANAGEMENT AND LAW**

*Business Management and Law  
South Carolina Residential Builders Commission Edition, 2003, Business Management  
and Law for Residential  
Builders-South Carolina 2003, NASCLA, National Association of State Contractors  
Licensing Agencies,  
PO Box 14941, Scottsdale, AZ 85267, <http://www.nascla.org/bookstore.htm>*

**RESIDENTIAL ELECTRICAL:**

**National Electrical Code, 2002, OR National Electrical Code Handbook, National Fire Protection Association, 1 Batterymarch Quincy MA 02269-91001, (617) 770-3000, [www.nfpa.org](http://www.nfpa.org)**

**International Residential Code, 2003, OR International Residential Code Commentary (Volumes 1 and 2), International Code Council, 1-800-786-4452, [www.iccsafe.org](http://www.iccsafe.org)**

**Ugly's Electrical References, 2002, Burseson Distributing Corp., 3501 Oak Forest Drive, Houston, TX 77018, (800) 531-1660**

**Code of Federal Regulations Title 29, Part 1926 (OSHA) 2002, OR PSI OSHA Excerpts 2003, Superintendent of Document, P O BOX 371954, Pittsburgh, PA 15250-7954, (888) 293-6493, <http://bookstore.gpo.gov/> --OR-- PSI, 100 W. Broadway, Suite 100, Glendale, CA 99210, -- plus OSHA Subpart R, 1926**

If you have any further questions, please call the Licensing Department at (803) 896-4696.

# South Carolina Residential Builders Commission

## RESIDENTIAL ELECTRICAL LICENSE

SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING AND REGULATION

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

Synergy Business Park, Kingtree Bldg., 110 Centerview Drive

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

**Fees (certified check or money order only)**

**For Office Use Only:**

APPLICATION PROCESSING FEE \$100

**LICENSES ARE RENEWABLE JULY 1, EACH ODD YEAR.**

(2007, 2009, 2011, etc.)

ELECTRICAL LICENSE (Due after the exam)

\$100 If the license is issued for more than 12 months, before the next renewal date.

\$50 If the license is issued for 12 months or less, before the next renewal date.

EXAMINATION FEE (Pay to PSI)

**DATE:** \_\_\_\_\_

### A. APPLICANT INFORMATION (To be completed by applicant)

**Applicant:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **County** \_\_\_\_\_

**P O BOX/STREET      CITY      STATE      ZIP**

**Home Address:** \_\_\_\_\_

**P O BOX/STREET      CITY      STATE      ZIP**

**Telephone # (\_\_\_\_) \_\_\_\_\_      Date of Birth \_\_\_\_\_**

### B. FINANCIAL INFORMATION

**You must furnish an original surety bond with the license fee after passing the examination if you will be doing work above \$5000.00.**

The SURETY BOND must be an original (no copies or facsimiles), signed by the applicant, in the amount of \$10,000, 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 (1) years)

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

(CONTINUE ON NEXT PAGE)

**D. 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 electrical 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 residential electrical contractor 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

**E. 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 and the institution 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 odd 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. Pursuant to Section 40-59-250: (A) Any person making an initial application to the Commission for licensure as a residential builder or residential specialty contractor shall first submit to a credit report.

Personal information provided in this application may be subject to public scrutiny or release under the S.C. Freedom of Information Act or other provisions of federal and state law.

\*The disclosure of the social security number for identification purposes is authorized and mandated by state and federal statutes. The social security number is not subject to disclosure as public information.

# LICENSE BOND

**BOND NUMBER:** \_\_\_\_\_

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 bound unto the South Carolina Residential Builders Commission, State of South Carolina, as obligee in the sum of \_\_\_\_\_ Thousand Dollars (\$\_\_\_\_,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 bonded Principal has applied to the South Carolina Residential Builders Commission pursuant to Section 40-59-10 *et seq.* of the 1976 Code of Laws of South Carolina, as amended (the Act), to be granted an authorization to engage in residential construction as a \_\_\_\_\_ Residential Builder (\$15,000) \_\_\_\_\_ Licensed Residential Specialty Contractor (HVAC, plumber, or electrician) (\$10,000) \_\_\_\_\_ Registered Residential Specialty Contractor (\$5,000); and

**WHEREAS**, the above bonded Principal is required in Section 40-59-220 of the Act to furnish the Commission with a good and sufficient surety bond as one method of complying with one of the conditions upon which the authorization is granted.

**NOW, THEREFORE**, the condition of this bond is such that if the above bonded Principal shall in all respects comply with the rules and regulations pertaining to Residential Construction Standards and Health and Safety requirements in this state, then this obligation shall be void; otherwise it is to remain in full force and effect.

This bond is in full force and effect as to the above statutory and regulatory obligations of the Principal for the license term of \_\_\_\_\_ through \_\_\_\_\_ unless renewed by continuation certificate; 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 or the number of claims against this bond, the liability of the Surety shall not be cumulative and the aggregate liability of the Surety for any and all claims, suits or actions under this bond shall not exceed the sum of \_\_\_\_\_ Thousand Dollars (\$\_\_\_\_,000.00) for any license year.

Claims may be initiated only through authorization by the Commission which must validate the claim and determine the amount of loss or damage. No complaint may be maintained to enforce any liability on this bond unless brought within eight (8) years after the event giving rise to the cause of action. No right of action shall accrue upon or by reason of this bond to or for the use or benefit of anyone whatsoever other than the Commission.

Witness our hands and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name of Surety Company (Print)

\_\_\_\_\_  
Name of Principal (Print)

By: \_\_\_\_\_  
Signature of Surety (Attorney-in-Fact)

By: \_\_\_\_\_  
Signature of Principal