

City of North Myrtle Beach, South Carolina

REVENUE DEPARTMENT
1018 2nd Avenue South – North Myrtle Beach, SC 29582
Telephone (843) 280-5585
FAX (843) 280-5502

PROPERTY OWNER - GENERAL CONTRACTOR CERTIFICATION AND SUBCONTRACTOR LIST

PERMIT NO. _____

Business License Number: _____

General Contractor: _____

State License Number: _____

Developer/Property Owner _____

Telephone Number: _____

Total Contract Amount: \$ _____

Project Name: _____

Contact Person: _____

Project Address: _____

The person or general contractor listed on the permit is responsible for entering the names of subcontractors for the work described and hereby certifies the following. *By signing the building permit and this form I am aware that only properly licensed contractors are allowed to do work associated with this permit and are listed WITH STATE AND CITY LICENSE NUMBERS on the attached sub-contractor listing.* Furthermore, I understand that this subcontractor list must be returned to the City of North Myrtle Beach Revenue Department with all **STATE & CITY LICENSE NUMBERS** and contract amounts for approval **24 HOURS PRIOR TO REQUESTING ANY FINAL INSPECTION.** **FAILURE TO PROVIDE COMPLETE LICENSE NUMBERS WILL DELAY YOUR APPROVAL.**

I certify that the following list contains all sub-contractors associated with this project. I will notify the Business License Department of any changes that occur. I also understand that a sub-contractor is defined as anyone that I do not issue a W-2 Wage statement form to and do not withhold any payroll taxes.

Enclosed please find a list to be completed by a representative of your company. Failure to abide to the above requirement could lead to denial of subsequent inspections from the building inspections department. If a contractor or subcontractor is caught working without a business license, a citation up to \$895.00 may be issued.

NOTE: All plumbers, electricians and mechanical tradesmen are required per City Ordinance Sec. 7-61 to hold a valid master tradesman certificate issued by the City.

The Building Department of building safety under the Codes of Laws of the State of South Carolina 1976, as amended Title 40, Chapter 59, Article 1, Section 40-59-260, is providing the undersigned owner/builder this disclosure statement.

State law requires residential construction to be built by licensed residential builders and registered specialty contractors. You have applied for a permit under an exemption to the law. The exemption allows, as the owner of your property, to act as your own builder even though you do not have a valid state license. You may build or improve any one family or two family residence and must **supervise** the construction yourself. The building must be for your own use and occupancy and must not be built **for sale or rent**. If you sell or rent a residence that you have built yourself within two (2) years after construction is completed, the law will presume that you intended to violate the state statute of the exemption. You are **prohibited** from hiring an **unlicensed person** as your residential builder or a **non-registered specialty** contractor as subcontractors. It is your responsibility to insure that persons employed by you have the license required by state law and the City of North Myrtle Beach licensing ordinances. Your construction must comply with all applicable Laws, Ordinances, Building Codes, Hurricane Requirements and Zoning Regulations.

Property Owner or General Contractor

DATE

BUSINESS LICENSE

APPROVAL # _____

BY: _____ ON ____/____/____

IMPORTANT NOTICE

Business License Approval of Subcontractors Lists

The Revenue Department *requires* that the "Certification and Sub-Contractors List" form be completed prior to submission to the business license office for approval. It is imperative that all requested information be submitted *including both State and City license numbers and contract amounts*. **Incomplete submissions will *not* be processed.**

Furthermore, we will begin issuing secondary 'Sub-Contractors Lists' to your licensed subcontractors (those who utilize subcontractors of their own to complete the work). **It is *essential* that every single person that works on-site be an employee of a licensed business (receiving a W-2 Wage Statement form) or be licensed himself or herself as an independent contractor (receiving a 1099 form).** To insure compliance, we may request that companies provide copies of tax forms and supporting information showing withholding and unemployment taxes for W-2 employees.

Failure to comply with the above regulations will delay your approvals and inspections.

Should you have any questions regarding these requirements or need any help in filling out the form, please call 843-280-5585 for assistance.

843-280-5585

Please be advised that developers must obtain a city business license before the development gets approval for the CO from the Revenue Department.

PERMIT NUMBER		ADDRESS OF PROJECT				
TRADE	CONTRACTORS NAME	PHONE	SC State Lic. No.	NMB License No.	CONTRACT AMOUNT	
1	Alarm System					
2	Architect					
3	Cabinet Installer					
4	Carpet Installer					
5	Cleaning					
6	Counters/Tile/Flooring					
7	Developer					
8	Drywall / Plaster					
9	Engineer					
10	Electrician					Tradesman Card #
11	Elevator					
12	Fire Protection					
13	Foundation					
14	Framing					
15	Gas					
16	GC or Res Builder					
17	Glazing / Window Wall					
18	HVAC					Tradesman Card #
19	Heavy Equipment Rental					
20	Insulation					
21	Landscape / Irrigation					
22	Mason / Brick					
23	Overhead Door					
24	Pile Driving					
25	Plumber					Tradesman Card #
26	Portable Toilets					
27	Roofing					
28	Surveyor					
29	Siding					
30	Termite Pest Control					
31	OTHER					

