

# City of North Myrtle Beach, South Carolina

REVENUE DEPARTMENT  
1018 2<sup>nd</sup> 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 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 stature 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 sub-contractors 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.**

PROJECT ADDRESS: \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

APPROVAL NO. \_\_\_\_\_

	TRADE	CONTRACTOR NAME	PHONE	SC STATE LICENSE #	CITY OF NMB LICENSE #	CONTRACT AMOUNT	Tradesman Required for Plumber, Electrician, Gas & HVAC-Finals will not be granted if left blank
1.	PLUMBER						Tradesman Card #
2.	ELECTRICIAN						Tradesman Card #
3.	HEATING & A/C						Tradesman Card #
4.	GAS						Tradesman Card #
5.	HOME MOVER						
6.	CABINET INSTALLER						
7.	CARPENTER-FRAMING / TRIM						
8.	DOCKS/SEAWALLS						
9.	DRYWALL						
10.	ELEVATOR						
11.	FIRE ALARM / PROTECTION						
12.	FIRE SPRINKLER						
13.	FLOOR COVERING						
14.	FOUNDATION						
15.	INSULATION						
16.	LANDSCAPING / IRRIGATION						
17.	MASON/BRICK						
18.	MOBILE HOME SETUP						
19.	OVERHEAD DOOR						
20.	PAINTER / WALLPAPER						
21.	PILE DRIVER						
22.	POOL INSTALL						
23.	POOL CONCRETE						
24.	POOL FENCE						
25.	PORTABLE TOILETS						
26.	ROOFER						
27.	SIDING						
28.	SIGN(S)						
29.	TERMITE PEST CONTROL						