



# State License Exemption Request For Homeowners

City of Greenville Building Department

P.O. Box 2207 Greenville, SC 29602

Phone: 864-232-CARE (2273) Fax: (864) 467-5715

State law requires residential construction to be done by licensed residential builders and specialty contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own builder even though you do not have a license. You must supervise the construction yourself. You may build or improve a one-family or two-family residence. The building must be for your own use and occupancy. It may not be built for sale or rent. If you sell or rent a building you have built yourself within two years after the construction is complete, the law will presume that you built it for sale or rent, which is a violation of this exemption. You may not hire an unlicensed person as your residential builder or specialty contractor. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

To qualify for this exemption, you as the owner of the residential building or structure must promptly file as a matter of public record a notice with the register of deeds, indexed under the owner's name in the grantor's index, stating that the residential building or structure was constructed by the owner as an unlicensed builder. Failure to do so revokes the statutory exemption.

By signing this form, you acknowledge receiving the "Disclosure Statement" required to be filed, your responsibilities as outlined and will abide by all applicable laws, ordinances, building code and zoning regulations.

Address: \_\_\_\_\_ Tax Map Number: \_\_\_\_\_

Owner(s)  
Signature: \_\_\_\_\_

Printed Name(s): \_\_\_\_\_

This form will need to be filed at the Register of Deeds before we can accept it. Once the form has been filed please email both pages to the City of Greenville Permits email:

[permits@greenvillesc.gov](mailto:permits@greenvillesc.gov)  
Greenville County Register of Deeds  
301 University Ridge Suite 1300  
Greenville, SC 29601  
(864) 467-7240

# City of Greenville Homeowners Disclosure Statement

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Address: \_\_\_\_\_ Tax Map Number: \_\_\_\_\_

Owner Builder(s) \_\_\_\_\_

Printed Name(s): \_\_\_\_\_

Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

State of South Carolina

County of Greenville

The foregoing instrument was acknowledged before me this date \_\_\_\_\_

By \_\_\_\_\_ (name of person acknowledged)

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(SEAL)

Notary Public for South Carolina

My Commission Expires: \_\_\_\_\_

Filing Fee: \$25.00