



## CITY OF EASLEY

205 North 1<sup>st</sup> Street  
Easley, SC 29640  
Phone: (864) 855-7900

TO: General Contractors: Commercial & Residential

RE: Business License Requirements

All General Contractors and Sub-Contractors are REQUIRED to pay a license fee, before work begins, for any and all building projects located within the city limits of Easley. Building permits cannot be issued until the General Contractor and all sub-contractors have obtained a license.

Failure to do so could result in significant penalties and/or fines in addition to unnecessary delays in scheduling inspections (including finals and CO's).

General Contractors are responsible for informing ALL of their Sub-Contractors that a business license is required. If a Sub-Contractor further sub-contracts to another company – that company is required to have a business license also.

The Business License Fee is calculated as follows:

|   | Outside rates | Inside  |
|---|---------------|---------|
| On gross receipts not exceeding \$2,000.00        | \$90.00       | \$45.00 |
| On each additional \$1,000.00 or fraction thereof | \$2.50        | \$1.25  |

Attached you will find the Contractors/Sub-Contractors business license application and Sub-Contractor's listing.

General Contractors are required to provide the business license department with a complete listing of all suppliers and sub-contractors as quickly as possible. No Sub-Contractor shall enter the job site prior to obtaining a Business License. The original or a copy of the license shall remain available upon request from the General Contractor or any City Official until the project is complete. This list may be emailed to our Business License Department.

Denise Meetze  
Collections & Compliance Clerk  
dmeetze@cityofeasley.com

**BUSINESS LICENSE OFFICE  
CITY OF EASLEY**

205 North 1<sup>st</sup> Street, Easley, SC 29640

Office (864) 855-7900

**OWNER/BUILDER SUBCONTRACTOR LISTING**

State law requires you to hire a licensed person as our residential builder or specialty contractor. It is your responsibility to make sure that people employed by you have all licenses required by state, city and county. When the total cost of materials and labor for an undertaking performed by a residential or specialty contractor for an individual property owner exceeds five thousand dollars, the residential specialty contractor must obtain an executed bond with a surety in an amount approved by the South Carolina Builders Commission. Please provide the following information to the Business License Office prior to the start of construction:

| JOB PERFORMED        | CONTRACTOR | PHONE NUMBER | CONTACT PERSON | TOTAL JOB COST |
|----------------------|------------|--------------|----------------|----------------|
| Foundation/Footing   |            |              |                |                |
| Framing              |            |              |                |                |
| Electrical           |            |              |                |                |
| Plumbing             |            |              |                |                |
| Mechanical HVAC      |            |              |                |                |
| Concrete             |            |              |                |                |
| Garage Doors         |            |              |                |                |
| Security             |            |              |                |                |
| Waterproofing        |            |              |                |                |
| Ground-Termite       |            |              |                |                |
| Port-O-John          |            |              |                |                |
| Landscaping/Irrigate |            |              |                |                |
| Brick Mason          |            |              |                |                |
| Drywall              |            |              |                |                |
| Painters/Wallpaper   |            |              |                |                |
| Fencing              |            |              |                |                |
| Insulation           |            |              |                |                |
| Vinyl Siding         |            |              |                |                |
| Glass Installers     |            |              |                |                |
| Cabinets/Counter     |            |              |                |                |
| Roofing              |            |              |                |                |
| Carpentry/Trim       |            |              |                |                |
| Floor Covering       |            |              |                |                |
| Architect            |            |              |                |                |
| Paving/Curbing       |            |              |                |                |
| Dumpster             |            |              |                |                |
| Gutters              |            |              |                |                |
| Grading/Site Work    |            |              |                |                |
| Surveyor             |            |              |                |                |
| Engineering          |            |              |                |                |
| Demolition           |            |              |                |                |
| Locksmith            |            |              |                |                |
| Steel Erection/Crane |            |              |                |                |
| Rental Equipment     |            |              |                |                |
| General Contractor   |            |              |                |                |
| Signs                |            |              |                |                |
| Other                |            |              |                |                |

I have read and agree to comply with the terms of this agreement.

\_\_\_\_\_  
Signature of Owner/Builder

\_\_\_\_\_  
Date

**CITY OF EASLEY, SC**

205 North 1<sup>st</sup> Street  
Easley, SC 29640  
Phone: 864-855-7900

Denise Meetze, Collections & Compliance Clerk – dmeetze@cityofeasley.com  
Rachel Lee, Administrative Assistant – rblair@cityofeasley.com

**CONTRACTOR/SUB-CONTRACTOR LICENSE FORM**

|   |                                  |  |
|---|----------------------------------|--|
| <b>BUSINESS NAME &amp; ADDRESS</b>  | <b>LOCATION OF JOB</b>           |  |
| <b>TAX ID NO./SOCIAL SECURITY NO.</b>   | <b>STATE CONTRACTOR CARD NO.</b> |  |
| <b>OWNERSHIP TYPE</b><br>____ <b>INDIVIDUAL</b><br>____ <b>PARTNERSHIP</b><br>____ <b>CORPORATION</b> | <b>CONTACT NAME &amp; TITLE</b>  |  |
| <b>TYPE OF BUSINESS</b>   | <b>COMPANY PHONE NUMBER</b>      |  |
| <b>TOTAL GROSS OF JOB</b><br><br>\$   | <b>LICENSE FEE</b><br><br>\$     | <b>CHECK</b> _____<br><b>CASH</b> _____<br><b>CHARGE</b> _____ |

THE TOTAL FEE FOR THE FULL AMOUNT OF THE CONTRACT SHALL BE PAID PRIOR TO COMMENCEMENT OF WORK AND SHALL ENTITLE THE CONTRACTOR TO COMPLETE THE JOB WITHOUT REGARD TO THE NORMAL LICENSE EXPIRATION DATE.

SUB-CONTRACTORS SHALL BE LICENSED ON THE SAME BASIS AS GENERAL OR PRIME CONTRACTORS FOR THE SAME JOB AND NO DEDUCTIONS SHALL BE MADE BY THE GENERAL CONTRACTOR FOR VALUE OF WORK PERFORMED BY A SUB-CONTRACTOR.

**\*\*\*EACH PRIME CONTRACTOR SHALL FILE WITH THE LICENSE INSPECTOR A LIST OF SUB-CONTRACTORS FURNISHING LABOR OR MATERIALS FOR EACH PROJECT.\*\*\***

\_\_\_\_\_  
**SIGNATURE OF APPLICANT AND TITLE**

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



The City of Easley  
205 North 1<sup>st</sup> Street  
Easley, SC 29640  
(864) 855-7900

## Please read, sign & date this page

1. I have received the City of Easley Sub-Contractor list.
2. I understand that all 1099 contractors (any person or company that is hired with a contract amount or paid hourly without deducting taxes) and any supplier making deliveries to the job site must obtain a City of Easley business license.
3. I understand that the following information is requested on each sub-contractor and supplier: business name, contact name, phone # and the total contract amount to be paid to the sub-contractor.
4. Be advised that the inspection schedule & CO process could be interrupted until a complete up to date sub-contractor list has been submitted to the Business License Officer and given a reasonable time to audit.
5. State law requires you to hire a licensed person as a residential builder or specialty contractor. It is your responsibility to make sure that people employed by you have all licenses required by the state, city, and county. When the total cost of materials and labor for an undertaking performed by a residential or specialty contractor for an individual property owner exceeds five thousand dollars (\$5,000), the residential specialty contractor must obtain an executed bond with a surety in an amount approved by the South Carolina Builders Commission. Please provide the following information to the Business License Office prior to the start of construction:

GENERAL CONTRACTOR NAME/COMPANY \_\_\_\_\_

PROJECT NAME & ADDRESS \_\_\_\_\_

SIGNATURE & DATE \_\_\_\_\_