



DATE

DATE



**CITY OF MYRTLE BEACH
BUSINESS LICENSE DIVISION
SUB-CONTRACTOR ROSTER**

P.O BOX 2468, MYRTLE BEACH, SC 29578
OAK STREET, MYRTLE BEACH, SC 29577
(843) 918-1200 FAX (843) 918-1137
www.cityofmyrtlebeach.com
foharrow@cityofmyrtlebeach.com

ISSUE DATE _____ ↔ **DUE BACK 10 DAYS FROM ISSUE DATE** **DUE DATE** _____

PERMIT # _____

EST COMPLETION DATE _____

M B BUSINESS LICENSE # _____

GENERAL / PRIME CONTRACTOR _____

ON SITE SUPERVISOR _____ PHONE _____

PROJECT NAME _____ PHONE _____

ADDRESS OF PROJECT _____ E-MAIL ADDRESS _____

A complete Sub-contractor roster consists of:

- 1 Check first draft or final draft to show status of roster**
- 2 Complete name of sub-contractor and company name**
- 3 Complete mailing address of sub-contractor and phone number**
- 4 Sub's contract value of project**

All of this information must be completed in full when you return the sub-contractor roster to the Business License Department.

NOTE: The initial roster is required to be filed to the business license office within 10 days of pulling the building permit.

City ordinance 95-14 states:

"Each prime contractor shall file with the license inspector a list of subcontractors furnishing labor or materials for each project and shall report in each case the contract amount. At each job site the prime contractor shall post and maintain a subcontractor's roster card. This card shall be at the construction trailer or some other prominent place where it can be easily located and reviewed by city inspectors. This card will be furnished by the city and shall at all times during construction contain a current list of all subcontractors who have performed or are performing work on the site and shall list the business license number and phone number of each subcontractor."

SITE PREP / CLEARING / GRADING			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
SITework / PILINGS, ETC.			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
PEST CONTROL			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
CONCRETE PUMPING			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
STEEL ERECTION / FRAMER			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					

CARPENTER / FRAMER			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
MASON / BLOCK WORK			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
ROOFING			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
ELECTRICAL			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
HVAC			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					

PLUMBING			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
FIRE / SPRINKLER SYSTEMS			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
WINDOWS / GLASS			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
DRYWALL			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
INSULATION			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					

SIDING / EFIS			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
ELEVATOR			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
OUTSIDE PAINTING			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
STUCCO			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
OUTSIDE MILLWORK / TRIM			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					

INTERIOR PAINTING / PAPERING			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
MARBLE / TILE			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
CARPET / VINYL / WOOD FLOORS			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
EXTERIOR DOORS			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
INTERIOR TRIM			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					

CABINETS			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
COUNTER TOPS			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
FIRE PLACES			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
POOL / LAZY RIVERS, ETC.			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
RAILINGS			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	OTHER
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					

PAVING / DRIVEWAYS			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
LANDSCAPING			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
IRRIGATION SYSTEMS			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
EQUIPMENT (CRANES, ETC.)			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
BURGLAR ALARM SYSTEMS			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					

CLEANING CREW			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
SIGN COMPANY			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
OTHER			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
OTHER			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
OTHER			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					

OTHER			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
MATERIAL/ SUPPLIER			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
MATERIAL/ SUPPLIER			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
MATERIAL/ SUPPLIER			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					
MATERIAL/ SUPPLIER			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
CITY, STATE ZIP					
START DATE OF JOB					