



**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

DATE \_\_\_\_\_

PERMIT # \_\_\_\_\_

EST COMPLETION DATE \_\_\_\_\_

M B BUSINESS LICENSE # \_\_\_\_\_

GENERAL / PRIME CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

ON SITE SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

ADDRESS OF PROJECT \_\_\_\_\_

A complete Sub-contractor roster consists of:

- 1 Complete name of sub-contractor and company name
- 2 Complete mailing address of sub-contractor and phone number
- 3 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	
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	
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	
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	
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	

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	
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	
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	
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	
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	

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	
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	
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	
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	
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	

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	
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	
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	
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	
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	

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	
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	
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	
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	
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	

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	
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	
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	
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	
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	

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	
LANDSCAPING			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
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	
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	
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	

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	
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	
OTHER			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
OTHER			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
OTHER			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	

OTHER			BUSINESS LICENSE OFFICE USE ONLY		
COMPANY NAME		M B BUS LIC #	STAT	LETTER SENT	
CONTACT NAME					
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	FEE	PAID	
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	
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	
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	
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	