

DIRECTIONS TO COMPLETE FORM

Pursuant to South Carolina Code Section 40-59-260(e), the owner must file a PUBLIC RECORD NOTICE with the Register of Deeds office, 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.

You must complete the information under the "Non-Licensed Owner's Intent to Build" section and include the nature of work. After completing this information, take the form to get it notarized and witnessed. Two witnesses are required to sign the form, one of which can be the notary. Once completed, signed by a notary and two witnesses, you will need to go to the location in the county in which you are located to have the disclosure statement recorded. See below a list of register of deeds locations.

Dorchester County ROD

201 Johnston Street
St. George, SC 29477
(843) 832-0181
Hours: 8:30AM-4:30PM Monday – Friday (Excluding Holidays)

(Completed form can be brought in or mailed to the above address with a check or money order of \$25 and a self-addressed stamped envelope. It takes approximately 24 hours to process, at which time the recording receipt will be mailed back to you. Please contact the Dorchester County Register of Deeds office for additional information.)

Berkeley County ROD

1003 N. Hwy 52
Moncks Corner, SC 29461
(843) 719-4084
Hours: 9:00AM – 5:00PM Monday – Friday (Excluding Holidays)

(Completed forms can be brought in to the above address or mailed with a check or money order of \$25 and a self-addressed stamped envelope to: Berkeley County ROD, PO Box 6122, Moncks Corner SC 29461. In-person requests will be processed while you wait. Requests mailed in take approximately 24 hours to process, at which time the recording receipt will be mailed back to you. Please contact the Berkeley County Register of Deeds office for additional information.)

Charleston County ROD

O.T. Wallace County Office Building
101 Meeting Street, Room 200
Charleston, SC 29401
(843) 958-4800
Hours: 8:30AM – 4:30PM Monday – Friday (Excluding Holidays)

(Completed forms can be brought in or mailed to the above address with a check or money order of \$12.50 and a self-addressed stamped envelope. It takes approximately 2 weeks to process, at which time the recording receipt will be mailed back to you. Please contact Charleston County Register of Deeds office for additional information.)

Upon recording the DISCLOSURE STATEMENT, please upload the receipt to your Citizenserve account or bring in the document to be added to your project file.

NOTICE

The following is provided as required by "Title 40 Chapter 59 Section 40-59-260" of the Code of Laws of South Carolina.

Disclosure Statement

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.

Your Certificate of Occupancy (C/O) cannot be approved until you have filed as a matter of public record with the County Register Of Deeds (ROD) office, indexed under the owner(s) name in the grantor's index, the copy of the Notice of Non-Licensed Owner's Intent to Build and returned proof of filing to this office.

NON-LICENSED OWNER'S INTENT TO BUILD

Owner's Name: _____

Address: _____

Owner's Name: _____

Address: _____

Location of work: _____

PID (TMS) No: _____

Nature of work: Summarize work being done as stated on the permit application.

Witness

Signature of Owner(s)

Date

Witness

Signature of Owner(s)

Date

SWORN TO AND ACKNOWLEDGED before me by _____

this _____ day of _____ 20____.

Notary Public for South Carolina My commission Expires _____

This notice must be properly filed as a matter of public record with the register of deeds office indexed under the owner's name in the grantor's index. Failure of the owner to do so revokes the statutory exemption granted in section 40-59-260, Code of Laws of South Carolina (1976), as amended.