

TO BE COMPLETED BY PRIME CONTRACTOR



**City of Goose Creek Business License Division
Commerical Sub-Contractor Roster**

Date Submitted

P.O. Drawer 1768,
519 N. Goose Creek Blvd, Goose Creek, SC 29445 (843) 797-6220 ext. 1100
permits@cityofgoosecreek.com

ESTIMATED COMPLETION DATE _____

GENERAL / PRIME CONTRACTOR _____

E-MAIL ADDRESS OF GENERAL / PRIME CONTRACTOR _____

ON SITE SUPERVISOR _____

THIRD PARTY INSPECTOR _____

PROJECT NAME _____

ADDRESS OF PROJECT _____

PROPERTY DEVELOPER _____

PROPERTY DEVELOPER ADDRESS _____

PROPERTY DEVELOPER CONTACT NAME _____

PROPERTY OWNER _____

PROPERTY OWNER ADDRESS _____

PROPERTY OWNER CONTACT NAME _____

BUSINESS LICENSE OFFICE USE ONLY	
PERMIT ISSUE DATE:	PROCESSED BY:
PERMIT #:	DATE PROCESSED:
BUSINESS LICENSE #:	NOTES:

PHONE _____

PHONE _____

PHONE _____

BUSINESS LICENSE # _____

PHONE _____

PHONE _____

BUSINESS LICENSE # _____

PHONE _____

CONTRACT OR ROSTER TO CONSIST OF:

- 1 Page 1 completed
 - 2 Sub-Contractor's legal name (must include 2nd and 3rd tier sub contractors) and South Carolina state contractors license # (*if the state contractors license is covered under the GC please state that*)
 - 3 Sub-Contractor's complete mailing address and phone number
 - 4 Sub-Contractor's contract amount of project
 - 5 Sub-Contractor's business license number and expiration date
- **note** If contractor space is blank please insert N/A**

At each job site the prime contractor shall post and maintain a sub-contractor'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 completed by the prime contractor and shall at all times during construction contain a current list of all sub-contractors who have performed, will perform or are performing work on this job site and shall list the business license number and phone number of each sub-contractor.

NOTE: The initial Sub-Contractor Roster must be submitted to the permit office when requesting a building permit. A final version of the Sub-Contractor Roster must be submitted to the permit office at the midpoint of construction. All contractors and/or parties, this includes all 2nd and 3rd tier sub-contractors, involved with the project will be properly licensed with the City of Goose Creek prior to the issuance of a Certificate of Occupancy. **If additional space is needed make copies of page 11.**

******It is the General or Prime Contractors responsibilty to complete and maintain this roster. Failure to submit or update the sub-contractor roster shall cause delays in construction and/or in the issuance of your Certificate of Occupancy. Penalties will be charged for all contractors operating in the city limits prior to obtaining a city business license.*****

Revision: 5-20-2025

ENGINEER				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		NO
ARCHITECT				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		NO
SURVEYOR				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		NO
CLEARING/GRADING				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		NO
ASBESTOS SURVEY				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		NO
ASBESTOS REMEDIATION				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		NO

DEMOLITION				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
FOUNDATION/PILINGS, ETC				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
CONCRETE FINISHING				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
MASON/BLOCK WORK				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
STEEL ERECTION/FRAMER				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
CARPENTER/FRAMING				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		

ELEVATOR				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
INSULATION				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
SIDING / EXT. FINISH				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
DRYWALL				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
WINDOWS / GLASS GLAZING				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
DRYWALL				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		

STUCCO				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
EXTERIOR MILLWORK/TRIM				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
EXTERIOR PAINTING				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
EXTERIOR DOORS/OVERHEAD DOORS/BAY DOORS				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
DRIVEWAY/PARKING LOT				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
SIDEWALKS				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		

LANDSCAPING				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		NO
IRRIGATION SYSTEMS					
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		NO
ELECTRICAL					
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		NO
HVAC					
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		NO
PLUMBING					
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		NO
GAS					
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		NO

FIRE/SPRINKLER SYSTEMS				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS					
		CONTRACT VALUE	BUS LIC EXPIRE DATE		
BURGLAR ALARM/SECURITY SYSTEMS				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS					
		CONTRACT VALUE	BUS LIC EXPIRE DATE		
REFRIGERATION				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS					
		CONTRACT VALUE	BUS LIC EXPIRE DATE		
AWNINGS				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS					
		CONTRACT VALUE	BUS LIC EXPIRE DATE		
PERGOLA/GAZEBO				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS					
		CONTRACT VALUE	BUS LIC EXPIRE DATE		
SIGN				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS					
		CONTRACT VALUE	BUS LIC EXPIRE DATE		

FIREPLACE				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
CABINETS				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
RAILINGS				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
COUNTERTOPS				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
TILE WORK				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		
CARPET/VINYL/WOOD FLOOR				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS		CONTRACT VALUE	BUS LIC EXPIRE DATE		

INTERIOR TRIM				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS					CONTRACT VALUE
INTERIOR PAINT/WALLPAPER				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS					CONTRACT VALUE
ACOUSTICAL CEILING SYSTEMS/PANELING				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS					CONTRACT VALUE
CLEANING CREW				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS					CONTRACT VALUE
EQUIPMENT (CRANES, ETC.)				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS					CONTRACT VALUE
POOL/LAZY RIVER, ETC.				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE VERIFIED?
CONTACT NAME					YES
TELEPHONE					NO
MAIL ADDRESS					CONTRACT VALUE

FIRESTOP				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE
CONTACT NAME					VERIFIED?
TELEPHONE					YES
MAIL ADDRESS					NO
		CONTRACT VALUE	BUS LIC EXPIRE DATE		
THIRD PARTY INSPECTION				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE
CONTACT NAME					VERIFIED?
TELEPHONE					YES
MAIL ADDRESS					NO
		CONTRACT VALUE	BUS LIC EXPIRE DATE		
OTHER				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE
CONTACT NAME					VERIFIED?
TELEPHONE					YES
MAIL ADDRESS					NO
		CONTRACT VALUE	BUS LIC EXPIRE DATE		
OTHER				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE
CONTACT NAME					VERIFIED?
TELEPHONE					YES
MAIL ADDRESS					NO
		CONTRACT VALUE	BUS LIC EXPIRE DATE		
MATERIAL/ SUPPLIER*				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE
CONTACT NAME					VERIFIED?
TELEPHONE					YES
MAIL ADDRESS					NO
		CONTRACT VALUE	BUS LIC EXPIRE DATE		
MATERIAL/ SUPPLIER*				BUSINESS LICENSE OFFICE USE ONLY	
COMPANY NAME		STATE LIC #	BUS LIC #	NOTES OR COMMENTS	LICENSE
CONTACT NAME					VERIFIED?
TELEPHONE					YES
MAIL ADDRESS					NO
		CONTRACT VALUE	BUS LIC EXPIRE DATE		