CITY OF MYRTLE BEACH
BUSINESS LICENSE DIVISION
SUBCONTRACTOR ROSTER

P O BOX 2468 MYRTLE BEACH, SC 29578
(843) 918-1200
FAX (843) 918-1210

Permit #_____ Issue Date_____
MB License Number:_____
GC:_____
Project Name:_____
Project Address:_____
Phone Number:_____
Email:_____

City Code § 11-39 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."

List each sub-contractor working on your project and provide the information listed in each column. If a sub-contractor is performing multiple trades, list each trade and provide the total of all contracts. **DO NOT** list the same sub more than once. Failure to provide a complete roster or contracting with a sub that doesn't have a current City business license, may result in a stop work order on your project or a delay in issuing the Certificate of Occupancy. (Rev. 1/15)

Examples of Trade Descriptions: 1) Burglar Alarm Sys, 2) Cabinets, 3) Carpentry/Framing, 4) Flooring, 5) Cleaning/Janitorial, 6) Concrete Pumping, 7) Counter Tops, 8) Drywall, 9) Electrical, 10) Elevator, 11) Equip Rental, 12) Exterior Doors, 13) Painting/Wallpaper, 14) Fire Place, 15) Fire/Sprinkler Sys, 16) HVAC, 17) Insulation, 18) Interior Trim, 19) Irrigation, 20) Landscaping, 21) Marble/Tile, 22) Mason/Block Work, 23) Material Supplier, 24) Millwork/Trim, 25) Paving/Driveways, 26) Pest Control, 27) Plumbing, 28) Pool/Lazy Rivers, 29) Railings, 30) Roofing, 31) Siding, 32) Signs, 33) Sitework/Clearing/Grading, 34) Steel Erection, 35) Stucco, 36) Windows/Glass, 37) Other

Business License #	Trade Description(s)	Contractor Business Name	Contact Name & Phone #	Mailing Address	Total Contract $	Start Date