



CITY OF SENECA  
P.O. Box 4773  
221 East North First Street  
Seneca, South Carolina 29679  
(864)885-2700 Fax: (864)885-2701  
www.Seneca.SC.US

Council Members

Scott Durham  
Al Gaines, Sr.  
WC Honeycutt  
Dana Moore  
Stuart Pohl  
Denise Rozman  
Joel Ward

Mayor Daniel W. Alexander  
Mayor Pro Tem Ronnie O'Kelley

## Subcontractor List

1. I understand that all 1099 contractors (any person or company that is hired with a contract amount or paid hourly without deducting taxes) and any suppliers making deliveries to this address/job site must obtain a City of Seneca business license for this address/job site.
2. I understand that all W-2 employees for the general contractor are covered under the general contractor's business license.
3. I understand that the following is required on each sub-contractor and supplier: business name, physical address, phone number, and the amount paid to the sub-contractor and/or supplier.
4. I understand that the City of Seneca requests that this list be submitted 10 (ten) days prior to the final inspection being scheduled. A final inspection will not be scheduled until the sub-contractor list is approved by the Business License office.

General Contractor Name/Company \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Contact Information-Please print.

NAME & TITLE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

City of Seneca contact information:

phone: 864-885-2700 fax: 864-885-2701 e-mail: [abeatty@seneca.sc.us](mailto:abeatty@seneca.sc.us)

Mailing Address: City of Seneca, Finance Office, P O Box 4773, Seneca, SC 29679

Physical Address: City of Seneca, 221 East North 1<sup>st</sup> St, Seneca, SC 29678

**City of Seneca  
Sub-Contractor List**

The City of Seneca Business License office is striving to make sure that the License procedure is smooth and easy for our customers. One of the areas we are trying to improve is timely scheduling of the final inspection.

The City of Seneca requests that this list be submitted 10 (ten) days prior to the final inspection being scheduled. A final inspection will not be scheduled until the Sub-Contractor list is approved by the Business License Office.

GENERAL CONTRACTOR NAME/COMPANY \_\_\_\_\_

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

**EMPLOYEES** - if any of the jobs listed below are being done by company employees (receive a W-2), then please write **EMPLOYEES** on that line.

**SUB-CONTRACTORS**--a sub-contractor is any person or company that you hire with a contract amount or pay hourly without deducting taxes.

**Please provide the business name, physical address, phone number, and the amount paid to any sub-contractors in the space listed below.**

Architect \_\_\_\_\_

Engineering \_\_\_\_\_

Survey Crew \_\_\_\_\_

Ground Treatment \_\_\_\_\_

Grading/Excavate \_\_\_\_\_

Framing \_\_\_\_\_

Roofing \_\_\_\_\_

Brick/Block Mason \_\_\_\_\_

Electrical \_\_\_\_\_

Mechanical (HVAC) \_\_\_\_\_

Plumbing \_\_\_\_\_

Gas \_\_\_\_\_

Fire Suppression\_\_\_\_\_

Sheet Metal\_\_\_\_\_

Glass Installer\_\_\_\_\_

Structural (Int)\_\_\_\_\_

Drywall\_\_\_\_\_

Elevator Install\_\_\_\_\_

Painting\_\_\_\_\_

Millwork\_\_\_\_\_

Cabinetry\_\_\_\_\_

Carpentry\_\_\_\_\_

Siding Install\_\_\_\_\_

Counter Tops\_\_\_\_\_

Flooring\_\_\_\_\_

Metal Smith\_\_\_\_\_

Locksmith\_\_\_\_\_

Alarm System\_\_\_\_\_

Phone/PA System\_\_\_\_\_

Wallpaper Install\_\_\_\_\_

Asphalt/Concrete\_\_\_\_\_

Garage Doors Install\_\_\_\_\_

Landscape/Irrigation\_\_\_\_\_

Central Vac\_\_\_\_\_

Interior Design\_\_\_\_\_

Security Systems \_\_\_\_\_

Janitorial \_\_\_\_\_

Waterproofing \_\_\_\_\_

Hood Work \_\_\_\_\_

Dumpster Rental \_\_\_\_\_

Equipment Rental \_\_\_\_\_

Portable Toilet Rental \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUPPLIERS** -a supplier is any company who made a delivery to the job site using their own vehicles and did not install their product.

**Please provide the business name, physical address, phone number, and the amount paid to any suppliers who made deliveries to the job site in the space listed below.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please make any general comments or note any items you would like us to be aware of below:

\_\_\_\_\_

\_\_\_\_\_

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