



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

### **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) business 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:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



## 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) business days prior to final inspection being scheduled. A final inspection will not be scheduled until this list is approved by the Business License Office.

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

Project Address: \_\_\_\_\_

**EMPLOYEES** – if any of the jobs listed below are being completed by company employees (received a W-2), then please fill **Employees** on that line.

**SUB-CONTRACTORS** – a sub-contractor is any person or company that is hired with a contract amount or paid hourly without deducting taxes.

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

Architect \_\_\_\_\_

Engineering \_\_\_\_\_

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

Ground/Pest Treatment \_\_\_\_\_

Grading/Excavating \_\_\_\_\_

Framing \_\_\_\_\_

Insulation \_\_\_\_\_

Roofing \_\_\_\_\_

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

Electrical \_\_\_\_\_

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

Plumbing \_\_\_\_\_



## City of Seneca Sub-Contractor List

Gas \_\_\_\_\_

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

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

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

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 \_\_\_\_\_



## City of Seneca Sub-Contractor List

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

Security System \_\_\_\_\_

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 the Business License Office to be made aware of below:

\_\_\_\_\_  
\_\_\_\_\_

Below is the contact information for the Business License Office for the City of Seneca:

Phone: (864) 885-2700

Fax: (864) 885-2701

Mailing Address: PO Box 4773, Seneca, SC 29679

Physical Address: 221 E North 1<sup>st</sup> Street, Seneca, SC 29678

Email: Eunice Colchado at [ecolchado@seneca.sc.us](mailto:ecolchado@seneca.sc.us)

*\*Please email, mail or hand deliver your completed application to the applicable option listed above.*