

**BUSINESS LICENSE DEPARTMENT CITY OF AIKEN**

# CONTRACTOR'S SUB LIST

City of Aiken • PO Box 2458 • Aiken, SC 29802 • [www.cityofaikensc.gov](http://www.cityofaikensc.gov)  
135 Laurens Street SW • Aiken, SC 29801 • fax 803-642-7735

**City Code Sec. 12-52 requires each prime contractor to file with the license official a list of sub-contractors furnishing on-site labor or materials for each project. Failure to provide this information may delay the project.**

If any of the activities below are being done by the prime contractor's employees (those that receive a W-2), then simply write **Employees** on that line. Please remember that a **sub-contractor** is any person or company that is hired with a contract amount or hourly pay without taxes being deducted. You may either report to the City of Aiken Finance Department at 135 Laurens Street SW or mail it to the PO Box above. If you have any questions or need assistance, please contact the business license office at 803-642-7642 or by email at [licenses@cityofaikensc.gov](mailto:licenses@cityofaikensc.gov). Thank you for your assistance with this matter.

Prime Contractor \_\_\_\_\_ Permit# \_\_\_\_\_

Person Completing Form \_\_\_\_\_ Phone \_\_\_\_\_

Project Name & Address \_\_\_\_\_

Site Manager \_\_\_\_\_ Phone \_\_\_\_\_

Architect \_\_\_\_\_ Engineer \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Grading/Excavate \_\_\_\_\_ Structural (Exterior) \_\_\_\_\_

\_\_\_\_\_

Framing \_\_\_\_\_ Footing \_\_\_\_\_

\_\_\_\_\_

Roofing \_\_\_\_\_ Electrical \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Mechanical \_\_\_\_\_ Plumbing \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

For Assistance, please call 803-642-7642 or email [licenses@cityofaikensc.gov](mailto:licenses@cityofaikensc.gov)

<u>Sheet Metal</u> _____	<u>Glass Installation</u> _____
_____	_____
<u>Drywall</u> _____	<u>Structural (Int.)</u> _____
_____	_____
<u>Insulation</u> _____	<u>Elevator Install</u> _____
_____	_____
<u>Painting</u> _____	<u>Millwork</u> _____
_____	_____
<u>Cabinetry</u> _____	<u>Carpentry</u> _____
_____	_____
<u>Siding Install</u> _____	<u>Counter Tops</u> _____
_____	_____
<u>Flooring</u> _____	<u>Metal Smith</u> _____
_____	_____
<u>Locksmith</u> _____	<u>Alarm System</u> _____
_____	_____
<u>Phone/PA/Media</u> _____	<u>Wallpaper Install</u> _____
_____	_____
<u>Garage Door Install</u> _____	<u>Landscape/Irrigation</u> _____
_____	_____
<u>Fencing</u> _____	<u>Central Vac</u> _____
_____	_____
<u>Interior Design</u> _____	<u>Security Service</u> _____
_____	_____
<u>Janitorial</u> _____	<u>Waterproofing</u> _____
_____	_____
<u>Hood Work</u> _____	<u>Dumpster Rental</u> _____
_____	_____
<u>Equipment Rental</u> _____	<u>Portable Toilet Rental</u> _____
_____	_____

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<u>Other</u> _____	<u>Other</u> _____
_____	_____
<u>Other</u> _____	<u>Other</u> _____
_____	_____

**Please list all suppliers making deliveries to the job site:**

\_\_\_\_\_

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**Comments:**

