



STATE OF SOUTH CAROLINA DEPARTMENT OF CONSUMER AFFAIRS

**Mailing Address**

P.O. Box 5757
Columbia, SC 29250-5757

**INSTRUCTIONS FOR
INITIAL PHYSICAL FITNESS APPLICATION**

S.C. Code Ann. §§ 44-79-10 *et seq.* & Reg. 28-100
(803) 734-4291 | www.consumer.sc.gov | (803) 734-4200

Street Address

293 Greystone Blvd., Ste. 400
Columbia, SC 29210-8004

Application can be filed online. Visit www.consumer.sc.gov and click on “online filing.”

PHYSICAL FITNESS SERVICES

“Physical fitness services” means facilities or services for the development of physical fitness through exercise or weight control. The term includes the facilities and services of health or exercise centers, clubs, studios, or classes; health spas, weight control centers, clinics, or studios; figure salons, tanning centers; and athletic or sports clubs which provide tennis, racquet or handball courts, gymnasiums, or swimming pools. It does not include rehabilitative therapy administered by a licensed physical therapist.

APPLICATION FOR CERTIFICATE OF AUTHORITY

All organizations providing physical fitness services in this State must first obtain a Certificate of Authority from the Administrator of the S.C. Department of Consumer Affairs.

Initial filing applications must include the following:

- Copy of the most recent membership agreement (if any);
- Copy of contract(s) to be used (if any);
- Surety bond or letter of credit (if financial responsibility required);
- If a corporation or LLC, certified copy of Certificate of Existence from the Secretary of State of South Carolina and copy of Articles of Incorporation/Organization; (Copies may be obtained by contacting the Secretary of State’s office at (803) 734-2158 or www.scsos.com);
- Copy of rate sheet/price schedule for all physical fitness services offered; and
- Certificate of Authority application fee - \$50 per location.

CONTRACT REQUIREMENTS

If you use a prepaid or credit contract, that contract must conform to the requirements set by state law (S.C. Code Ann. §44-79-30, §44-79-40, §44-79-50). Contracts not meeting these requirements will result in the return of your application.

INITIAL FILING FEE

This application must be accompanied by an initial Certificate of Authority fee in the amount of \$50.00 per location. Failure to remit the appropriate fee(s) will result in the return of your application. Make checks payable to S.C. Department of Consumer Affairs.

QUESTIONS

If you need assistance with completing this application form or have questions about the Physical Fitness Services Act (§44-79-10 *et seq.*), please contact the S.C. Department of Consumer Affairs by calling the above phone numbers.

SEND COMPLETED APPLICATION AND PAYMENT TO:

South Carolina Department of Consumer Affairs – Physical Fitness Services
P.O. Box 5757, Columbia, S.C. 29250-5757