



STATE OF SOUTH CAROLINA DEPARTMENT OF CONSUMER AFFAIRS

**Mailing Address**

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

**INSTRUCTIONS FOR
RENEWAL 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

2221 Devine St., Ste. 200
Columbia, SC 29205-2418

Annual Renewal Period is November 1st – December 31st

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

PHYSICAL FITNESS CERTIFICATE OF AUTHORITY RENEWAL

All Certificates of Authority expire on December 31st. To continue providing physical fitness services in this State, Certificates must be renewed each year. Renewal applications will be accepted November 1 – December 31 of each year. **If a completed renewal application is not postmarked on or before December 31st, the physical fitness center may be subject to a late penalty.**

RENEWAL REQUIREMENTS

You must submit the following for renewal each year:

- Completed renewal application;
- Copy of the most recent membership agreement (if any);
- Copy of contract(s) to be used (if any);
- Bond continuation certificate (if a bond is required and has been submitted) or an updated letter of credit;
- Annual Report (if not previously submitted for this calendar year);
- Copy of membership rate sheet/price schedule for all physical fitness services offered; and
- Annual renewal 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.

RENEWAL FEE

All renewal applications must be accompanied by a renewal 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