HOW TO APPLY FOR A CODE ENFORCEMENT OFFICER REGISTRATION

Note! Do Not Use for Application as a Special Inspector

General Information

- Registrations are issued on a biennial (two year) cycle
- Each registration cycle starts on July 1 of each odd numbered year
- All registrations expire on June 30 of the next odd numbered year
- No person may practice as a codes enforcement officer without a current registration
- There is no grace period for practice if not reregistered by June 30
- Unregistered practice carries a maximum fine of $10,000
- Similar licenses or registrations from other states may be evaluated for equivalency
- Registration fees are not prorated
- New Limited registrations are no longer issued
- Provisional registrations may be issued to:
  1. new non-certified municipal or county employees, or
  2. existing municipal or county employees, fully certified in their current positions and training for advancement

- Provisional registrations are not renewable
- Limited and Provisional Registration Classifications are not available for registrants in contract status
- Registrations in "Municipal or County" status are issued to municipal or county employees only
  A registrant who receives an IRS W-4 Form is deemed to be a municipal or county employee
- Registrations in "Contract" status are issued to individuals in private practice
  A registrant who receives an IRS 1099 Form is deemed to be a contract employee

Initial License (Municipal or County - Non Provisional)

- Submit a completed Code Enforcement Officers Registration Application
- Submit proof of employment with a municipality or county
- Submit a copy of the position description to be filled
- Submit copies of all building code related certifications
- $50.00 application fee payable to the SC Building Codes Council

Initial License (Municipal or County - Provisional)

- Submit a completed Code Enforcement Officers Registration Application
- Submit proof of employment with a municipality or county
- Submit a copy of the position description to be filled by the applicant
- $50.00 application fee payable to the SC Building Codes Council

Initial License (Contract)

- Submit a completed Code Enforcement Officers Registration Application
- Submit copies of all building code related certifications
- $50.00 application fee payable to the SC Building Codes Council

License Renewal (Municipal or County - Non Provisional and Contract)

- Submit a completed Code Enforcement Officers Registration Application
- $50.00 application fee payable to the SC Building Codes Council

Continuing Education Requirements for Code Enforcement Officers

- 24 hours of continuing education per license cycle
  Reporting period is from July 1st to June 30th of each odd numbered year
- Continuing education can not be carried over to a new license cycle
- Proof of continuing education will be by audit

CODE ENFORCEMENT OFFICERS REGISTRATION CLASSIFICATIONS

Building Official
Certification required
Building Official

Commercial Inspector
Certifications required
Commercial Building Inspector
Commercial Electrical Inspector
Commercial Plumbing Inspector
Commercial Mechanical Inspector

Residential Inspector
Certifications required
Residential Building Inspector
Residential Electrical Inspector
Residential Plumbing Inspector
Residential Mechanical Inspector

Plans Examiner
Certifications required
Commercial Building Plans Examiner
Commercial Electrical Plans Examiner
Commercial Plumbing Plans Examiner
Commercial Mechanical Plans Examiner

Building Inspector
Certification required
Commercial Building Inspector

Electrical Inspector
Certification required
Commercial Electrical Inspector

Plumbing Inspector
Certification required
Commercial Plumbing Inspector

Mechanical Inspector
Certification required
Commercial Mechanical Inspector

SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING AND REGULATIONS
OFFICE OF BOARD SERVICE 110 CENTERVIEW DRIVE
P.O. BOX 11329 COLUMBIA, SC 29211-1329

SC BUILDNG CODES COUNCIL

APPLICATION FOR REGISTRATION OF CODE ENFORCEMENT OFFICER

___ MUNICIPAL / COUNTY EMPLOYEE
___ CONTRACTURAL – NON GOVERNMENT EMPLOYEE
Check One (1) Classification Below: Proof of certification(s) must accompany this application

__ Building Official __Building Inspector
__ Commercial Inspector __ Electrical Inspector
__ Residential Inspector __ Plumbing Inspector
__ Plans Examiner __ Mechanical Inspector

Municipal / County Employee Only __
__ Provisional – Newly Hired Non-certified
__ Provisional – Existing Registrant for Advancement

FOR OFFICE USE ONLY
Application received date:

Date of Issuance: _____

Check Number: _____

Make $50.00 Registration Fee Payable to: SC Building Codes Council

1. PRINT APPLICANT NAME: _____ 2. DATE OF HIRE: _____
3. JOB TITLE: _____ 4. DATE OF APPLICATION: _____
5. APPLICANT'S DATE OF BIRTH: _____ 6. CELL PHONE NUMBER: _____
7. OFFICE TELEPHONE NUMBER: _____ 8. OFFICE FAX NUMBER: _____
8. NAME OF EMPLOYER: _____
9. OFFICE ADDRESS: _____
Street P.O. Box City State Zip
10. OFFICE E-MAIL ADDRESS: _____
11. HOME ADDRESS: _____
12. MAILING ADDRESS: _____
13. Has this applicant within the past seven (7) years been found guilty, pleaded guilty or entered a plea of nolo contendere to a felony or any other crime of moral turpitude in any court of competent jurisdiction in this state or in any other state? ___ YES ___ NO
If yes, please explain on a separate sheet of paper.

AFFIDAVIT

I, _____, am the person described and identified, of good moral character, and the person named in all documents presented in support of this application. I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare that all statements made by me herein are true and correct. Should I furnish any false or incomplete information in this application, I hereby agree that such act shall constitute the cause for denial or revocation of my license to practice _____ in South Carolina.

Applicant's Signature _____ Date _____

Sworn to and subscribed before me this _____ day of _____, 20_____ Signature of Notary Public _____

My Commission Expires _____ ***Seal required here***

Personal information provided in this application may be subject to public scrutiny or release under the S.C. Freedom of Information Act or other provisions of federal and state law.
Form Update: JANUARY 2010

South Carolina Department of Labor, Licensing and Regulation
PO Box 11329 Columbia, SC 29211-1329

AFFIDAVIT OF ELIGIBILITY

Pursuant to Section 8-29-10 SC Code of Law, **ALL** applicants for a South Carolina license after July 1, 2008 are required to complete and sign this Affidavit of Eligibility.

Section A: LAWFUL PRESENCE in the United States.

I, (please print your full name) _____, swear or affirm under penalty of perjury under the laws of the State of South Carolina that (check 1, 2 or 3 below):

1. ☐ I am a United States citizen or legal permanent resident eighteen years of age or older; or
2. ☐ I am not a US citizen buy am lawfully present in the US as evidenced by one of the following
   a. ☐ I am a qualified alien as defined in 8 U.S.C. sec 1641, eighteen years of age or older.
   b. ☐ I am a nonimmigrant under the "Immigration and Nationality Act," Federal Public Law 82-414 as amended, eighteen years of age or older.

3. ☐ I am not physically present in the US under 8 U.S.C. sec 1621 (c) (2) (c) or employed in the US pursuant to 8 U.S.C. 1621 (c) (s) (c) (check either a or b below):
   a. ☐ I am a US Citizen, not physically present or employed in the United States.
   b. ☐ I am a Foreigh National, Not physically present or employed in the United States.

If you selected either 3.a. of 3.b., you do not need to complete Section B. Skip to Section C.

Section B: Secure and Verifiable Document.

This section must be completed if you checked number 1 or 2 in Section A.

1. Please check one of the following acceptable secure and verifiable documents. Complete documentation must be provided.

☐ Any South Carolina Driver License, South Carolina Driver Permit or South Carolina Identification Card, expired less than one year.

☐ Out-of-state issued photo Driver's License or photo identification card, photo driver's permit expired less than one year. **State:** _____ Valid Temporary Resident Card

☐ Valid Temporary Resident Card

☐ Certificate of Naturalization with intact photo

☐ Certificate of (US) Citizenship with intact photo

☐ Other: (Name of verifiable document)

2. Social Security Number _____

3. Enter the state or the federal agency name where this secure and verifiable document was issued. (If issued by a state agency, include both the state and agency name). _____

4. What is the secure and verifiable document number? _____

5. What is the expiration date of your secure and verifiable document? _____ (month/day/year)

(If you hold a document without an expiration date, such as a military ID or naturalization certificate, write N/A.)

Section C: Privacy Act Disclosure

South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.

Section D: Attestation

- I understand that this sworn statement is required by law because I have applied for or hold a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States. I may also be required to provide proof of lawful presence.
- I understand that in accordance with section 8-29-10 false statements made herein are punishable by law. I state under penalty of perjury that the above statements are true and correct.
- I am the person identified above and the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.
- I understand that the above information must be disclosed to the Department of Labor, Licensing and Regulation upon request and is subject to verification.

_____ _____

Signature Date

_____

Please print your name as shown on your secure and verifiable document.

Professional License Type: _____

License Number (if already licensed): _____