



HOW TO APPLY FOR A CODE ENFORCEMENT OFFICER REGISTRATION ONLINE

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:
 - new non-certified municipal or county employees, or
 - 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)

- Complete Code Enforcement Officers Registration Application
- Upload copy of valid drivers license, state issued id or passport and a copy of your social security card.
- Upload the notarized Verification of Lawful Presence and Notarized Signature Affidavit
- Upload proof of employment with a municipality or county
- Upload a copy of the position description to be filled
- Upload copies of all building code related certifications
- Remit \$50.00 application fee to transmit application to the Board

Initial License (Municipal or County - Provisional)

- Complete Code Enforcement Officers Registration Application
- Upload copy of valid drivers license, state issued id or passport and a copy of your social security card.
- Upload the notarized Verification of Lawful Presence and Notarized Signature Affidavit
- Upload proof of employment with a municipality or county
- Upload a copy of the position description to be filled by the applicant
- Remit \$50.00 application fee to transmit application to the Board

Initial License (Contract)

- Complete Code Enforcement Officers Registration Application
- Upload copy of valid drivers license, state issued id or passport and a copy of your social security card.
- Upload the notarized Verification of Lawful Presence and Notarized Signature Affidavit
- Upload copies of all building code related certifications
- Remit \$50.00 application fee to transmit application to the Board

Allow 24 hours for your application to post, after that you may check your status at:

<https://eservice.llr.sc.gov/SecurePortal/Login.aspx?ReturnUrl=%2fSecurePortal%2fIndex.aspx>

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 Regulation
South Carolina Building Codes Council
 110 Centerview Dr • Columbia • SC • 29210
 P.O. Box 11329 • Columbia • SC • 29211-1329
 Phone: 803-896-4688 • contact.bcc@llr.sc.gov • Fax: 803-896-4814
 llr.sc.gov/bcc

APPLICATION FOR REGISTRATION OF CODE ENFORCEMENT OFFICER

Include with Application:

- Check or Money Order for the \$50 application processing fee made payable to **SC Building Codes Council**. A returned check fee of up to \$30, or an amount specified by law, may be accessed on all returned funds.
- Copy of your valid driver’s license, State Issued ID , Passport or Military ID
- Copy of Social Security card.
- Completed and notarized **Verification of Lawful Presence Form**
- Proof of Certification is required
- Legal documentation of name change (marriage certificate, divorce decree, etc.), if applicable

Check one classification below that you are applying for:

- | | | |
|---|--|---|
| <input type="checkbox"/> Building Official | <input type="checkbox"/> Electrical Inspector | <input type="checkbox"/> Plans Inspector |
| <input type="checkbox"/> Building Inspector | <input type="checkbox"/> Residential Inspector | <input type="checkbox"/> Mechanical Inspector |
| <input type="checkbox"/> Commercial Inspector | <input type="checkbox"/> Plumbing Inspector | |

Are you a (check one):

- Municipal / County Employee Contractual - Non-Government Employee

For Municipal County Employee Only (If applicable):

- Provisional - Newly Hired Non-Certified
 Provisional - Existing Registrant for Advancement

APPLICANT INFORMATION

Last Name: _____ First: _____ Middle: _____ Suffix: _____

Have you ever legally changed your name? Yes No Prior Name: _____
 If yes, please submit legal documentation supporting the change. (Marriage certificate, divorce decree, etc.)

Home Address: _____ City: _____ State: _____ Zip: _____

Employer: _____

Address: _____ County: _____
(Street, City, State & Zip)

Date of Birth: _____ Social Security No.: _____ Cell Phone: _____

Email: _____ Telephone: _____

Supervised by: _____ BCC Registration No.: _____

Date of Hire: _____

PERSONAL HISTORY QUESTIONS

1. Have you been found guilty, pled guilty or entered plea of nolo contendere to a felony or any other crime of moral turpitude in any court of competent jurisdiction? If yes, attach a written explanation. Yes No

SIGNATURE AFFIDAVIT

I certify that all statements contained herein are true and correct to the best of my knowledge. I further understand that false or incorrect information provided by me may result in the cancellation of any license issued pursuant to this application as well as the filing of appropriate civil and criminal proceedings.

Signature of Applicant Title Date

Sworn and Subscribed before me this _____ day of _____, 20_____.

Notary Signature

Print Notary Name

Notary for the State of: _____

My Commission Expires: _____

PRIVACY 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.



STATE OF SOUTH CAROLINA
DEPARTMENT OF LABOR, LICENSING AND REGULATION
VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES
AFFIDAVIT OF ELIGIBILITY



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

Section A: LAWFUL PRESENCE in the United States.

The undersigned _____, of _____
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)
being first duly sworn deposes and states as follows:

Check only one box:

1. I am a United States citizen; or

2. I am a Legal Permanent Resident of the United States eighteen years of age or older; or

3. I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.

4. Other: _____ Please submit any documentation that supports this status.

Date of Birth: _____

Alien Number: _____ I-94 Number: _____

(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)

Section B: ATTESTATION.

I understand that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

I understand that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

I swear and attest 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.

Signature of Affiant

SWORN to before me this _____ day of _____, 20____

Notary Signature

Print Name

Notary Public for _____

My Commission Expires: _____

INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

CHECK box 1:

If you are a United States Citizen by birth or naturalization

CHECK box 2:

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

CHECK box 3:

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

ACCEPTED IMMIGRATION DOCUMENTS:

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)