



South Carolina  
Department of Labor, Licensing and Regulation



Building Codes Council

110 Centerview Drive  
Post Office Box 11329  
Columbia, SC 29211-1329  
Phone: (803) 896-4688  
FAX: (803) 896-4814

Henry D. McMaster  
Governor

Emily H. Farr  
Director

## 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:
  - 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)

- 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 cannot 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



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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 or Passport.
Copy of social security card.
Completed and notarized Verification of Lawful Presence Form
Proof of Certification is required

Check one classification below that you are applying for:

- Building Official, Electrical Inspector, Plans Examiner, Building Inspector, Residential Inspector, Residential Plans Examiner, Commercial Inspector, Plumbing Inspector, Mechanical 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: \_\_\_\_\_ Maiden: \_\_\_\_\_

Home Address: \_\_\_\_\_
(Street, City, State, Zip Code)

Mailing Address: \_\_\_\_\_
(If different than above; fill in complete address)

Employer: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Address: \_\_\_\_\_ County: \_\_\_\_\_
(Street, City, State & Zip)

Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervised by: \_\_\_\_\_ BCC Registration #: \_\_\_\_\_

1. Within the past seven (7) years, have you 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? If yes, attach a written explanation. YES [ ] NO [ ]





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 ZipCode)  
 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)