



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: 803-704-6772
llr.sc.gov/bcc

SPECIAL INSPECTOR REGISTRATION ONLINE APPLICATION INSTRUCTIONS

Note! Applicants who currently or have previously held a license or registration with LLR may not complete an online application.

Before completing the application for registration as a special inspector, please be aware that, per Section 6-8-40(a), “an architect licensed by the Board of Architectural Examiners of this State or an engineer registered by the Board of Professional Engineers and Land Surveyors of this State may practice as a special inspector without additional registration required by this chapter.”

Application Fee

A \$50.00 application fee is due at the time of application, to be paid electronically at the end of the online application. A returned check fee of up to \$30.00, or an amount specified by law, may be assessed on all returned funds.

Registration Classifications

Each applicant for registration as a special inspector must indicate on the application in which classification(s) the applicant will practice. Applicants may apply for any of the registration classifications below, and the qualifications for registration can be found on the Council’s [website](#). The qualifications for any special inspector classification not provided below must be approved by the appointed building official for the jurisdiction where the inspection takes place.

Deep Foundations	Reinforced Concrete
Earth Work	Retention Basins
Exterior Insulation and Finish Systems	Seismic Resistance
High-strength Bolting	Smoke Control
Modular Retaining Walls	Sprayed Fire-resistant Materials
Non-destructive Testing	Steel Frame
Post-tension Cables	Structural Masonry
Pre-cast Fabrication	Welding

Qualification for Registration

Applicants for a special inspector registration may qualify by one of two methods:

1. Proof of examination or certification as required by the [Special Inspector Manual](#) for the registration classification(s) for which the applicant is applying. Where proof of experience under a registered professional engineer is required per the manual, the South Carolina registered professional engineer must complete the [Special Inspector Experience Affidavit](#).
2. Verification of an engineer-in-training (EIT) certification from a state where issued, affirming that the applicant has passed the NCEES Fundamentals of Engineering examination and met education requirements; and, a completed [Special Inspector Experience Affidavit](#) from the supervising South Carolina registered professional engineer, attesting that the applicant has worked under that individual’s direct supervision for at least one (1) year in the classification(s) for which the application is being submitted.

Application Requirements

Applicants must submit the Special Inspector Registration Application and prescribed fee with the following documentation:

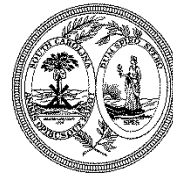
- Upload a copy of your valid driver's license, passport, military ID, or other government-issued ID
- Upload a copy of your Social Security card
- Upload a completed and notarized **Verification of Lawful Presence Form** (attached)
- Upload a completed **Notarized Affidavit** (attached)
- Upload of certificates or exam pass reports as required for the classifications for which the applicant is applying for registration. Qualifications for registration as a Special Inspector can be found on the Council's [website](#).
- Upload a completed [Special Inspector Experience Affidavit](#), if required per the [Special Inspector Manual](#), completed by the supervising South Carolina-registered Professional Engineer.

Continuing Education Requirements for Special Inspectors

- Registrants are required to complete a minimum of twenty-four (24) hours of approved continuing education per registration cycle, with the exception of new registrants. The number of required hours is prorated for new registrants based on the date of issuance for the registration, in accordance with S.C. Code of Regulations Section 8-150.
- Continuing education hours must be selected from the list of approved courses found on the Council's [website](#).
- Continuing education hours obtained in excess of the requirement cannot be carried over to a new registration cycle.
- Proof of continuing education will be by audit, and registrants should maintain copies of education certificates in the event that they are requested by the Council for verification of compliance.



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)



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NOTARIZED SIGNATURE AFFIDAVIT

I, _____, am the person described and identified as the person named in all documents presented in support of this application. I certify that I have never been convicted of violating any Federal, State, Municipal or other law, statute or ordinance, other than as disclosed as required within this application.

I have carefully read the questions within this 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 to the best of my knowledge and belief.

Should I furnish any false, incomplete, or misleading information in this application, I hereby agree that such act shall constitute the cause for denial or revocation of my license in South Carolina.

Applicant's Signature: _____ Date: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Signature: _____

Notary Public for the State of: _____

Commission Expiration Date: _____