



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

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



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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 me this _____ day of _____, 20_____.

Notary Signature: _____

Notary Public for the State of: _____

Commission Expiration Date: _____



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)