



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Building Codes Council**  
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[llr.sc.gov/bcc](http://llr.sc.gov/bcc)

**BUILDING CODE ENFORCEMENT OFFICER  
 STATEMENT OF EMPLOYMENT**

This is a pdf fillable form. Please download and save before completing.

**Requirements:**

This form is for Building Codes Enforcement Officer applicants only, to be completed by the building official, administrative head, or enforcement authority of the local jurisdiction for which the applicant is employed or contracted.

Change in employment must be reported to the Council within fifteen (15) days of such change.

This form should be submitted with an initial application or, if this is a change request, the registrant may upload this form by logging into: <https://eservice.llr.sc.gov/DocumentSubmission/> or it may be sent

- Via email to [contact.bcc@llr.sc.gov](mailto:contact.bcc@llr.sc.gov);
- Mailed SC Building Codes Council, PO Box 11329, Columbia, SC 29211; or
- Faxed to (803) 704-6772 Attn: Building Code Council.

**Applicant/ Registrant Information**

Applicant/Registrant Name: \_\_\_\_\_ BCO Registrant No.: \_\_\_\_\_  
 (if applicable)

Employer/Jurisdiction Name: \_\_\_\_\_

Position Title: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

**Attestation:**

I, \_\_\_\_\_ hereby certify that I am a registered Building Official,  
 (Qualified individual certifying employment)  
 administrative head, or enforcement authority for the following jurisdiction, and that the applicant listed is an employee of that jurisdiction as of the listed date of hire.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_