



CODE ENFORCEMENT OFFICER REGISTRATION APPLICATION INSTRUCTIONS

Note! This application is not used to apply for registration as a special inspector OR for licensure as a residential home inspector.

Application Fee

A \$50.00 application fee is due at the time of application in the form of a check or money order (no cash), made payable to the SC Building Codes Council. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.

Employment Category

- **Provisional Registration (for Municipal or County employees):** An applicant for provisional registration must submit proof that he or she is currently employed or contracted by a municipality or county in South Carolina and actively in training for a specific certification as a new employee or for advancement to a higher classification. Provisional registrations are not renewable, and the provisional registration expiration date is based on the time allowed for obtaining certifications found in [Regulation 8-120](#) and on the Council's [website](#).
- **Non-provisional Registration (for Municipal or County employees):** An applicant for non-provisional registration must submit proof that he or she is certified with a recognized code organization in the classifications for which he or she intends to practice and will only be registered for those classifications in which the registrant is currently certified.
- **Contract (private practice):** An applicant for registration who is not employed with a municipality or county in South Carolina must submit proof that he or she is certified with a recognized code organization in the classifications for which he or she intends to practice and will only be registered for those classifications in which the applicant is currently certified.

Application requirements

- **Provisional**
 - A completed Code Enforcement Officer Registration application
 - Application fee
 - A copy of your valid Driver's License, state-issued ID, Passport, or military ID
 - A copy of your Social Security Card
 - Completed [Statement of Employment Form](#)
 - Completed [Direct Supervision Affidavit Form](#)
 - A copy of the position description
 - A notarized Verification of Lawful Presence Form (Attached)
 - Legal documentation of name change, if applicable (marriage certificate, divorce decree, etc.)
- **Non-Provisional or Contract**
 - A completed Code Enforcement Officer Registration application
 - Application fee
 - A copy of your valid Driver's License, state-issued ID, Passport, or military ID
 - A copy of your Social Security Card
 - Completed [Statement of Employment Form](#)
 - A copy of the position description
 - Copies of all building code related certifications from the International Code Council
 - A notarized Verification of Lawful Presence Form (Attached)
 - Legal documentation of name change, if applicable (marriage certificate, divorce decree, etc.)

Classifications and Qualifications for Registration

- Each applicant for registration as a code enforcement officer must indicate on the application the classification(s) in which the employee will practice. Below is a list of classification types from Regulation 8-115, with a description of the requirements for registration, and registrants may only practice in those areas for which they are certified and registered.

Currently, the International Code Council (ICC) is the recognized code organization through which applicants or registrants may take the required exams and obtain new certifications. The ICC's exam catalog can be found [here](#). Applicants who wish to submit alternate experience for consideration by the Council may do so.

Applicants can find the definitions for the following registration classifications in [S.C. Code of Regulations 8-105](#). Below are the certification requirements as set forth in [S.C. Code of Regulations Section 8-115](#).

- **Building Official:** a certificate or examination record from a recognized code organization, indicating that the applicant has been certified as a building official.
- **Commercial Inspector:** certificates or examination records from a recognized code organization, indicating that the applicant has been certified in one or more commercial inspector disciplines.
- **Residential Inspector:** certificates or examination records from a recognized code organization, indicating that the applicant has been certified in one or more of the residential building, electrical, plumbing and/or mechanical inspector disciplines.
- **Residential Plans Examiner:** certificates or examination records from a recognized code organization, indicating that the applicant has been certified in the residential building, electrical, plumbing and mechanical plans examiner disciplines.
- **Commercial Plans Examiner:** certificates or examination records from a recognized code organization, indicating that the applicant has been certified in one or more of the commercial building, electrical, plumbing and/or mechanical plans examiner disciplines.
- **Property Maintenance Inspector:** a certificate or examination record from a recognized code organization, indicating that the applicant has been certified in property maintenance.

Continuing Education Requirements

- Registrants are required to complete a minimum of 24 hours of approved continuing education per registration cycle, with the exception of provisional 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](#).
- Continuing education hours obtained in excess of the requirement cannot be carried over to a new registration cycle.
- Registrants should maintain copies of education certificates, as proof of the required continuing education will be required to be provided to the Council at license renewal.



**BUILDING CODES ENFORCEMENT OFFICER
 REGISTRATION APPLICATION**

See the attached instruction pages for a list of items required to be submitted with the application.

Registration Classification (select one):

- | | |
|---|---|
| <input type="checkbox"/> Building Official | <input type="checkbox"/> Residential Inspector |
| <input type="checkbox"/> Commercial Inspector | <input type="checkbox"/> Residential Plans Examiner |
| <input type="checkbox"/> Commercial Plans Examiner | |
| <input type="checkbox"/> Property Maintenance Inspector | |

Employment Category (select one):

- Municipal / County Employee Contract

For Municipal / County Employee Only:

- Provisional - newly hired, non-certified employee
 Provisional - existing code enforcement officer registrant seeking 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: _____

Mailing Address (if different than above): _____

Date of Birth: _____ Social Security No.: _____

Email: _____ Phone: _____

EMPLOYER INFORMATION

Employer: _____

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

County: _____ Date of Hire: _____ Phone: _____

SUPERVISION

In accordance with S.C. Regulation 8-105(6), applicants for building codes enforcement officer must be under the supervision of a registered building official.

Supervised by: _____ BCC Registration No.: _____

- Are you applying for provisional registration in the classification of “Building Official” and are not actively registered as a residential or commercial inspector or plan reviewer?

Yes No

PERSONAL HISTORY QUESTIONS

A written explanation must be provided on the [Explanatory Statement of "Yes" Answer Form](#), including any supporting documentation.

- 1. Have you ever been convicted of, pled guilty or nolo contendere to a criminal offense (other than minor traffic violations)? Yes No

If yes, in addition to [Explanatory Statement of Yes Answer form](#), a criminal background check must be provided from the state in which the conviction occurred, along with the court disposition and any other pertinent documentation. For South Carolina criminal background reports contact SLED at www.sled.sc.gov. Criminal background reports must not be older than thirty (30) days from the date of application.

- 2. Have you had a license to practice a regulated profession or occupation in this state or another state or jurisdiction canceled, revoked, suspended or otherwise disciplined, or surrendered a license in lieu of disciplinary action? 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
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Sworn to and subscribed me this _____ day of _____, 20 ____ .

Notary Signature: _____

Print Notary Name: _____ {Seal}

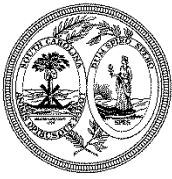
Notary Public for the State of: _____

Commission Expiration Date: _____

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)



South Carolina Department of Labor, Licensing and Regulation
South Carolina Building Codes Council
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 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

**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;
- 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: _____