



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  
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[llr.sc.gov/bcc](http://llr.sc.gov/bcc)

## **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 end of the application. 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.



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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**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: \_\_\_\_\_