



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

2025-2027 CODE ENFORCEMENT OFFICER REGISTRATION RENEWAL APPLICATION

Renewal Instructions/Requirements:

- Check or money order only (no cash) in the amount of \$50 made payable to SC Building Codes Council. (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)
- Continuing Education (CE): Submit proof of CE hours to: <https://eservice.llr.sc.gov/DocumentSubmission/> or include certificates of completion with this application. If your proof of CE has already been submitted to the Council, it does not need to be submitted again.
- Your renewal form and other applicable documentation must be postmarked on or before June 30, 2025.
- If applicable, submit a copy of all new ICC examination certificates not previously submitted/dated between 7/1/2023 – 6/30/2025.
- If all documents and fees are not received or postmarked by **June 30, 2025**, the registration is LAPSED. A late fee of \$50, in addition to the \$50 renewal fee, may be applied July 1, 2025 through August 28, 2025. After August 28, 2025, you must reinstate the registration by submitting a new paper application with evidence of having completed the required 24 hours of approved CE.

LICENSEE INFORMATION

Name: _____ Registration No.: _____

Since your last renewal (or if this is your first renewal since the initial application), have you legally changed your name? ☐ Yes ☐ No Prior Name: _____

If yes, please submit legal documentation supporting the change (marriage certificate, divorce decree, court documentation, etc.).

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

Mailing Address: _____ City: _____ State: _____ Zip: _____
(If different than above)

Phone: _____ Email: _____
(Required)

EMPLOYMENT INFORMATION

Include all jurisdictions for which you are currently employed or provide services. Please use additional sheets if needed.

Jurisdiction/Company: _____

Current Job Title: _____

Supervisor Name: _____ BCC Registration No.: _____

CONTINUING EDUCATION (CE)

As a condition of registration renewal, registrants must complete twenty-four (24) hours of CE per biennium. However, if this is your first renewal since initial registration, CE hours for the first period of registration required to renew shall be based on the requirements in [Regulation 8-150](#).

All licensees are required to submit their continuing education hours prior to renewing. You may submit your CE forms/certificates using the following link: <https://eservice.llr.sc.gov/DocumentSubmission/>.

1. Have you completed the required twenty-four (24) hours of CE for this renewal period—or if this is your first renewal and your registration was issued less than two (2) years ago, have you met the CE requirement in Regulation 8-150—and submitted documentation to the Board with this application or with the document submission link above? ☐ Yes ☐ No

PERSONAL HISTORY QUESTIONS

If you answer “Yes” to any of the below questions, please attach a completed [Explanatory Statement of "Yes" Answer Form](#) along with any supporting documentation.

1. Since you last renewed your registration (or if this is your first renewal since the initial application), have you been convicted, pled guilty, or pled nolo contendere (no contest) to a criminal offense (other than minor traffic violations)? (If yes, a statewide criminal background report must be submitted for any applicable crime which resulted in this positive response. Out-of-state applicants may submit a state-issued report or any report generated by an accredited agency on PBSA’s website found here: thepbsa.org/.) ☐ Yes ☐ No
2. Since you last renewed your registration (or if this is your first renewal since the initial application), have you had a license, certification, or registration to practice a regulated profession or occupation in this state or another state or jurisdiction cancelled, revoked, or suspended, or have you been otherwise disciplined, or surrendered a license in lieu of disciplinary action? ☐ Yes ☐ No
3. Since you last renewed your registration (or if this is your first renewal since the initial application), has there been any change in the status of your lawful presence in the United States? (ex: Naturalization; received a renewed permanent resident card.) ☐ Yes ☐ No

If yes, attach an updated [Verification of Lawful Presence form, found here](#).

ATTESTATION

I HEREBY swear/affirm I have read all questions on this renewal application and have answered truthfully, accurately and completely. I hereby acknowledge that failure to answer these questions truthfully, accurately and completely shall constitute cause for the initiation of disciplinary action against my South Carolina licensure.

Signature: _____ Date: _____

Job Title: _____

PRIVACY NOTICE

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 your renewal application and other documents on file 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 purposes.