



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)

## 2025-2027 MODULAR APPROVED INSPECTION AGENCY RENEWAL APPLICATION

### Renewal Instructions/Requirements:

- Biennial renewal fee of \$200 in the form of a check or money order only (no cash) 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.)
- Your renewal form and other applicable documentation must be postmarked on or before **June 30, 2025**. If not postmarked by June 30, 2025, the license will be LAPSED, and applicants must reapply.
- Approved inspection agencies **MUST** provide the following documentation before the renewal application will be considered complete. Documentation may be submitted with the renewal application, or it may be uploaded through the Document Submission portal:  
<https://eservice.llr.sc.gov/DocumentSubmission/>.
  - A list of Modular Building Manufacturers, and their license numbers, with which the Inspection Agency contracts.
  - A list of all certified plan reviewers and inspectors. If there has been any change in the qualified personnel since the last renewal (or if this is the entity's first renewal since the initial application), you must submit proof that all such new personnel performing plan review or inspections are certified by a testing agency recognized by the Council, and provide a statement setting forth their education and qualifications.
- Renewal form and attachments may be returned without processing if not complete.

### LICENSEE INFORMATION

Inspection Agency Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Below, please identify the building construction-oriented South Carolina registered professional engineer or architect retained by the Inspection Agency who will be responsible for compliance with the modular building regulations:

SC Licensed Architect/Engineer: \_\_\_\_\_ License No.: \_\_\_\_\_

(If multiple, please include this information in the attached list of plan reviewers and inspectors.)

### BACKGROUND INFORMATION

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 this entity last renewed (or if this is the entity's first renewal since the initial application), has the entity had a license to practice a regulated profession or occupation in this or another state or jurisdiction canceled, revoked, suspended, or otherwise disciplined, or surrendered a license in lieu of disciplinary action? ☐ Yes ☐ No
2. Is this entity controlled by any manufacturer or supplier subject to the Council's jurisdiction? ☐ Yes ☐ No

**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 the South Carolina license.

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Signature of Officer in Charge

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Printed Name of Officer in Charge

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Date Signed

**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.