



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

OFFICE OF SCHOOL FACILITIES
PREFERRED LISTING OF CHAPTER 1 INSPECTORS

July 1, 2024

I. PURPOSE

This document provides additional information as required by the Memorandum titled “Ongoing Updates to OSF Process & Procedures (DRAFT),” dated September 7, 2023, issued by Superintendent Weaver to school district superintendents. Section IV requires the Office of School Facilities (OSF) to “*create a list of preferred third-party, licensed inspectors [who] will be authorized to conduct all inspections—including the above ceiling and final inspections—without further OSF oversight. Upon final inspection approval from these third-party inspectors, OSF will issue a Certificate of Approval.*”

II. IMPLEMENTATION:

Districts and schools may select Preferred Chapter 1 Inspectors from the list. Once the Chapter 1 Inspector has completed all required inspections, the Form F9 – “Verification of Completed Inspections” shall be completed and uploaded to the OSF Portal. This Form is published on the SCDE / OSF website located at [Form F9 – Verification of Completed Inspections \(sc.gov\)](https://www.scdedoe.edu/osf/form-f9-verification-of-completed-inspections). This form shall indicate:

1. The project is substantially complete and meets all requirements as defined in the current “South Carolina School Facilities Planning and Construction Guide” (Guide);
2. All major deficiencies have been resolved. This shall include all items pertaining to Fire Protection and Life Safety Systems;
3. The project is ready for a Certificate of Approval (CA) for occupancy; and
4. Names, Titles, and Signatures of the Design Professional and the Chapter 1 Inspector.

Upon receipt, OSF will issue a Certificate of Approval within seven (7) business days.

III. PREFERRED CHAPTER 1 INSPECTOR REQUIREMENTS:

To qualify for placement on the Preferred Chapter 1 Inspectors List, inspectors must meet and maintain all the following qualifications:

1. Active status on the OSF approved Chapter 1 Inspectors List;
2. ICC certification as a Master Code Professional and/or Certified Building Official; and

3. Licensure as a Building Codes Enforcement Officers by SC LLR / SC BCC.

IV. PREFERRED CHAPTER 1 INSPECTORS LIST:

A listing of individuals within the ICC and SC LLR databases who meet all the above requirements and qualify is published on the SCDE / OSF website located at [Registry of Approved Chapter 1 Inspectors \(sc.gov\)](#).

Individuals meeting all criteria in Section III of this document who wish to be included on the Preferred Chapter 1 Inspectors List may contact the South Carolina Department of Education Office of School Facilities at schoolfacilities@ed.sc.gov or 803-734-4835. The list will be maintained and updated by OSF.