



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION
MEMORANDUM

TO: District Superintendents

FROM: Wayne Stokes
Director, Office of School Facilities

DATE: July 23, 2024

RE: Additional Updates to OSF Process & Procedures

As outlined in the Memorandum titled “Ongoing Updates to OSF Process & Procedures (DRAFT),” dated September 7, 2023, the South Carolina Department of Education, Office of School Facilities (OSF) is implementing certain initiatives to improve the overall efficiency and effectiveness of Office processes and procedures. These initiatives include all aspects of OSF’s responsibility, to include reviewing and approving construction plans, issuing School Building Permits (SBPs), inspecting school facilities, and issuing Certificates of Approval (CA) for occupancy.

In addition to the information on the Preferred Chapter 1 Inspectors that was distributed Tuesday, July 16, 2024, the following updates have been made and are posted to the [New OSF Processes](#) page.

1. Listing of Projects Requiring OSF Plan Review
2. Listing of Projects Waived from OSF Plan Review
3. Form F10 – Request for Waiver from OSF Plan Review
4. OSF Listing of Non-Student Occupied Facilities (Delegated to Local AHJs)
5. OSF Above Ceiling Inspection Procedure Using Sample / Mock-Up Areas

Any future process and procedures initiatives, as implemented consistent with the September 2023 Memorandum, will be posted to the [New OSF Processes](#) page.

Should you have any questions or need additional information, please email wstokes@ed.sc.gov or schoolfacilities@ed.sc.gov.

Ellen E. Weaver · State Superintendent of Education
428 Wholesale Lane · West Columbia, SC 29172
Phone: 803-734-8500 · Fax: 803-734-3389 · ed.sc.gov