



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**  
**MEMORANDUM**

**TO:** District Superintendents

**FROM:** Wayne Stokes  
Director, Office of School Facilities

**DATE:** July 16, 2024

**RE:** Preferred Listing of Chapter 1 Inspectors

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.

Section IV of the September 2023 Memorandum requires OSF to create a list of preferred third-party, licensed inspectors who are authorized to conduct all inspections, including the above ceiling and final inspection without further OSF oversight. Upon final inspection approval from the Preferred Chapter 1 Inspector, and complete documentation upload, by the design professional of record, to the OSF online Portal, OSF will then issue the school district the corresponding CA. The CA for occupancy will be issued by OSF within seven (7) business days of receiving all required documentation.

The Preferred Chapter 1 Inspector initiative is effective July 1, 2024. Additional details have been shared with district facilities managers and other school construction and renovation stakeholders. This information is located [here](#).

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](mailto:wstokes@ed.sc.gov) or [schoolfacilities@ed.sc.gov](mailto:schoolfacilities@ed.sc.gov).