

IS YOUR FIRM A PARTNERSHIP, PROFESSIONAL ASSOCIATION OR SOLE PROPRIETORSHIP?

Yes

Step #1

Note: An employee of the firm must first be licensed as an architect in South Carolina before submitting firm application forms to the SC Board of Architecture.

Submit the following to the SC Board of Architecture:

1. Completed SC Application to License Firms, Corporations or Partnerships.
2. Application fee of \$100 made payable to LLR – Architectural Board.



Nikki R. Haley
Governor

Holly G. Pisarik
Interim Director

South Carolina
Department of Labor, Licensing and Regulation

Board of Architectural Examiners

Law and Regulation Regarding Practice of Firms



110 Centerview Drive
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Section 40-3-270. Firm Registration.

(A) A firm desiring a certification of authorization shall file with the board an application on forms provided by the board and pay an application fee. Before a certificate of authorization may be issued to an out-of-state business or professional corporation, the corporation must be approved to transact business in this State. A copy of the approved certificate of authority issued by the State must be filed with the board application.

(B) A firm must maintain on file in the board office the name of the individual in full authority and responsible charge and written evidence of authority. Failure to provide accurate and timely information may constitute a violation of this subsection.

(C) For the purpose of this chapter, a sole proprietorship means a business in which one or more registered architects are engaged as employees; however, the practice must be conducted under the name registered with the board as an individual (i.e., John Doe, Architect). Any other practice name, i.e., Doe & Company, or Doe & Associates, requires a certification of authorization to practice.

(D) If a South Carolina firm seeks to register under a name referring to persons rather than a trade name, the persons referred to in the firm's name must be licensed as individual architects, engineers, land surveyors, or landscape architects in this State.

(E) If an out-of-state firm seeks to register under a name referring to persons rather than a trade name, the persons referred to in the firm's name must be licensed as individual architects, engineers, land surveyors, or landscape architects in this State or in another jurisdiction.

(F) The requirement to obtain a certificate of authorization applies to associations for one or more projects but does not apply to an out-of-state firm or individual retained by a registered South Carolina architect as a consultant only.

(G) A registered architect practicing in his name who does not employ a registered architect is not required to obtain a certificate of authority.

Regulation 11-10 Practice of Firms.

A. A firm engaged in the practice of architecture in South Carolina must employ one (1) or more persons registered to practice architecture in South Carolina who are in full authority and responsible charge of the firm's architectural practice. Persons in full authority and responsible charge shall mean regularly employed persons in unrestricted, unchecked, and unqualified command of, and legally accountable for the actions of such architectural practice.

B. An architect registered in South Carolina shall be responsible for complying with these regulations as they may apply to any association or joint venture with another architect or architects.

C. Each office maintained for the preparation of drawings, specifications, reports, and other professional work shall have an architect duly registered with this Board, in full authority and responsible charge, having direct knowledge and supervisory control of such work.

D. Each firm shall provide and maintain the current mailing address and physical address of its main office and each office located in South Carolina.



South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Architectural Examiners

110 Centerview Drive (29210)
 P.O. Box 11419 • Columbia, SC 29211
 Phone: 803-896-4408 • Fax: 803-896-4427 • www.llronline.com/POL/Architects/



Application to License Firms, Corporations, or Partnerships

Application Fee: \$100.00

Make checks payable to: LLR - Architectural Board

A \$30.00 service charge will be assessed for all checks dishonored by financial institutions.

1. BUSINESS NAME AND PHYSICAL ADDRESS

Business Name: _____

Complete Physical Address: _____

Post Office Box: _____

Telephone No. _____ Fax No. _____

E-Mail: _____

Tax ID Number: _____

Application will not be processed without a Physical Address and a Tax ID No.

Preferred Mailing Address: _____ Physical _____ Post Office Box _____

2. Partnership Business Corporation Professional Corporation Firm/Sole Proprietorship
 Limited Liability Corporation (LLC) Limited Liability Partnership (LLP)
 Other _____

DATE CERTIFICATE OF AUTHORITY CERTIFIED BY SOUTH CAROLINA SECRETARY OF STATE: _____
 (Attach copy of Approved Certificate of Authority in South Carolina)

3. SERVICES OFFERED: _____

4. PRINCIPALS, PARTNERS, OFFICERS AND DIRECTORS OF APPLICANT:

| NAME | TITLE | PROFESSION | Resident State Reg. No. |
|-------|-------|------------|-------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

5. ARCHITECT IN RESPONSIBLE CHARGE OF ARCHITECTURAL WORK IN S.C.:

| NAME | TITLE | S.C. REG. NO. |
|-------|-------|---------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

6. Miscellaneous Information

Has any state taken disciplinary action against your firm's license? Yes No

Has your firm surrendered or allowed a professional or occupational registration/license to lapse in any jurisdiction due to any pending or threatened disciplinary action? Yes No

Has your firm been found by a court or registration board to have violated the architectural registration laws or the professional/occupational laws of any jurisdiction? (If yes, provide dates and details including results of any appeals, if not previously provided to this board.) Yes No

Has your firm entered into any negotiated settlement with regard to professional or occupational registration laws? (If yes, provide dates and details including results of any appeals.) Yes No

Has your firm provided architectural services in South Carolina without being licensed? (if yes, please provide projects and dates services were provided and professional fees received) Yes No

7. Acknowledge Signatures

SIGNATURE OF ARCHITECT IN RESPONSIBLE CHARGE OF ARCHITECTURAL WORK IN SOUTH CAROLINA

(Print Name of Architect in Charge)

**APPLICATION WILL NOT BE ACCEPTED BY FAX
SIGNATURES MUST BE ORIGINALS**

Firm/Sole Proprietorship - Signature of Owner

Business Corporation and/or Limited Liability Corporation-Signature of Chief Executive Officer or person authorized by corporate resolution to designate the responsible Architect in charge

Professional Corporation/Association-Signature of Chief Executive Officer or person authorized by corporate resolution to designate the responsible Architect in charge.

Partnership and/or Limited Liability Partnership - Signature Of Managing Partner(s)

Personal information provided in this application may be subject to public scrutiny or release under the S.C. Freedom of Information Act or other provisions of federal and state law.

ATTENTION CHECK WRITERS!!!

WE GLADLY ACCEPT YOUR CHECKS. WHEN YOU PROVIDE A CHECK AS PAYMENT, YOU AUTHORIZE US TO USE INFORMATION FROM THE CHECK TO MAKE A ONE-TIME ELECTRONIC FUND TRANSFER FROM YOUR ACCOUNT, OR TO PROCESS THE PAYMENT AS A CHECK TRANSACTION. YOU AUTHORIZE US TO COLLECT A FEE THROUGH ELECTRONIC FUND TRANSFER FROM YOUR ACCOUNT IF YOUR PAYMENT IS RETURNED UNPAID.