

Applications for Certificate of Authorization

In order to qualify for a Certificate of Authorization, the business must meet the following requirements:

- (1) File with the S.C. Secretary of State; and
- (2) One or more of the corporate officers or one or more of the principal owners or a full-time employee must be designated as being responsible for the professional services regulated by the Board and must be licensed in this State.

To apply for a Certificate of Authorization, the firm must submit the following documents to the Board:

- (1) The completed application from the S.C. Department of Labor, Licensing and Regulation.
 - (b) Please submit the prescribed fee along with the application. The fee is \$200.00. **Please make checks payable to LLR – Landscape Architect Board.**
 - (c) All fields on the application must be filled out completely.
 - (d) **Incomplete or incorrect applications will not be processed. They will be returned to the applicant.**

- (2) A copy of the firm's Certificate of Authority from the S.C. Secretary of State.

Once the application is received, it will be reviewed to determine if it is complete and if there is sufficient documentation showing that the firm meets all of the requirements in our law.

- (1) If approved, the applicant will be notified in writing.
- (2) If additional information is needed, the applicant will be notified by E-mail.

If disapproved, the applicant will be notified in writing with the reason for disapproval and requirements to qualify for a Certificate of Authorization.