



South Carolina Department of Labor, Licensing and Regulation

South Carolina Board of Architectural Examiners

110 Centerview Dr. • Columbia • SC • 29210 (overnight)

P.O. Box 11419 • Columbia • SC 29211-1419 (mailing)

Phone: 803-896-4408 • Contact.Arch@llr.sc.gov • Fax: 803-704-6772

www.llr.sc.gov/arch

2025-2027 CERTIFICATE OF AUTHORIZATION (COA) RENEWAL

Renewal Instructions / Requirements:

- Biennial renewal fee of \$185 in the form of a check or money order only (no cash) made payable to LLR-Board of Architectural Examiners. (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)
- **Renewal / Late Fee:**
Renewed/postmarked on or before 8/31/2025: **\$185**
Renewed/postmarked 9/1/2025 - 9/30/2025: Late Fee \$50 + Renewal Fee \$185 = **\$235**
Renewed/postmarked 10/1/2025 - 10/31/2025: Late Fee \$150 + Renewal Fee \$185 = **\$335**
Practice is not allowed after October 31, 2025, until a valid renewal form has been completed and accepted.
- If you change the Architect in Responsible Charge of architectural work in South Carolina, his/her license in South Carolina must be current and in good standing. If the currently designated architect's license has expired, please renew that license prior to renewing the firm's license OR designate another SC-licensed architect. Firm renewals cannot be processed until the license of the designated architect is current. If you wish to replace the Architect in Responsible Charge, you must complete an Amended Certificate of Authorization (COA) form located on the Board website at <https://llr.sc.gov/arch/PDF%20files/AmendedCOAInstructionsAndApplication.pdf>.
- **Company Name Change** (not a company structure change): If you wish to change the company name, you must complete an Amended Certificate of Authorization (COA) form located on the Board website at <https://llr.sc.gov/arch/PDF%20files/AmendedCOAInstructionsAndApplication.pdf>. South Carolina statutes require that individuals listed in firm names must be licensed as architects, engineers, land surveyors or landscape architects in this State or in another state or jurisdiction. If you are adding an individual name(s), please include a supplemental sheet with their full name, state of registration and type of license they currently hold/held.
- **Company Structure Changes** (i.e., change from a partnership to a corporation): Please email the Board at contact.arch@llr.sc.gov and provide the firm's name, license number and new structure. A registration packet for the new firm will be emailed to you.
- **If you do not wish to renew the firm's license**, please email the Board at contact.arch@llr.sc.gov, including a statement to that effect along with the firm name and license number.

PRIVACY NOTICE

South Carolina law requires the agency to collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with the South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical purposes.



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FIRM INFORMATION

Certificate of Authorization No.: _____

Business Name: _____

DBA Name (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____
(Required)

ARCHITECT IN RESPONSIBLE CHARGE OF ARCHITECTURAL WORK IN SOUTH CAROLINA

(Please list only one architect who is currently licensed in South Carolina.)

Name: _____ SC License No.: _____

RENEWAL QUESTIONS

If you answer “yes” to any of the below questions, you must attach a written explanation and documentation as requested.

1. Since June 1, 2023, has any state, other than South Carolina, taken disciplinary action against your firm’s license/registration? ☐ Yes ☐ No
2. Since June 1, 2023, has your firm surrendered or allowed a professional or occupational registration/license to lapse in any jurisdiction, other than South Carolina, due to any pending or threatened disciplinary action? ☐ Yes ☐ No
3. Since June 1, 2023, has your firm been found by a court or a governmental licensing body to have violated the architectural laws or the professional/occupational laws of any jurisdiction? ☐ Yes ☐ No
4. Since June 1, 2023, has your firm entered into any negotiated settlement with regard to professional/occupational registration laws? ☐ Yes ☐ No

ATTESTATION

I, _____, (print name) certify that all information on this form and any attached sheets is true and correct to the best of my knowledge. Further, I understand that information contained on this renewal form and any attached sheets may be subject to public scrutiny or release under the South Carolina Freedom of Information Act or other provisions of federal and state law.

Signature

Title

Date