



CERTIFICATE OF AUTHORIZATION (COA) 2019-2021 LATE RENEWAL FORM

Late Penalties: If the renewal is postmarked between September 1, 2019 and September 31, 2019, fee is **\$235**.
 If the renewal is postmarked between October 1, 2019 and August 31, 2020, fee is **\$335**.

A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned checks.

Please clearly print all information. Renewals will be returned if the required information is not provided. 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. (See complete instructions on next page)

FIRM INFORMATION

Certificate of Authorization No.: _____

Business Name: _____

Address: _____
 (Street, City, State, Zip)

Phone: _____ Fax: _____

Email: _____

ARCHITECT IN RESPONSIBLE CHARGE OF ARCHITECTURAL WORK IN SOUTH CAROLINA

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

Name: _____ License No.: _____

RENEWAL QUESTIONS

Since January 1, 2017:

1. Has any state taken disciplinary action against your firm’s license? Yes No
2. 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
3. Has your firm been found by a court or a registration board to have violated the architectural laws or the professional/occupational laws of any jurisdiction? Yes No
4. Has your firm entered into any negotiated settlement with regard to professional/occupational registration laws? Yes No
5. Since August 31, 2019, has your firm provided architectural services in South Carolina? Yes No
 If Yes, please attach an additional sheet providing projects and dates services were provided.

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

RENEWAL INSTRUCTIONS

1. Please clearly print all information.
2. Clearly print the name and SC license number of the architect in responsible charge of the firm's architectural work in South Carolina. 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. Corporate renewals cannot be processed until the license of the designated architect is current.
3. Answer all renewal questions. All "Yes" answers to Renewal Questions must be explained on supplemental sheets.
4. **Company name change** (not a company structure change): Please provide the firm's previous name and the current name. 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.
5. **Structure changes** (e.g., change from partnership to a corporation): Please contact contact.arch@llr.sc.gov and provide the company name, license number and new structure. A registration packet for the new firm will be emailed to you.
6. Print name, sign and date the form verifying that all current information has been provided. Unsigned and/or incomplete renewal forms will be returned.
7. Include your company license number on your check and make check payable to LLR-Architectural Board.
8. Return renewal form to LLR – Architectural Board, 110 Centerview Drive (29210), or PO Box 11419, Columbia, SC 29211-1419.
9. **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 company name and license number. If circumstances change and the firm later wishes to reactivate the license, you may do so until August 31, 2018, by paying late fees as follows:

Renewal forms postmarked September 1, 2019 – September 31, 2019, total fee is \$235.

Renewal forms postmarked October 1, 2019 – August 31, 2020, total fee is \$335.

After August 31, 2020, firms must submit a COA reinstatement application accompanied by the application fee (currently \$100) for approval by the Board.

PRIVACY DISCLOSURE

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.