



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

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11419 • Columbia • SC 29211-1329

Phone: 803-896-4408 • Contact.Arch@llr.sc.gov • Fax: 803-896-4424

www.llr.sc.gov/arch

South Carolina State Board of Architectural Examiners

Instructions for Completing an Original Application to License Firms, Corporations or Partnerships - Certificate of Authorization Application (COA)

NOTE: IF YOU ARE AN OUT OF STATE CORPORATIONS, THE CERTIFICATE OF AUTHORIZATION (COA) APPLICATION MUST BE ACCOMPANIED BY THE CERTIFICATE OF AUTHORITY ISSUED BY THE SOUTH CAROLINA SECRETARY OF STATE'S OFFICE.

Fees: The nonrefundable fee (\$100.00) must accompany the application. Fee should be made payable to "LLR-Architectural Board".

SECTION 1. Business Name and Physical Address:

List complete business name, mailing address, physical address, email, telephone and fax. Tax ID Number must be furnished or application cannot be processed. If Firm/Sole Proprietorship, a Social Security Number must be furnished or application cannot be processed

SECTION 2. Type of Organization and State of Original Incorporation:

Identify type of corporation, Partnership, Business Corporation, Partnership, Professional Corporation, Firm/Sole Proprietorship, Limited Liability Company or Limited Liability Partnership.

List the state and date of the firm's original incorporation. Out of State corporations **MUST BE** registered with the South Carolina Secretary of State as a foreign corporation and a copy of the registration certificate must be attached to the COA application form or application cannot be processed. In order to download the appropriate forms, visit their website at www.SCSOS.com. If you have questions concerning the registration, please contact the South Carolina Secretary of State (803) 734-2158. The Secretary of State requires that you provide a physical address in SC for receipt of correspondence should that be necessary. Post Office boxes are not acceptable. If you know someone who will allow you to use his/her address, you may do so. Or, you may contact <http://registered-agent-listings.com/> to find a registered agent.

SECTION 3. Services Offered:

Identify services offered by company.

SECTION 4. Principals, Partners, Officers and Directors of Applicant:

List the Principals, Partners, Corporate Officers, Owners and Directors. Furnish name, title, profession and resident state registration number.

SECTION 5. Architect in Responsible Charge of Architectural Work in S.C:

Furnish the name of the individual who is a SC Architect who will be the "Architect in Responsible Charge". Indicate SC Architects name and SC License Number.

SECTION 6. Miscellaneous Information:

Answer all questions and submit additional documentation if required.

SECTION 7. Acknowledgement Signature

Complete the Affidavit Section and have it signed by an officer of the firm and the architect in charge of the work performed in South Carolina (individual in item number 5).



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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:

Table with 4 columns: NAME, TITLE, PROFESSION, Resident State Reg. No. for Principals, Partners, Officers and Directors of Applicant.

5. ARCHITECT IN RESPONSIBLE CHARGE OF ARCHITECTURAL WORK IN S.C.:
NAME TITLE S.C. REG. NO.

ADD SUPPLEMENTAL PAGES IF NECESSARY

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, professional fees received and the architect who performed the work.) 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.