

# South Carolina Board of Architectural Examiners

Instructions for Completing the Application to Reinstate Firms, Corporations or Partnerships

**NOTE: IF THE FIRM IS AN OUT OF STATE CORPORATION, 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 reinstatement application.

**COMPLETE SECTIONS 1 - 6 as instructed below:**

## **SECTION 1. Business Names, Address, Phone, Fax, Email and Tax ID Number**

List complete business name, mailing address, physical address, e-mail, telephone, fax and Tax ID number. physical address must be provided. If you would like for correspondence to be mailed to the Post Office box, please indicate that on the form. Applications will not be processed without a physical address and Tax ID Number.

## **SECTION 2. Type of Organization, Date Certificate of Authority Certified by SC Secretary of State:**

Identify type of corporation (Business Corporation, Partnership, Professional Corporation, Non-Exempt Proprietorship, Limited Liability Company, or Limited Liability Partnership). If Business Corporation, Partnership, Professional Corporation, Limited Liability Company or Limited Liability Partnership, a Tax ID Number must be furnished. If Firm/Sole Proprietorship, a Social Security Number must be furnished.

Out of state corporations (Business Corporations, Professional Corporations, Limited Liability Companies and Limited Liability Partnerships) must be registered with the South Carolina Secretary of State as a foreign corporation and a copy of the **current** registration certificate **must** be attached to the Board COA reinstatement application. Go to [www.scsos.com](http://www.scsos.com) (click on Corporation Search, then enter the company name) to determine if the firm's certificate is current and to print a copy. If the firm's registration is not current with the SC Secretary of State, please contact them at (803) 734-2158 for the proper paperwork.

## **SECTION 3. Type of Services Offered:**

Identify type of services provided by the firm.

## **Section 4. Principals, Partners, Officers and Directors of Applicant:**

List all principals, partners, corporate officers, owners and directors. Use a separate sheet of paper if necessary

## **SECTION 5. Identify SC Licensed Architect in Responsible Charge of Architectural Work in SC:**

Furnish the name title, and SC registration number of the individual who is a licensed architect in South Carolina and will be the "Architect in Responsible Charge".

## **SECTION 6. Affidavit:**

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 listed in item number 5).

\*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.