



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Board of Registration for  
Professional Engineers and Surveyors**  
110 Centerview Dr. • Columbia • SC • 29210 (overnight)  
P.O. Box 11597 • Columbia • SC 29211-1597 (mailing)  
Phone: 803-896-4422 • Contact.ENGLS@llr.sc.gov • Fax: 803-896-4427  
llr.sc.gov/eng

## INSTRUCTIONS FOR COMPLETING AN AMENDED CERTIFICATE OF AUTHORIZATION (COA) APPLICATION

*\*\*Notice to Applicants: All information must be clear and legible. There is no charge for an amended Certificate of Authorization (COA) Application. \*\* The completed application can be emailed to [contact.engls@llr.sc.gov](mailto:contact.engls@llr.sc.gov) for processing.*

Complete all Sections (if needed) as instructed below.

### TYPE OF ORGANIZATION

Complete this section only if there are changes from the original application. However, if Business Corporation, Partnership, Professional Corporation, Limited Liability Company or Limited Liability Partnership, a Tax ID Number must be furnished or application cannot be processed. If Non-Exempt Proprietorship, a Social Security Number must be furnished or application cannot be processed.

### BUSINESS INFORMATION (Principal Address)

Complete this section. Give business name, complete mailing address, email, telephone and fax. If the firm name has changed indicate previous company name and/or “no change” on the line just below the telephone and fax number.

### BRANCH OFFICE LOCATIONS

Complete this section only if there are changes from the original application. Give complete address, telephone number, and fax number for new branch offices that will offer engineering and/or surveying services in South Carolina. Each branch office must have a South Carolina Registered Professional Engineer within the office to offer engineering services and a Registered Surveyor in order to offer surveying services in South Carolina.

### IDENTIFY SC LICENSED PE OR LS WITH CORPORATE RESPONSIBILITY

Complete this section only if there are changes from the original application. Furnish the name of the individual who is a SC PE and/or SC LS who will be the “Engineer in Responsible Charge” and/or the “Surveyor in Responsible Charge”. Indicate location of the office where the individual is in charge, and the individual’s SC PE or LS License Number.

Pursuant to Section 40-22-250 (F) of the South Carolina Code of Laws; a professional engineer and a professional surveyor engaged in practice through firms may maintain branch offices in addition to a principal place of business. A principal place of business as well as each branch office providing services in this State must have a resident professional engineer in responsible charge of engineering work or a resident professional surveyor in responsible charge of the field and office surveying work provided. A professional engineer must supervise the engineering activities of each branch office and a professional surveyor must supervise the surveying activities of each branch office. **The resident professional engineer or resident professional surveyor is considered in residence in only one place of business at a given time. Section 40-22-20 (34)** “Resident professional engineer” or “resident professional surveyor”, with respect to principal office and branch office requirements, means a licensed practitioner who spends a majority of each normal workday in the principal or branch office.

### PROFESSIONAL SERVICES OFFERED

Make changes only to add or delete services. If no change, leave blank.

### AFFIDAVIT

Complete the Affidavit Section and have it signed by an officer of the firm.



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## AMENDED CERTIFICATE OF AUTHORIZATION (COA) APPLICATION

### TYPE OF ORGANIZATION

Only sole proprietorships in which the firm's name is that of the licensed professional are exempt, i.e., John Smith, P.E.

- |   |  |
|---|--|
| <input type="checkbox"/> Business Corporation       | <input type="checkbox"/> Professional Corporation      |
| <input type="checkbox"/> Partnership                | <input type="checkbox"/> Non-Exempt Proprietorship     |
| <input type="checkbox"/> Limited Liability Company  | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> No change to the Structure |  |

FEIN/Social Security No.\*: \_\_\_\_\_

\* *Application cannot be processed without FEIN/SSN*

Certificate of Authorization No.: \_\_\_\_\_

### BUSINESS INFORMATION

Business Name: \_\_\_\_\_

DBA Name (if applicable): \_\_\_\_\_

Principal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

### BRANCH OFFICE LOCATIONS

List all branches offering/providing Engineering and/or Surveying services in South Carolina. (Add supplemental sheet, if necessary.)

1. Branch Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2. Branch Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Branch Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**IDENTIFY SC LICENSED PE OR LS WITH CORPORATE RESPONSIBILITY**

Identify South Carolina licensed PE or LS with corporate responsibility for the SC engineering and/or surveying practices provided by main and each branch office location providing such services: (Attach additional sheets if necessary. An engineer must be responsible for engineering practice; a surveyor must be responsible for surveying practice.)

Name	Office Location	SC Registration No.	PE/LS

**PROFESSIONAL SERVICES OFFERED (Check all that apply)**

- Engineering
- Land Surveying
- Geodetic Surveying
- GIS Surveying
- Photogrammetry

\_\_\_\_\_  
Signature Title Date

\_\_\_\_\_  
Print Name