



South Carolina Department of Labor, Licensing and Regulation

**South Carolina Board of Registration for
Professional Engineers and Surveyors**

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11597 • Columbia • SC 29211-1597

Phone: 803-896-4422 • Contact.ENGLS@llr.sc.gov • Fax: 803-896-4427

llr.sc.gov/eng

**REINSTATEMENT OF A CERTIFICATE OF AUTHORIZATION
APPLICATION INSTRUCTIONS**

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 (\$115.00) must accompany the application, the check should be made payable to “LLR-Engineering and Surveying Board”. **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.

COMPLETE SECTIONS I – VIII as instructed below:

SECTION I. Type of Organization

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 Non-Exempt Proprietorship, a Social Security Number must be furnished.

SECTION II. Business Names (Principal Address)

List complete business name, mailing address, physical address, e-mail, telephone and fax.

SECTION III. Branch Office Locations:

List only branch offices that will offer engineering and/or surveying services in South Carolina. List complete mailing addresses, telephone and fax numbers for each branch. Each branch office must have a South Carolina Registered Professional Engineer within the office to offer engineering services and a South Carolina Registered Surveyor in order to offer surveying services in South Carolina.

SECTION IV. Identify SC Licensed PE or LS with Corporate Responsibility

Furnish the name of the individual who is licensed in SC as a PE or LS who will be the “Engineer/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.

SECTION V. State of Original Incorporation

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 (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 VI. Professional Services Offered Directly by Organization

Check all services offered.

SECTION VII. Miscellaneous Information

Answer all questions.

SECTION VIII. Affidavit

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



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**APPLICATION FOR CERTIFICATE OF AUTHORIZATION (COA)
BY REINSTATEMENT**

*Note to Applicants: Please read statutory requirements and instructions prior to completing form (see attached).
All information, except signature must be printed.*

Reinstatement Filing Fee: \$115.00

Make check or money order payable to: LLR - Engineering & Surveying Board. Fee is non-refundable. NO CASH IS ACCEPTED .

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

I. 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.)

Business Corporation

Professional Corporation

Partnership

Non-Exempt Proprietorship

Limited Liability Company

Limited Liability Partnership

Tax Id Number: _____

Application cannot be processed without Tax ID Number:

Certificate of Authorization Number: _____

II. Business Information

Business Name: _____

Principal Address: _____

Email Address: _____

Telephone: _____ Fax: _____

III. Branch Office Locations: (List all branches offering/providing Engineering and/or Surveying services in South Carolina if changed from original application.)

Company 1: _____

Phone: _____ Fax: _____ Email: _____

Company 1: _____

Phone: _____ Fax: _____ Email: _____

Company 1: _____

Phone: _____ Fax: _____ Email: _____

Add supplemental sheet if necessary

- IV. 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

- V. Out of state corporations 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 this COA application form.**

VI. Professional Services Offered (check all that apply):

- Engineering
 Land Surveying
 Geodetic Surveying
 GIS Surveying
 Photogrammetry

VII. Miscellaneous Information

If your answer to any of the below questions is yes, please explain on a supplemental sheet.

- 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 engineering/surveying 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, if not previously provided to this board.) Yes No
- Has your firm provided engineering/surveying services in South Carolina during the period the license was lapsed? (If yes, please provide list of projects, fees collected, and the engineer(s)/surveyor(s) who performed the work) Yes No

VIII. Affidavit

- 1) Our company has neither offered/provided nor will we provide any engineering and/or surveying services in the State of South Carolina prior to obtaining South Carolina registration.
- 2) We have offered/provided engineering services in South Carolina under Temporary Permit No. _____ beginning on _____ (date) and ending on _____ (date).
- 3) We have offered and/or provided professional engineering and/or surveying services in the State of South Carolina as herein listed (provide list of projects, fees collected, and the engineers(s)/surveyor(s) who performed the work):

I understand that our company is not licensed at this time to offer or perform engineering and/or surveying work in South Carolina, and until such time as we are authorized by South Carolina State Board of Registration for Professional Engineers and Surveyors, any work would be a criminal violation of the South Carolina Code of Laws.

The undersigned, being duly sworn, upon oath deposes and affirms that he/she has read, and that each person whose name is listed as responsible for the engineering and/or surveying practice in South Carolina has also read, and agrees to adhere to the statutes and regulations enacted by the State for the corporate practice of engineering and/or surveying in South Carolina. The aforementioned parties understand that information submitted on and in support of this application may be subject to public scrutiny or release under the South Carolina Freedom of Information Act or other provisions of federal and state law. Furthermore, the undersigned also affirms that all statements herein contained are true in substance and effect and are made in good faith.

- (a) For corporation, signature of Chief Executive Officer or person authorized as the responsible professionals in charge.
- (b) For partnership, signature of Managing Partner.
- (c) For non-exempt proprietorship, signature of Owner.

Signature

Title

Print Name

Date