



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 APPLICATION TO REINSTATE FIRMS, CORPORATIONS OR PARTNERSHIPS**

**NOTE: If you are an out-of-state or foreign entity, the Certificate of Authorization (COA) application must be accompanied by the Certificate of Authority issued by the South Carolina Secretary of State.**

**Fees:** The nonrefundable fee (\$115.00) must accompany the application. Fee should be made payable to “LLR-Engineering and Surveying Board”.

### **TYPE OF ORGANIZATION**

Identify type of entity (Business Corporation, Partnership, Professional Corporation, Non-Exempt Proprietorship, Limited Liability Company or Limited Liability Partnership). If the company is a 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)**

Give business name, complete mailing address, email, telephone and fax.

### **BRANCH OFFICE LOCATIONS**

List only branch offices that will offer engineering and/or surveying services in South Carolina. List complete mailing addresses 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.

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

Furnish the name of the individual South Carolina PE and/or LS who will be the “Engineer or 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. The engineer and/or surveyor in responsible charge of the main and/or branch office(s) must complete the Resident Licensee in Responsible Charge Affidavit. There must be one designated professional physically located in each location (main and/or branch) offering/providing services.

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.

### **STATE OF ORIGINAL INCORPORATION**

List the state and date of the firm’s original incorporation. Out-of-state or foreign entities must have a certificate of authority from the South Carolina Secretary of State, a copy of which must be attached to the COA application form. South Carolina entities must have a certificate of existence or certificate of good standing, a copy of which must be attached to the COA application form. In order to download the appropriate forms, visit South Carolina Secretary of State website at [www.SOS.SC.gov](http://www.SOS.SC.gov) or call (803) 734-2158. The Secretary of State requires that

out-of-state or foreign entities provide a physical address in SC for receipt of correspondence should that be necessary. Post Office boxes are not acceptable. Or, you may contact <https://registered-agent-listings.com/> to find a registered agent.

**PROFESSIONAL SERVICES OFFERED**

Professional services offered directly by the organization. Check all services provided.

**DISCIPLINE QUESTIONS**

Answer all questions. If the answer to any of these questions is yes, please explain on a supplemental sheet. Attach a detailed written explanation along with any supporting documentation (i.e., Consent Agreement, Board Order, etc.)

**AFFIDAVIT**

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

**RESIDENT LICENSEE IN RESPONSIBLE CHARGE AFFIDAVIT**

Designated engineer and/or surveyor in responsible charge of each location must complete a form and have it notarized.



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

**Submit the following with your application to the above address:**

- Application fee in the form of a check or money order (no cash) in the amount of **\$115**. Checks should be made payable to “LLR-Engineers and Surveyors Board”.  
(All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)
- Out-of-state or foreign entities must have a certificate of authority from the South Carolina Secretary of State, a copy of which must be attached to this COA application form.
- South Carolina entities must have a certificate of existence or certificate of good standing from the South Carolina Secretary of State, a copy of which must be attached to this COA application form.

**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*

**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 the South Carolina licensed PE and/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). Only **one** individual may be identified for each profession. The designated resident professional in responsible charge must complete the Resident Licensee in Responsible Charge Affidavit.

Name	Office Location	SC Registration No.	PE/LS

**STATE OF ORIGINAL INCORPORATION:** \_\_\_\_\_

Date certificate of authority, certificate of existence, or certificate of good standing was issued by South Carolina Secretary of State: \_\_\_\_\_

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

- Engineering       Land Surveying       Geodetic Surveying
- GIS Surveying       Photogrammetry

**DISCIPLINE QUESTIONS**

If you answer “Yes” to any of the below questions, please attach a detailed written explanation along with any supporting documentation. (i.e., Consent Agreement, Board Order, etc.)

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 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
  
4. 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
  
5. 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

**AFFIDAVIT**

- 1) Our company has neither offered/provided nor will we provide 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 during the period the license was lapsed (provide list of projects, fees collected, and the engineers(s)/surveyor(s) who performed the work).

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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 Board of Registration of Professional Engineers and Surveyors, any work would be a criminal violation of the South Carolina Code of Laws.

The undersigned declares and affirms, under penalty of perjury, 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 already read, and agrees to adhere to the statutes and regulations enacted by the State for the 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 Action or other provisions of federal and state laws. Furthermore, the undersigned also affirms that all statements herein contained are true in substance and effect and are made in faith.

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

Signature	Title	Date
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\_\_\_\_\_  
Print Name

**PRIVACY NOTICE**

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.



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## RESIDENT LICENSEE IN RESPONSIBLE CHARGE AFFIDAVIT

I, \_\_\_\_\_, the undersigned, being duly sworn, affirm under oath that I am licensed with the South Carolina State Board of Registration for Professional Engineers and Surveyors (“Board”) as a:

- Professional Engineer
- Professional Surveyor
- Dual Licensee

**And I am a:**

- corporate officer
- principal owner
- full-time employee

of [name of firm] \_\_\_\_\_ and serve as its  
Resident Licensee in Responsible Charge of

- engineering services
- surveying services
- both engineering and surveying services

at [principal place of business or branch office] \_\_\_\_\_  
since [date] \_\_\_\_\_.

### Initial each statement below:

\_\_\_\_\_ I affirm that I have read, understand and meet all criteria necessary to serve as the resident licensee in responsible charge for a firm applying to receive a Certificate of Authorization as set forth in S.C. Code Ann. § 40-22-250.

\_\_\_\_\_ I understand that this designation makes me responsible for supervising all engineering and/or surveying work, as identified above, at the principal place of business or branch office named above.

\_\_\_\_\_ I further affirm that I am not designated as the resident licensee in responsible charge of any other engineering or surveying firm or office.

\_\_\_\_\_ In the event that my status as the resident licensee in responsible charge terminates or changes from what is designated above, I shall immediately provide written notice to the Board of such termination or change.

\_\_\_\_\_ I understand that attesting to false or incorrect information may result in the denial of the COA and/or disciplinary action against my license.

\_\_\_\_\_  
Signature of Licensee in Responsible Charge

\_\_\_\_\_  
SC License No.

Sworn and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Signature: \_\_\_\_\_

Print Notary Name: \_\_\_\_\_

*(SEAL)*

Notary Public for the State of: \_\_\_\_\_

Commission Expiration Date: \_\_\_\_\_