South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of
Landscape Architectural Examiners
110 Centerview Dr. • Columbia • SC • 29210
P.O. Box 11419 • Columbia • SC 29211-1419
Phone: 803-896-4580 • Contact.LSA@llr.sc.gov
llr.sc.gov/land

CERTIFICATE OF AUTHORIZATION (COA) APPLICATION REQUIREMENTS AND APPLICATION PROCESS OVERVIEW

Before calling in to the Board Office – You may check your application status online at: https://eservice.llr.sc.gov/SSO/Login/LoginPage.

This application is used to obtain a certificate of authorization ("COA") for a firm. A firm is a business entity functioning as a sole proprietorship, partnership, limited liability partnership, professional association, professional corporation, business corporation, limited liability company, joint venture, or other legally constituted organization that practices or offers to practice landscape architecture.

A COA is required to practice or offer to practice landscape architecture. A COA is also required for a firm practicing in this State under any name other than its true legal name (ie. DBA). However, when an individual is practicing landscape architecture in his name as individually licensed, that person is not required to obtain a certificate of authorization

A COA is not a standalone license. COA applicants must have at least one SC licensed landscape architect who is responsible for the regulated services provided by the firm.

Certificate Requirements:

The following is required to apply for a Certificate of Authorization:

1. Submit a completed application and application fee,
2. Submit a Certificate of Existence/Authority and Articles of Incorporation or Organization, *if applicable*,
3. Submit proof of ownership based on firm type,
4. Have at least one designated South Carolina licensed landscape architect who is responsible for regulated services provided by the firm. Responsible individual(s) may be any of the following:
    - Corporate officers
    - Principal owners
    - Full-time employees
5. Submit a complete list of all licensed landscape architects employed by or affiliated with the firm, including each individual's South Carolina license number, if applicable.

Application Process:

Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period; you must begin the application process from the beginning. This includes, but is not limited to, the application fee, transcripts, license verifications, etc.

1. **Application** – In addition to a completed application, the following must also be sent:
    - **Application Fee**: $200 application fee made out to Landscape Architect Board. (Fees are non-refundable and non-transferable) *A returned check fee of up to $30, or an amount specified by law, may be assessed on all returned funds*.

- **Certificate of Existence or Authority:** If the firm/business entity is not a sole proprietorship or general partnership and was incorporated or organized in South Carolina attach a copy of the Certificate of Existence (or Good Standing) from the SC Secretary of State. If the firm/business entity is not a sole proprietorship or general partnership and was incorporated or organized in another state, then attach a copy of the Certificate of Authority from the SC Secretary of State. If the firm/business entity is not a sole proprietorship or general partnership, regardless of where the firm/business entity was incorporated or organized, also attach copies of the Articles of Incorporation or Organization.
- **Proof of Ownership:** Copy of the firm's partnership agreements, corporate resolutions, articles of incorporation, or any other such document showing proof of ownership.
- **History Questions:** For each "Yes" answer in the Background Information Section, a completed Explanation of "Yes" Answer form must be submitted. Copies of legal documentation should also be included. Additional information may be requested by the Board Office or an appearance before the Board may be necessary.

2. **Licensure**: Once the Board is in receipt of your application, it will be reviewed. If additional information is required, you will be contacted by the Board office

   Once a completed application has been approved, the Board office will issue the certification.

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APPLICATION FOR CERTIFICATE OF AUTHORIZATION (COA)

Submit the following with your application to the above address:

- Check or money order only, in the amount of $200, made payable to LLR – Board of Landscape Architectural Examiners. 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.
- Certificate of Existence or Authority, *if applicable*
- Proof of Ownership (*partnership agreements, corporate resolutions, articles of incorporation, etc*).
- Explanation of "Yes" Answer Form and supporting documentation, *if applicable*

Application is to be completed and attested by the Firm's designated Landscape Architect.

I. FIRM INFORMATION

Firm Legal Name: _____ Federal Tax ID: _____

Doing Business As (DBA) Name: _____

Physical Business Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____
(If different than above)

Phone No.: _____ Fax No.: _____

Email (required): _____

Business Type: ☐ General Partnership ☐ Corporation ☐ Sole Proprietorship

☐ Limited Liability Partnership (LLP) ☐ Limited Partnership (LP)

☐ Limited Liability Company ☐ Other (Specify): _____

If the firm/business entity is not a sole proprietorship or general partnership and is incorporated in South Carolina, attach a copy of the Certificate of Existence (or Good Standing) from the SC Secretary of State. If the firm/business entity is not a sole proprietorship or general partnership and was incorporated in another state, attach a copy of the Certificate of Authority from the SC Secretary of State. If the firm/business entity is not a sole proprietorship or general partnership, regardless of where the firm/business entity was incorporated or organized, also attach copies of the Articles of Incorporation or Organization. Regardless of business type, attach documentation establishing percentage of ownership in the firm/business entity.

State of Incorporation or Organization: _____ Date: _____

II. DESIGNATED LANDSCAPE ARCHITECT

List the name and license number for the designated individual responsible for all professional landscape architect services provided by the firm in this State.

SC Landscape Architect Name: _____ License No.:_____

Position in Firm (choose one): ☐ Principal Owner ☐ Corporate Officer ☐ Full-time Employee

III. EMPLOYED LANDSCAPE ARCHITECTS

List the name and license numbers for all personnel of the firm who perform landscape architect services in this State.

SC Landscape Architect Name: _____ License No.:_____

SC Landscape Architect Name: _____ License No.:_____

SC Landscape Architect Name: _____ License No.:_____

IV. BACKGROUND INFORMATION

For each "Yes" answer in the Background Information Section, a completed Explanation of Yes Answer form must be submitted. Copies of legal documentation should also be included. Additional information may be requested by the Board Office or an appearance before the Board may be necessary.

1. Has any jurisdiction taken disciplinary action against the applicant firm or has entered into any negotiated settlement with regard to professional/occupational registration laws? (If yes, provide records, dates and details, if not previously provided.)? ☐ Yes ☐ No

2. Has the applicant 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 the applicant firm been found by a court or any professional or occupational board to have violated the landscape architectural 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

V. ATTESTATION

I, the undersigned authorized responsible party, hereby swear/affirm that the information on this application is accurate. I understand that providing false or inaccurate information in this application may result in disciplinary action and/or a denial of this application. I attest, as the undersigned authorized responsible party, as listed in the application, has carefully read the questions in the foregoing application and have answered them completely.

Designated Landscape Architect Signature: _____ Date: _____

PRIVACY NOTICE

Personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. 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 the application 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 services.