South Carolina Department of Labor, Licensing and Regulation
**South Carolina Board of**
**Landscape Architectural Examiners**
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# 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 Statement 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.