

# Application for Business Firm Licensure

to Practice Engineering and/or Land Surveying

in

North Carolina

under the provisions of

The Engineering and Land Surveying Act,  
Chapter 89C of the General Statutes of North Carolina



**Application Fee: \$ 100.00**

The North Carolina Board of Examiners for Engineers and Surveyors  
4601 Six Forks Road, Suite 310  
Raleigh, North Carolina 27609  
(919) 791-2000

Board Use Only	
Fee:	
Approved:	

## Credit Card Information Sheet

Accepted Credit Cards: Visa, MasterCard, Discover

To pay the Application Fee by credit card, the following information **must** be provided:

Amount charged will be: **\$100.00** (Application Fee)

Check Card Type: Visa  MasterCard  Discover

Credit Card Number: \_\_\_\_\_

Exact Name as it as it appears on Card: \_\_\_\_\_

Card Expiration Date (enter Mo/Yr): \_\_\_\_\_

Typed Name of Cardholder: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

*Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer.*

# APPLICATION INSTRUCTIONS

## GENERAL

**This application may only be used for Non-Exempt Sole Proprietorships and Partnerships or Business Corporations and Limited Liability Company's that meet the exception in NCGS 55B-15(a)(1). If the Corporation or Limited Liability Company was formed after June 5, 1969, it does not qualify for this exception and the firm should not use this application.**

NCGS 55B (Professional Corporation Act) requires all Corporations and Limited Liability Company's formed after June 5, 1969, to qualify/form as Professional Corporations or Professional Limited liability Company's. Refer to the Business Firm Chart on the Board web site ([www.ncbels.org](http://www.ncbels.org)) for more information.

All Applications must be completed and returned with the original signature to the Board office. In complete applications will not be processed and will returned to the Applicant. The **non-refundable** \$100.00 application fee is payable by check, money order or credit card (Visa, MasterCard, Discover). Checks or Money Orders should be made payable to the NC Board of Examiners. If paying by Credit Card, applicant must submit the attached Credit Card Information Sheet.

## SOLE PROPRIETORSHIP INSTRUCTIONS

A licensee that wishes to operate as a sole proprietor using a name other than their signature name as reflected in the Board records must apply for Firm Licensure as a Non-Exempt Sole Proprietorship.

## ANNUAL RENEWAL

1. Certificates of Licensure for Business Firms licensed under G.S. 89C-24 expire in accordance with the provisions of 21 NCAC 56.0804(b).
2. Upon receipt of renewal application of the Business Firm, accompanied by the appropriate fee, the Board shall renew the Certificate of Licensure of the Business Firm as required by law and the regulations of the Board, provided that the Board determines the Business Firm has complied with all regulations and provisions of G.S. 89C.
3. If the Business Firm does not apply for renewal of the Certificate of Licensure within thirty (30) days after the date of the expiration of such Certificate, the Certificate of Licensure shall be automatically suspended. The Certificate of Licensure may be reinstated within one year upon receipt of the renewal application and payment of the required renewal fee plus penalty.
4. Failure of a Business Firm to renew the license for a period of one (1) year shall require the business firm to submit a new application and meet all other requirements in effect for licensure.
5. Renewal forms will be mailed to licensees in good standing one month prior to expiration. Upon submitting the appropriate renewal documents to the Board office, a Certificate of Renewal will be sent to the Business Firm.

# CERTIFICATE

A North Carolina licensed Engineer or Land must read the Certificate, sign the Affidavit and have it notarized:

I. In support of this application for licensure, the undersigned certifies as follows:

1. All Professional Engineers and Professional Land Surveyors providing professional services in North Carolina are duly licensed or working under the responsible charge of a duly licensed North Carolina Professional Engineer or Professional Land Surveyor.
2. Said Business Firm is being operated in compliance with the laws of the State of North Carolina and the regulations of the North Carolina Board of Examiners for Engineers and Surveyors.
3. All offices in North Carolina are listed and identify the resident professional(s) in responsible charge of each office.
4. No disciplinary action is pending against any of the persons listed by any jurisdiction.
5. The Board of Examiners will be promptly notified of any change in personnel status contained in this Certificate.

## II. AFFIDAVIT AND NOTARIZATION

The undersigned Professional Engineering or Professional Land Surveying employee and the President/CEO/Chairman of the Board of the Corporation, hereby certify that this application is duly authorized by the Board of Directors of said corporation, and that the statements made in said application are true and accurate.

### President/CEO/Chairman of the Board

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Typed or Printed) Title

\_\_\_\_\_  
Federal Tax ID Number

### Professional Engineer or Land Surveyor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Typed or Printed) NC PE/PLS License No.

\_\_\_\_\_  
E-mail Address of Primary Contact

Sworn to and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_

Sworn to and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_

# APPLICATION FOR FIRM LICENSURE

Name of Business Firm: \_\_\_\_\_

### III. Business Firm operates as a:

Business Corporation/Limited Liability Company\*\*  Partnership\*\*\*  Non-Exempt Proprietorship

### IV. If Filing as Business Corporation or Limited Liability Company\*\*:

1. Only Corporations and Limited Liability Company's formed prior to June 5, 1969, may qualify as Business Corporations or Limited Liability Company's. All others must qualify as a Professional Corporations or Professional Limited Liability Company's and use the Professional Corporation Application or Professional Limited liability Company Application per North Carolina General Statute 55B (Professional Corporation Act).
2. List the *original* date of Incorporation and State of Incorporation: **NOTE:** This is not the date the corporation was authorized to transact business in North Carolina: the date provided must be the original date of incorporation for the Firm.
  - Date of Incorporation/Organization: \_\_\_\_\_ State: \_\_\_\_\_
3. Along with Application, Foreign corporations should submit a copy of the Corporations original *Articles* in addition to all *Amendments* to present, and a copy of a *Certificate of Existence* less than (6) months old. Original Articles dating prior to June 5, 1969, must indicate that the corporation was practicing engineering at time of Incorporation/Organization. If they do not then evidence that the firm was performing engineering prior to June 5, 1969, must be submitted.
4. If the firm is not currently registered with the North Carolina Secretary of State, submit a copy of the proposed NC Secretary of State *Articles or Application for Certificate of Authority* with the application. If the firm has already registered with the North Carolina Secretary of State, submit a copy of the recorded *Articles or Certificate of Authority*.

**V. If filing as a Partnership\*\*\*:**

1. List all Partner(s) and corresponding ownership. All Partners must be individuals. A firm may only be a Partner if that entity is also licensed with the NC Board of Examiners for Engineers and Surveyors.
2. If filing as a Domestic Partnership, along with the Business Firm Application, submit a copy of the recorded Secretary of State *Registration*. If the firm is not currently registered with the NC Secretary of State, submit a copy of the proposed *Registration*.
3. If filing as a Foreign Partnership, submit a copy of the original *Registration* from the firm's home state of registration and any *amendments* to present. Also submit a copy of a *Certificate of Existence* less than (6) months old.
4. If the firm is not currently registered with the North Carolina Secretary of State, submit a copy of the proposed NC Secretary of State *Application for Registration* with the application. If the firm has already registered with the North Carolina Secretary of State, submit a copy of the recorded *Application for Registration*.

	<u>Name, Address, Telephone</u>	<u>Percentage owned in Partnership</u>
A.	_____	_____
	_____	
	_____	
	_____	
B.	_____	_____
	_____	
	_____	
	_____	
C.	_____	_____
	_____	
	_____	
	_____	
D.	_____	_____
	_____	
	_____	
	_____	

(Use Additional Sheets if Necessary)

## VI.

## OFFICES

All locations of the firm located in the State of North Carolina must designate one Resident NC licensee (for each profession offered) who is complying with the Resident Licensee requirements of NCAC Title 21, Chapter 56 (Board Rules), Section .0901(c)\*\*. Each out-of-state location must have one designated North Carolina licensee in responsible charge (for each profession offered from that location).

\*\*A resident licensed Professional Engineer or Professional Land Surveyor means a licensee who spends a majority of the normal working time in said place of business. A licensed Professional Engineer or Professional Land Surveyor can be the Resident Licensee at only one place of business at one time.

Address, Telephone and Fax Number	Check Service(s) Offered		List Resident NC licensee for profession(s) offered at each in-state office and/or the NC licensee in responsible charge of each out-of-state location. Resident PE/PLS must comply with NCAC Title 21, Chapter 56, Board Rule .0901(C).	Individuals NC License Number
	Eng	LS		
Main Office	Eng	LS		
Branch Office 1	Eng	LS		
Branch Office 2	Eng	LS		
Branch Office 3	Eng	LS		
Branch Office 4	Eng	LS		
Branch Office 5	Eng	LS		

*(Use Additional Sheets if Necessary)*