

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:	

CERTIFICATE

- 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 CERTIFICATE OF LICENSURE (BUSINESS FIRM)

Name of Business Firm: _____

III. Application is hereby made for licensure as a Business Firm to offer Engineering Land Surveying Professional service(s) in the State of North Carolina, as provided in G.S. 89C-24. This business firm operates as a:

*Business Corporation*** *Partnership**** *Non-Exempt Proprietorship* *Other*

IV. If filing as a Business Corporation:**

1. Only corporations Incorporated prior to June 5, 1969 can qualify as Business Corporations. All others must qualify as a Professional Corporation and use the Professional Corporation Application (G. S. 55B-15(a)(1).
2. List the original date of Incorporation and State of Incorporation:
 - Date of Incorporation: _____ State: _____
3. Submit a copy of the Corporations original *Articles of Incorporation* and any *Amendments* with the application. Articles must indicate that the corporation was practicing engineering at time of Incorporation. If they do not then evidence that the corporation was performing engineering prior to June 5, 1969 must be submitted.
4. If the corporation is not currently registered as a foreign corporation in North Carolina, a **copy** of your *Application for Certificate of Authority* (NC Secretary of State Form B-09) must be submitted with the Business Firm application.

V. If filing as a Partnership*, identify all Partners:**

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

B.	_____	_____

C.	_____	_____

(Use Additional Sheets if Necessary)

OFFICES

VI.

The Rules of the Board require a Resident Professional** (for each profession) be listed for each office located within North Carolina. In addition, a North Carolina licensee in responsible charge must be designated for each out-of-state location of the firm.

**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.

-21 (NCAC 56.0901)

Address, Telephone and Fax Number	Check Service(s) Offered		Name of Resident Professional(s) List Resident for all North Carolina locations and the North Carolina licensed professional in responsible charge at all out-of-state locations	NC Lic. No.
	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)

APPLICATION INSTRUCTIONS

GENERAL

All Applications must be completed and returned with the original signature to the Board office along with a non-refundable \$100.00 application fee. The application containing an original signature must be submitted. The application is payable by check or money order to the NC Board of Examiners at the time of application.

APPLICATION FORM INSTRUCTIONS

- Items I & II. A North Carolina licensee must read the Certificate, sign the Affidavit and have it notarized.
- Item III. Designate service(s) offered (engineering and/or land surveying) in the space provided. Designate the manner in which the firm is organized by marking the appropriate box.
- Item IV. If filing as a Business Corporation, provide the original date 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. Failure to provide this information (if incorporated) will result in the application being returned. Submit a copy of the original articles of incorporation with this application.
- Item V. If filing as a Partnership, list the Partner Information and Ownership.
- Item VI. Provide address, designate service(s) offered (engineering and/or land surveying) in each office, name of resident professional(s) for each profession being offered and North Carolina license number(s) in the space provided. Attach additional sheets as necessary. If the firm does not offer engineering or land surveying services within North Carolina show the main office (corporate headquarters).

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.