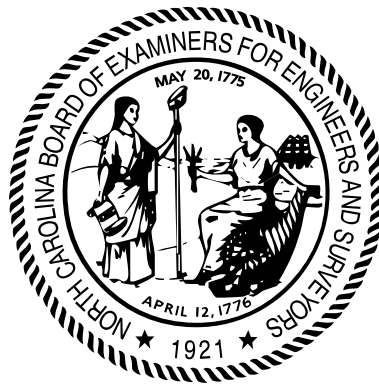


**Application for  
Professional Corporate Licensure  
to Practice Engineering and/or Land Surveying  
in North Carolina**

under the provisions of  
NC G.S. 55B – THE PROFESSIONAL CORPORATION ACT



**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:	

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Type or Print Name of Corporation (or proposed name of Corporation)

### CERTIFICATE

1. Ownership of shares of said Corporation will be as required by §55B-4(2) and §55B-6 of the General Statutes listed herein.
2. All Professional Engineers and Professional Land Surveyors providing professional services in North Carolina are duly licensed or are working under the responsible charge of a duly licensed North Carolina Professional Engineer or Professional Land Surveyor.
3. Only persons holding a North Carolina professional license will have authority to control the engineering or land surveying product, or to determine the clientele or project selection process of the North Carolina Professional Corporation.
4. No disciplinary action is pending against any of the persons listed by any jurisdiction.
5. The North Carolina Professional Corporation will render only professional services as approved by the licensing board(s).
6. All offices in North Carolina will be staffed by a resident professional(s), duly licensed to practice the professional services authorized for the corporation in North Carolina.
7. The North Carolina Professional Corporation will fully comply with Board Rule .0702, the *Rules of Conduct of Advertising*, in any and all brochures, correspondence, listings or other public communications.
8. The Corporation will be operated in full compliance with the requirements of the *Professional Corporation Act*, as well as the regulations of the North Carolina Board of Examiners. The Board of Examiners will be promptly notified of any change in personnel status.

### AFFIDAVIT AND NOTARIZATION

The undersigned certifies that he or she is (or upon incorporation, will be) an officer, director and shareholder of the above Professional Corporation, and is currently licensed with the North Carolina Board of Examiners for Engineers and Surveyors. Further, this application is (or will be) duly authorized by the Board of Directors of said corporation, and that the statements made in said application are true and accurate.

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Signature

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Name (Typed)

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NC Professional License No.

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Federal Tax ID Number

Sworn to and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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Notary Public

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

**OFFICERS, DIRECTORS, SHAREHOLDERS, PROFESSIONAL EMPLOYEES, AND  
NON-LICENSED SHAREHOLDER EMPLOYEES OF:**

\_\_\_\_\_  
Corporation

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\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Physical (street) Address (if different than mailing)

-( ) \_\_\_\_\_ ( ) \_\_\_\_\_ \_\_\_\_\_  
Telephone Fax E-mail of Primary Contact for Company

**A. List only Professional Personnel who have stock ownership and are licensed to practice in North Carolina\*\* or another jurisdiction:**

**(Indicate by an "X" the status of each person, as applicable)**

Name	Profession, License No. & State	Officer**	Director**	Shareholder	Percent of stock owned	Professional Employee
					%	
					%	
					%	
					%	
					%	

\*\* At least one North Carolina PE or PLS must be an Officer, Director and shareholder of the Professional Corporation for EACH profession the company wishes to offer (§55B-4; 55B-14)

**B. List all other officers, directors and shareholding employees of the corporation:**

Name	Address	Officer (If App.)	Director (If App.)	Shareholder (If App.)	Employee	Percent of stock owned

(Total shares owned by those listed in Section B may not exceed 1/3)

Total percent of stock owned by non-licensees \_\_\_\_\_%

**C. Offices of the Professional Corporation:**

Address	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		

For sections A, B, and C, attach additional sheets as necessary.

# APPLICATION INSTRUCTIONS

## GENERAL

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

## APPLICATION

1. Complete the entire application form. Information on all officers, directors, shareholders, professional employees, and non-licensed shareholding employees must be shown in the spaces provided for this purpose.
2. An officer of the corporation, who is a licensed engineer or land surveyor in North Carolina, must sign the certificate and have it notarized. Return the signed form with original signature to the office of the NC Board of Examiners for Engineers and Surveyors.
3. If applying as a Domestic Corporation, submit a copy of your proposed *Articles of Incorporation* (NC Secretary of State Form PC-05) with your Professional Corporate Licensure Application.
4. If applying as an Foreign Corporation (out-of-state), submit a copy of your proposed *Application for Certificate of Authority* (NC Secretary of State Form PC-01), a copy of your existing Articles of Incorporation and a certificate of good standing/existence from the state where you were incorporated along with your Professional Corporate Licensure Application.

Board staff will review the information provided in the application form, to include verification that all professional individuals noted on the application are properly licensed and in good standing. Following approval at the next regularly scheduled meeting of the Board a Certificate, as required by G.S. 55B-4(4), will be issued for use in filing the necessary documents with the NC Secretary of State.

The Certificate will be forwarded to the applicant, for use in support of filing the Articles of Incorporation, Certificate of Authority, or amendments to existing documents with the North Carolina Department of the Secretary of State. The Certificate will be provided only after approval of the application by the Board and payment of the appropriate fee.

If the Corporation is applying to offer additional professional services as listed under G.S. 55B-14 (Architecture, Landscape Architecture and/or Geology), a separate application will need to be submitted to the appropriate licensing board(s) in North Carolina.

5. The applicant will forward the Certificate provided by the Board to the NC Secretary of State, along with the proposed Articles of Incorporation, Application for Certificate of Authority, or amendments to existing documents.
6. Following document filing by the NC Secretary of State, **THE CORPORATION MUST FORWARD A COPY OF THE AUTHENTICATED DOCUMENTS TO THE BOARD OF EXAMINERS TO COMPLETE THE LICENSURE PROCESS.** The documents may be mailed, faxed (919) 791-2011, or e-mailed to the Director of Business Licensure.

## ANNUAL RENEWAL

1. Certificates of Licensure of Professional Corporations under Chapter 55B of the North Carolina Statutes expire in accordance with the provisions of §55B-11 and 21 NCAC 56.0804(b).
2. Upon written application of the Corporation, accompanied by the appropriate renewal fee, the licensing Board shall renew the Certificate of Licensure of a Professional Corporation as required by statute, providing the Board finds that the Corporation has complied with all regulations and the provisions of G. S. 55B.
3. If the Corporation does not apply for Renewal of its Certificate of Licensure within thirty (30) days after the date of the expiration of such Certificate, the Certificate of Licensure shall be automatically suspended with the Secretary of State. The Certificate may be reinstated within the calendar year upon the payment of the required renewal fee plus a reinstatement fee, if such Corporation is then otherwise qualified and entitled to renewal of its Certificate of Licensure.
4. Failure of a Corporation to renew its License for a period of one (1) year shall require the Corporation to submit a new application and meet all requirements in effect for Licensure.
5. Renewal forms will be mailed to Licensees in good standing one month before expiration. Upon submitting the appropriate renewal documents to the Board Office, a Certificate of Renewal will be sent to the Corporation.