

South Carolina Department of Labor, Licensing and Regulation
Office of Licensure and Compliance
Board of Architectural Examiners
Post Office Box 11419, Columbia, SC 29211-1419
Synergy Business Park, Kingstree Building, 110 Centerview Drive (29210)
Phone: (803) 896-4408

CERTIFICATE OF AUTHORIZATION (COA) 2009 - 2011 RENEWAL FORM

RENEWAL FEE: \$200 DUE BY AUGUST 31, 2009 (Payable to LLR-Architectural Board)

LATE PENALTIES: If the renewal is postmarked September 1, 2009 until September 31, 2009, fee is \$250
If the renewal is postmarked October 1, 2009 until August 31, 2011, fee is \$350.

Please clearly print the company name, mailing address, certificate of authorization number, and SC Architect in responsible charge on the renewal form. Renewals will be returned if the required information is not provided. If you change the Architect in Responsible Charge of architectural work in South Carolina, his/her license must be current and in good standing. **NOTE:** It is your responsibility to provide current information to the Board. (See complete instructions on next page)

1. OFFICE INFORMATION:

Business Name: _____ **Certificate of Authorization No.** _____
Address: _____
Phone: _____
Fax: _____
E-Mail: _____

**2. ARCHITECT IN RESPONSIBLE CHARGE OF ARCHITECTURAL WORK IN SOUTH CAROLINA
(PLEASE LIST ONLY ONE ARCHITECT WHO IS CURRENTLY LICENSED IN SOUTH CAROLINA)**

Name: _____ **SC Registration Number:** _____

3. RENEWAL QUESTIONS:

- Since January 1, 2008,
- 1. Has any state taken disciplinary action against your firm's license? YES NO
 - 2. Has your 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 your firm been found by a court or a registration board to have violated the architectural laws or the professional/occupational laws of any jurisdiction? YES NO
 - 4. Has your firm entered into any negotiated settlement with regard to professional/occupational registration laws? YES NO

(IF YOUR ANSWER TO ANY OF THE ABOVE RENEWAL QUESTIONS IS YES, PLEASE EXPLAIN ON A SUPPLEMENTAL SHEET.)

I, _____, (**print name**) certify that all information on this form and any attached sheets is true and correct to the best of my knowledge. Further, I understand that information contained on this renewal form and any attached sheets may be subject to public scrutiny or release under the South Carolina Freedom of Information Act or other provisions of federal and state law.

Signature Title Date

RENEWAL INSTRUCTIONS:

1. Please clearly print all information (company name, license number, mailing address, phone/fax number and e-mail address). Renewal will be returned if this information is not complete.
2. Clearly print the name and license number of the South Carolina Architect in Responsible Charge. You may list only one currently licensed architect in South Carolina who will serve as your architect in responsible charge. Renewals will be returned if this information is not complete. Please be aware that if you serve as the designated architect in responsible charge, you must renew your individual license prior to the firm licensure renewal deadline of August 31, 2009, **or** another architect licensed in South Carolina must be designated as the architect in responsible charge. Corporate renewals cannot be processed until the designated architect in responsible charge has renewed his/her individual license.
3. Answer all renewal questions by checking "yes" or "no" by each one. If your answer to any of these questions is yes, please explain on a supplemental sheet. Renewals will be returned if this information is not complete.
4. **If you have a company name change** (not a company structure change), please clearly print the new name and the old name on the form. Note: If an out-of-state or in-state firm seeks to register under a name referring to persons rather than a trade name, the persons referred to in the firm's name must be licensed as individual architects, engineers, land surveyors, or landscape architects in this State or in another state or jurisdiction. If you are adding an individual name(s), please include a supplemental sheet with their full name, state of registration and type of license they currently hold.
5. **If you have a structure change** (i.e., company changes from a partnership to a corporation), you will need to file a new application with the Board. Please contact archelp@llr.sc.gov by e-mail and indicate "structure change" in the subject line. Include the company name, license number and the new structure of the company. A registration packet for the new firm will be e-mailed to you.
6. Print name, sign and date the form verifying that all current information has been provided. Unsigned and/or incomplete renewal forms will be returned.
7. Include your company license number on your check and make check payable to LLR-Architectural Board.
8. Return the **entire** renewal form to LLR- Architectural Board, 110 Centerview Drive (29210), or PO Box 11419, Columbia, SC 29211-1419.
9. Renewals postmarked by August 1, 2009, will be processed as timely renewals – Renewal fee is \$200. If the renewal is postmarked September 1, 2009 until September 31, 2009, fee is \$250; If the renewal is postmarked October 1, 2009 until August 31, 2011, fee is \$350.
10. **If you do not wish to renew the firm's license**, please contact the Board by e-mail at archelp@llr.sc.gov and indicate in the subject line, "do not wish to renew". Please include company name and license number when making this request. If circumstances change and you wish to reactivate the firm license, you may do so until August 31, 2009, on payment of the renewal fee. If the renewal is processed after September 1, 2009 a late penalty of \$50.00 will be assessed for a total of \$250. If you do not renew your registration before August 31, 2011, it cannot be reissued except by a new application accompanied by the application fee (\$100.00) and approval by the Board.