

IS YOUR FIRM A BUSINESS OR PROFESSIONAL CORPORATION?

Yes

Step #1

Note: An employee of the firm must first be licensed as an architect in South Carolina before submitting forms to the S.C. Secretary of State's Office.

Submit the following to the S.C. Secretary of State's Office:

1. *S.C. Secretary of State form, Application by Foreign Corporation
2. Application Fee of \$135 made payable to the Secretary of State.
3. S.C. Tax Commission form CL-1, Initial Annual Report of Corporations
Application fee of \$25 made payable to the S.C. Tax Commission. You may download this form at www.sctax.org
4. Certificate of Existence from your state's Secretary of State.

*The Secretary of State requires that you provide a physical address in SC for receipt of correspondence should that be necessary. Post Office boxes are not acceptable. If you know someone who will allow you to use his/her address, you may do so. Or, you may contact C.T. Corporation at 1-800-241-8922 to serve as your registered agent.

Step #2

SC Secretary of State sends you a Certificate of Authority to Transact Business in SC.

Step #3

Send the following to the SC Board of Architecture:

1. Copy of Certificate of Authority.
2. Completed, notarized and signed SC Application to License Firms, Corporations or Partnerships.
3. Application fee of \$100 made payable to LLR – Architectural Board.