

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

under the provisions of

NC G.S. 57C — THE NORTH CAROLINA PROFESSIONAL LIMITED LIABILITY COMPANY 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: | |

APPLICATION FOR LICENSURE AS A PROFESSIONAL LIMITED LIABILITY COMPANY

The undersigned member of _____, a proposed Professional Limited Liability Company to be organized under the provisions of Chapter 57C of the North Carolina General Statutes, hereby applies for licensure of the above named Professional Limited Liability Company under the provisions of Chapters 57C, 55B, and 89C. In support of this application for licensure, the undersigned certifies as follows:

CERTIFICATE

1. Membership in said Professional Limited Liability Company is as required under the provisions of §57C-2.01, §55B-(2), and 55B-6.
2. All members and employees, who are practicing engineering or land surveying for said Professional Limited Liability Company, are duly licensed to practice such in the State of North Carolina. The names of all such persons are listed and are a part of this Certificate. (Licensed Architects, Landscape Architects, and Geologists of the firm should be listed for record purposes, although these licensed professionals are not within the jurisdiction of this Board.
3. All non-licensed members of the Professional Limited Liability Company are as listed and are a part of this certificate. It is understood that no more than one-third of the members of the Professional Limited Liability Company may be on-licensed.
4. No disciplinary action is pending against any of the persons listed by any jurisdiction.
5. The Professional Limited Liability Company will be operated in accordance with the North Carolina Professional Limited Liability Company Act and the regulations of the North Carolina Board of Examiners for Engineers and Surveyors.
6. All branch offices are listed showing the resident professional licensee.
7. The Board of Examiners will be promptly notified of any change in personnel status contained on this certificate.

AFFIDAVIT AND NOTARIZATION

The undersigned certifies that he or she is (or upon organization, will be) a member and manager of the above named Professional Limited Liability Company, 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 entire membership and that the statements made in said application are true and accurate.

Signature

Name (Typed)

NC Professional License No.

Federal Tax ID Number

Sworn to and subscribed before me
this _____ day of _____, 20_____

Notary Public

My Commission expires _____

MEMBERS AND NON-LICENSED MEMBERS OF:

Professional Limited Liability Company

Mailing Address _____ Physical (street) Address _____

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

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

** At least one North Carolina PE or PLS must be a Member and Manger for EACH profession the company wishes to offer

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

| Name | Profession, License Number & State | Member** | Manager** | (%) Percent Membership Held | Professional Employee |
|------|------------------------------------|----------|-----------|-----------------------------|-----------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Total Percentages of Section A and Section B must equal 100%.

B. List all other non-licensed employees of the company who have membership in the company:

| Name | Address | Member | Manager | Employee | (%) Percent Membership Held |
|------|---------|--------|---------|----------|-----------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(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 Limited Liability Company:

| Address | Check Service(s) Offered | | List the Name of Resident Professional(s) for all North Carolina office locations or the North Carolina licensee in responsible charge at each out-of-state office locations | NC License Number |
|-----------------|--------------------------|----|--|-------------------|
| | 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.

All Foreign Limited Liability Companies organized after June 5, 1969 must qualify as a Professional Limited Liability Company. To qualify as a Professional Limited Liability Company, at least 2/3 of the company must be owned by licensees. In addition, at least one North Carolina licensee for EACH profession being offered must be a Member and Manager in the company. Up to 1/3 of the company may be owned by non-licensed employees of the company. No other company may be a member of the Professional Limited Liability Company

APPLICATION

1. List all licensed and non-Licensed members of the Professional Limited Liability Company in the spaces provided.
2. An officer of the Professional Limited Liability Company, preferably the President or Manager, must sign the certificate and have it notarized. Return the signed copy to the office of the NC Board of Examiners for Engineers and Surveyors.
3. If applying as a Domestic Professional Limited Liability Company, as part of your application, submit a copy of your proposed *Articles of Organization* (NC Secretary of State Form PLLC-02) with your Professional Limited Liability Company Application.
4. If applying as a Foreign Professional Limited Liability Company (out-of-state), as part of your application, submit a copy of your proposed *Application for Certificate of Authority* (NC Secretary of State Form PLLC-01), a copy of your existing *Articles of Organization* and a copy of a *Certificate of Existence* less than 6 months old.
5. The Board will review the information provided in the Application and the Certificate signed by the Professional Limited Liability Company's officer. The Board will verify all professional individuals noted on the application, particularly that members are properly licensed and in good standing. Upon a determination that the Professional Limited Liability Company is in compliance with the applicable statutes, the Application will be reviewed at the next Board Meeting. Once approved a *Certificate for Filing* will be issued to the Professional Limited Liability Company to use in support of the application for organization with the office of the NC Secretary of State.

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

6. Once the application is approved, the applicant will forward the *Certificate for Filing* provided by this Board, along with the proposed *Articles of Organization* or proposed *Certificate of Authority*, and original *Certificate of Existence* to the NC Secretary of State with their required fee.
7. Following document filing by the NC Secretary of State, **THE LIMITED LIABILITY MUST FORWARD A COPY OF THE RECORDED 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. The company will not be issued a license until a copy of the recorded paperwork is provided to the Board.
8. Foreign Professional Limited Liability Companies applying for licensure must also comply with the applicable provisions of §57C, §55B, and §89C.

ANNUAL RENEWAL

1. Certificates of Licensure for Professional Limited Liability Companies licensed under the provisions of Chapters 57C and 89C of the North Carolina General Statutes expire in accordance with the provisions of 21 NCAC 56.804(b).
2. Upon written application of the Professional Limited Liability Company, accompanied by the required renewal fee, the Board shall renew the Certificate of Licensure of a Professional Limited Liability Company as required by statute, provided the Board finds that the Professional Limited Liability Company has complied with all other regulations and the provisions of §89C.
3. If the Professional Limited Liability Company does not apply for renewal of the Certificate of Licensure within thirty 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 fee plus a reinstatement fee.
4. Failure of a Professional Limited Liability Company to renew the Certificate of Licensure for a period of one year shall require the Professional Limited Liability Company 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 before prior to expiration. Upon receipt of the completed renewal documents by the Board, a Certificate of Renewal will be sent to the Professional Limited Liability Company.