

Application for Licensure

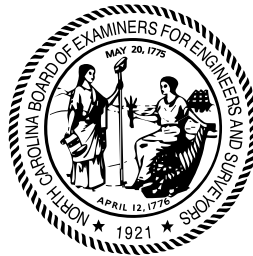
as a

Chapter 87 Entity

to practice limited engineering and/or surveying services
in North Carolina

under the exemption provisions of

N.C.G.S. 55B-15(a)(2) – 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 X 102

Board Use Only	
Fee:	
Approved:	

Credit Card Information Sheet

Accepted Credit Cards: Visa, MasterCard, Discover

To pay the Application Fee by credit card, the following information **must** be provided:

Amount charged will be: **\$100.00** (Application Fee)

Check Card Type: Visa MasterCard Discover

Credit Card Number: _____

Exact Name as it as it appears on Card: _____

Card Expiration Date (enter Mo/Yr): _____

Typed Name of Cardholder: _____

Firm Name: _____

Signature of Cardholder: _____

Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer.

For Office Use Only:	Auth:
	Ref:

APPLICATION INSTRUCTIONS

GENERAL

Completed applications along with all required supporting documents should be mailed (address on cover sheet) or emailed (firms@ncbels.org) to the attention of the Director of Firm Licensure. Incomplete applications will not be processed and will be returned to the Applicant.

The **non-refundable** \$100.00 application fee is payable by check, money order or credit card (Visa, MasterCard, Discover). Checks or Money Orders should be made payable to the NC Board of Examiners. If paying by Credit Card, applicant must submit the attached Credit Card Information Sheet.

APPLICATION

1. Section A: List type of Chapter 87 contractor's license firm has that is current and the license number issued by that Board and expiration date.
2. Section B: List all North Carolina licensed engineers and/or land surveyors employed by the firm and identify their NC license number.
3. Section C: List only the physical locations of each office that will offer engineering and/or land surveying services. Each location listed must designate only one NC licensee for each profession (engineering and/or land surveying only) and their corresponding license number. Licensees for in-state offices must comply with the Resident requirement in NCAC Title 21, Chapter 56 (Board Rules), Section .0901(c). All out-of-state locations must designate one licensee (for each profession offered) who will be in responsible charge of services from that location.
4. The President/CEO/Chairman of the Board of the corporation, as well as a Professional Engineer and/or Professional Land Surveyor employee of the firm, licensed to practice in North Carolina, must sign the certificate.
5. A copy of the recorded North Carolina *Articles of Incorporation* or *Certificate of Authority* must be submitted with the application.
6. 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. Once verified, a license to practice **limited** engineering and/or land surveying in conjunction with the corporation's primary service will be issued.

ANNUAL RENEWAL

1. Firm Licenses issued to Chapter 87 entities licensed under exemption to Chapter 55B of the North Carolina Statutes expire in accordance with the provisions of §55B-11 and 21 NCAC 56.0804(b).
2. Upon receipt of firm's online renewal, accompanied by the appropriate fee, the Board shall renew the firm license 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. Once the renewal is processed an email will be sent to the firm email on file with instructions on how to obtain a copy of the business firm's annual license.
3. If the firm does not apply for renewal of the Firm License within thirty (30) days after the date of the expiration of such license, the Firm License shall be automatically archived. The Firm License may be reinstated within one year upon receipt of the renewal application and payment of the required renewal fee plus reinstatement fee.
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. A renewal reminder will be mailed to business firms in good standing to the firm address on file one month prior to expiration.

NAME OF CORPORATION: _____

CERTIFICATION

A North Carolina licensed Engineer or Land Surveyor must read the Certificate, sign the Affidavit.

1. Entity is authorized in North Carolina to render primary services governed by Article 1 (*General Contractor*), 2 (*Plumbing, Heating & Fire Sprinkler Contractors*), 4 (*Electrical Contractor*) or 5 (*Refrigeration Contractor*) of Chapter 87 of the General Statutes.
2. All Professional Engineers performing engineering services and/or each Professional Land Surveyors performing land surveying services on behalf of the contractor corporation is duly licensed to provide professional services in North Carolina and is an employee of the corporation. Said licensee is regularly employed in the ordinary course of business by the corporation.
3. The corporation understands that the license being applied for is limited in nature, and that any professional engineering and/or land surveying services provided are reasonably necessary and connected with the primary service of the corporation. No engineering and/or land surveying services may be offered, performed, or rendered independently from the primary contracting services rendered by the corporation.
4. All offices in North Carolina where professional engineering and/or land surveying services are rendered or provided shall be staffed by an individual or individuals duly licensed to practice engineering and/or land surveying in North Carolina. Said individuals are in responsible charge of professional services, as required by Board rule 21 N CAC 56.0901. Licensees for in-state offices must comply with the Resident requirement in NCAC Title 21, Chapter 56 (Board Rules), Section .0901(c).
5. The corporation understands and will fully comply with Board Rule 21 NCAC 56.0702, the *Rules of Conduct of Advertising*, in any and all brochures, correspondence, listings or other public communications.
6. The Board of Examiners will be notified within (30) days of any change in personnel status, locations, etc. contained in this Certificate by submitting the Chapter 87 Change Form available on the Board web site at www.ncbels.org.

AFFIDAVIT

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.

The undersigned licensee certifies that the firm has not been **disciplined** on any license, **convicted** of any crime or no disciplinary action is **pending** against any of the persons listed by any jurisdiction.

President/CEO/Chairman of the Board

Professional Engineer or Land Surveyor

Signature

Signature

Name (Typed or Printed)

Title

Name (Typed or Printed)

NC PE/PLS License No.

**ELIGIBILITY FOR LIMITED ENGINEERING AND/OR LAND SURVEYING LICENSE
IN SUPPORT OF CONTRACTING AND CONSTRUCTION ACTIVITIES:**

Name of Entity	
Mailing Address	Street Address (if different than mailing)
() Telephone	() Fax Number
Federal Tax ID Number	E-mail Address of Primary Contact

A. List Contractor Licenses held by the Corporation in the State of North Carolina:

Type of Contractor License	License Number	Expiration Date

B. List Professional Engineers or Professional Land Surveyors employed by the Corporation:

Name of Licensee(s)	PE/PLS License Number

C. Offices of the Corporation from which professional engineering and/or land surveying services will be offered:

Physical Address	Name of one Resident/Responsible Professional in each Profession being offered	Individuals NC License Number.
Main Office		
Branch Office 1		
Branch Office 2		
Branch Office 3		

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