

# Application for Business Firm Licensure

to Practice Engineering and/or Land Surveying

in

North Carolina

under the provisions of

The Engineering and Land Surveying Act,  
Chapter 89C of the General Statutes of North Carolina



**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:

## 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.*

<b>For Office Use Only:</b>	Auth:
	Ref:

# APPLICATION INSTRUCTIONS

## GENERAL

This application may only be used for Non-Exempt Sole Proprietorships, Partnerships, Business Corporations or Limited Liability Companies that meet the exception in NCGS 55B-15(a)(1).

If the Corporation or Limited Liability Company was formed after June 5, 1969, it does not qualify for this exception and the firm **should not use this application**. Refer to the Business Firm Chart on the Board web site ([www.ncbels.org](http://www.ncbels.org)) for more information.

Completed applications along with all required supporting documents should be mailed (address on cover sheet) or emailed ([firms@ncbels.org](mailto: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.

## Non-Exempt Sole Proprietorship Instructions

A licensee that wishes to operate as a sole proprietor using a name other than their signature name as reflected in the Board records must apply for Firm Licensure as a Non-Exempt Sole Proprietorship. A sole member LLC or corporation is not a proprietorship. Refer to the Business Firm Chart on the Board web site ([www.ncbels.org](http://www.ncbels.org)) for more information.

## Annual Renewal

1. Firm Licenses for business firms licensed under G.S. 89C-24 expire in accordance with the provisions of 21 NCAC 56.0804(b).
2. Upon receipt of business 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 firms annual license.
3. If the business 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 suspended. 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.

# CERTIFICATE

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

I. In support of this application for licensure, the undersigned certifies as follows:

1. All Professional Engineers and Professional Land Surveyors providing professional services in North Carolina are duly licensed or working under the responsible charge of a duly licensed North Carolina Professional Engineer or Professional Land Surveyor.
2. Said Business Firm is being operated in compliance with the laws of the State of North Carolina and the regulations of the North Carolina Board of Examiners for Engineers and Surveyors.
3. All offices of the firm that will be offering/providing engineering and/or land surveying on North Carolina projects are listed and each location identifies the responsible/resident professional(s) in responsible charge of each office.
4. The Business Firm will fully comply with Board Rule .0702, the *Rules of Conduct of Advertising*, in any and all brochures, correspondence, listings or other public communications.
5. 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 Business Firm Change Form available on the Board web site at [www.ncbels.org](http://www.ncbels.org).

## II. 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 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. If yes, a detailed explanation and copy of the final order must be provided with the application.

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.

\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
E-mail Address of Primary Contact

# APPLICATION FOR FIRM LICENSURE

Name of Business Firm: \_\_\_\_\_

### III. Business Firm operates as a:

Business Corporation/Limited Liability Company\*\*  Partnership\*\*\*  Non-Exempt Proprietorship

### IV. Business Corporation or Limited Liability Company Instructions\*\*:

Only Corporations and Limited Liability Company's formed prior to June 5, 1969, may qualify as Business Corporations or Limited Liability Company's. All others must qualify as a Professional Corporations or Professional Limited Liability Company's and use the Professional Corporation Application or Professional Limited Liability Company Application per North Carolina General Statute 55B (Professional Corporation Act).

1. List the original date of Incorporation and State of Incorporation: **NOTE**: This is not the date the corporation was authorized to transact business in North Carolina: the date provided must be the original date of incorporation for the Firm.

• Date of Incorporation/Organization: \_\_\_\_\_ State: \_\_\_\_\_

2. Domestic North Carolina Entities - along with application, domestic firms formed prior to June 5, 1969, must submit a copy of the firms original North Carolina *Articles* and any amendments to present.
3. Foreign Entities (Non-North Carolina Entities) - along with Application, must submit a copy of the corporations original *Articles of Incorporation* and any Amendments to present from its State of formation, a copy of a *Certificate of Existence* less than (6) months old and copy of the proposed North Carolina Certificate of Authority (Form B-09)\*\*\*.

\*\*\*The NC *Application for Certificate of Authority* should not be filed with the NC Secretary of State until an application has been filed with the NC Board of Examiners for Engineers and Surveyors and approved.

\*\*\*If the firm has already submitted and obtained a NC *Certificate of Authority*, a copy must be provided with the application.

4. The original firm *Articles* dating prior to June 5, 1969, must indicate that the firm was practicing engineering/land surveying at time of Incorporation/Organization. If they do not then evidence that the firm was performing engineering/land surveying prior to June 5, 1969, must be submitted.

V. Partnership Instructions:

1. List all Partner(s) and corresponding ownership. All Partners must be individuals. A firm may only be a Partner if that entity is also licensed with the NC Board of Examiners for Engineers and Surveyors.
2. If filing as a Domestic Partnership, along with the application, submit a copy of the recorded Secretary of State *Registration*. If the firm is not currently registered with the NC Secretary of State, submit a copy of the proposed *Registration*.
3. If filing as a Foreign Partnership (Non-North Carolina Entity), submit a copy of the original *Registration* from the firm's home state of registration and any *amendments* to present. Also submit a copy of a *Certificate of Existence* less than (6) months old.

	<u>Name, Address, Telephone</u>	<u>Percentage owned in Partnership</u>
A.	_____	_____
	_____	
	_____	
	_____	
B.	_____	_____
	_____	
	_____	
	_____	
C.	_____	_____
	_____	
	_____	
	_____	
D.	_____	_____
	_____	
	_____	
	_____	

(Use Additional Sheets if Necessary)

## VI.

## OFFICES

1. Each location of the firm that is or may be offering services should be listed below.
2. Each location of the firm located in the State of North Carolina must designate one Resident NC licensee (for each profession offered) who is complying with the Resident Licensee requirements of NCAC Title 21, Chapter 56 (Board Rules), Section .0901(c)\*\*.

\*\*A resident licensed Professional Engineer or Professional Land Surveyor means a licensee who spends a majority of the normal working time in said place of business. A licensed Professional Engineer or Professional Land Surveyor can be the Resident Licensee at only one place of business at one time.

3. Each out-of-state location must have one designated North Carolina licensee in responsible charge (for each profession offered from that location).

Mailing Address (If Different than Main Office Address)				
Address, Telephone and Fax Number	Check Service(s) Offered		List Resident NC licensee for profession(s) offered at each in-state office and/or the NC licensee in responsible charge of each out-of-state location. Resident PE/PLS must comply with NCAC Title 21, Chapter 56, Board Rule .0901(C).	Individuals NC License Number
	Eng	LS		
Main Office	Eng	LS		
Branch Office 1	Eng	LS		
Branch Office 2	Eng	LS		
Branch Office 3	Eng	LS		
Branch Office 4	Eng	LS		
Branch Office 5	Eng	LS		

(Use Additional Sheets if Necessary)

