

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

under the provisions of

NC G.S. 57D — 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:	

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 may be mailed to the Board office (address on cover sheet) or emailed to the Director of Firm Licensure at firms@ncbels.org. Incomplete applications will be returned to the applicant and may delay licensure.

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

Sections A & B must account for 100% of the professional limited liability company membership. Please include the application cover page.

If the professional limited liability company is an ESOP or has non-licensed members who are not employees, contact the Director of Firm Licensure at firms@ncbels.org.

1. **Section A:** List all licensed personnel who are licensed in a profession the corporation is applying to authorize in North Carolina. At least one licensee must be North Carolina licensed in the profession and must be a Member and Manager. If individual is not North Carolina licensed then provide one state and corresponding license number where the individual is currently licensed. The state listed must be one where the firm is also authorized to practice that service. Additional NC personnel who have no membership may also be listed in this section so they are associated with the applying firm.
2. **Section B:** List all personnel who have membership and who are not licensed in any profession or not licensed in a profession being authorized in North Carolina. All members in this section must be employees.
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. **Additional Required Documents:**

If applying as a new Domestic Professional Limited Liability Company, in addition to the Professional Limited Liability Company Application, submit a copy of the proposed Articles of Organization (NC Secretary of State Form PLLC-02) and a copy of the firms proposed operating agreement.

If applying as a Foreign Professional Limited Liability Company (out-of-state), in addition to the Professional Limited Liability Company Application, submit a copy of existing corporate Articles of Organization and any amendments to present, a copy of the proposed Application for Certificate of Authority (NC Secretary of State Form PLLC-01), a copy of a *Certificate of Good Standing/Existence* less than (6) months old from the state where the firm was originally organized, and a copy of the firms operating agreement and any *amendments* to present.

5. If the professional limited liability company is applying to offer additional professional services as listed under G.S. 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.

Upon approval of the application, a *Certificate for Filing* and additional instructions will be mailed to the applicant, for use in support of the filing of the *Articles of Organization*, *Certificate of Authority*, or *amendments* with the North Carolina Department of the Secretary of State. **No documents may be filed with the Secretary of State until approval is received by this office.**

Subsequent to the Secretary of State filing, the professional limited liability company will be required to email a copy of the recorded documents to the Board office at firms@ncbels.org. The filed documents are not a license to practice, the Board of Examiners issues the firm license.

ANNUAL RENEWAL

1. Firm Licenses of professional limited liability companies under Chapter 55B of the North Carolina Statutes expire in accordance with the provisions of §55B-11 and 21 NCAC 56.0804(b) and are required to be renewed yearly.
2. Upon receipt of the online renewal application of the professional limited liability company, 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 professional limited liability company has complied with all regulations and provisions of G.S. 89C. Upon approval of the submitted renewal, the professional limited liability company will be notified by email how to obtain a copy of the firm's annual license.
3. If the professional limited liability company 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 professional limited liability company to renew its license for a period of one (1) year shall require it to submit a new application and meet all requirements in effect for licensure.
5. A renewal reminder will be mailed to professional limited liability company in good standing to the address on file one month prior to expiration.

APPLICATION FOR LICENSURE AS A PROFESSIONAL LIMITED LIABILITY COMPANY

Type or Print Name of Professional Limited Liability Company (or proposed name). Firm must use "PLLC" after name in NC.

CERTIFICATE

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

1. Membership of said professional limited liability company will be as required under the provisions of §57D, §55B-2 and §55B-6.
2. All Professional Engineers and Professional Land Surveyors providing professional services in North Carolina are duly licensed or are working under the responsible charge of a duly licensed North Carolina Professional Engineer or Professional Land Surveyor.
3. Only persons holding a North Carolina professional license will have authority to control the engineering or land surveying product, or to determine the clientele or project selection process of the North Carolina Professional Limited Liability Company.
4. The North Carolina Professional Limited Liability Company will render only professional services as approved by the licensing board(s).
5. All offices in North Carolina will be staffed by a resident professional(s), duly licensed to practice the professional services authorized for the entity in North Carolina.
6. The North Carolina Professional Limited Liability Company will fully comply with Board Rule .0702, the *Rules of Conduct of Advertising*, in any and all brochures, correspondence, listings or other public communications.
7. 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 Professional Limited Liability Company Change Form available on the Board web site at www.ncbels.org.

AFFIDAVIT

The undersigned certifies that he or she is (or upon organization, will be) a Member and Manager of the above 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 Managers and Members of said firm, 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.

Signature

Name (Typed)

NC Professional License No.

Federal Tax ID Number

MEMBERS AND NON-LICENSED MEMBER EMPLOYEES OF:

Name of Professional Limited Liability Company (firm must use "PLLC" after name)

Mailing Address

Physical (street) Address (if different than mailing)

() _____
Telephone

() _____
Fax

_____ E-mail of Primary Contact for Company

A. List Professional Personnel who have firm membership and who are licensed in a profession that is or will be authorized in North Carolina. **At least one licensee in each profession must be a NC licensee who is also a Member and Manager (§57D-2-02).

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

Name	Profession, License No. & State	Manager**	Member** (Exact Membership Percentage Held)**	Employee

B. List all other member employees of the firm (this includes licensees in Professions that are not authorized in North Carolina. All non-licensed members must be employees. If there are non-employee members, contact the Director of Firm Licensure:

Name	Address	Manager (if applicable)	Member (Exact Membership Percentage Held)	Employee

Total Membership by non-licensees (may not exceed one-third) _____%

C. Offices of the Professional Limited Liability Company:

Address	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		

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