

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

under the provisions of  
NC G.S. 55B – 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

Board Use Only	
Fee:	
Approved:	

# 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](mailto: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, email the Director of Firm Licensure at [firms@ncbels.org](mailto:firms@ncbels.org) to receive a secure link to make payment.

## APPLICATION

Sections A & B must account for 100% of the corporate stock. Please include the application cover page.

If the corporation is an ESOP or has non-licensed shareholders who are not employees, contact the Director of Firm Licensure at [firms@ncbels.org](mailto: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 an Officer, Director (Board of Directors) and Shareholder. 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 ownership may also be listed in this section so they are associated with the applying firm.
2. **Section B:** List all personnel who own shares and who are not licensed in any profession or not licensed in a profession being authorized in North Carolina. All shareholders 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 Corporation, In addition to the Professional Corporate Application, submit a copy of the proposed *Articles of Incorporation* (NC Secretary of State Form PC-05).

If applying as a Foreign Professional Corporation (out-of-state), in addition to the Professional Corporate Application, submit a copy of the proposed *Application for Certificate of Authority* (NC Secretary of State Form PC-01), a copy of existing corporate *Articles of Incorporation* and any *amendments* to present, a copy of a *Certificate of Good Standing/Existence* less than (6) months old from the state where the corporation was originally incorporated.
5. If the Corporation 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 Incorporation*, *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 corporation will be required to email a copy of the recorded documents to the Board office at [firms@ncbels.org](mailto: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 corporations 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 renewal application of the professional corporation, 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 corporation has complied with all regulations and provisions of G.S. 89C. Upon approval of the submitted renewal, the professional corporation will be notified by email how to obtain a copy of the firm's annual license.
3. If the corporation 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 corporation to renew its License for a period of one (1) year shall require the corporation to submit a new application and meet all requirements in effect for licensure.
5. A renewal reminder will be mailed to corporations in good standing to the address on file one month prior to expiration.

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Type or Print Name of Corporation (or proposed name of Corporation)

## CERTIFICATE

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

1. Ownership of shares of said Corporation will be as required by §55B-4(2) and §55B-6 of the General Statutes listed herein.
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 Corporation.
4. The North Carolina Professional Corporation 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 corporation in North Carolina.
6. The North Carolina Professional Corporation 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 Corporation Change Form available on the Board web site at [www.ncbels.org](http://www.ncbels.org).

## AFFIDAVIT

The undersigned certifies that he or she is (or upon incorporation, will be) an Officer, Director and Shareholder of the above Professional Corporation, 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 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.

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Signature

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Name (Typed)

NC Professional License No.

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Federal Tax ID Number

**OFFICERS, DIRECTORS, SHAREHOLDERS, PROFESSIONAL EMPLOYEES, AND  
NON-LICENSED SHAREHOLDER EMPLOYEES OF:**

Name of Corporation

Mailing Address

Physical (street) Address (if different than mailing)

Telephone

Fax

E-mail of Primary Contact for Company

- A. List Professional Personnel who have stock ownership 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 an Officer, Director (Board of Directors) and Shareholder (§55B-4; 55B-14).**

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

Name	Profession, License No. & State	Officer**	Director**	Exact Percent of stock owned	Employee

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

Name	Address	Officer (If App.)	Director (If App.)	Exact Percent of stock owned	Employee

(Total shares owned by those listed in Section B may not exceed 1/3)

Stock owned by non-licensees \_\_\_\_\_%

- C. Offices of the Professional Corporation:**

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 No.
	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.